

## ANNEXURE – 3

### (CHAPTER – 1, Para 1.6)

#### LIST OF POLLING MATERIALS FOR A POLLING STATION

S. No.	Items	Quantity
<b>(A)</b>	<b>EVM, Electoral Rolls and others</b>	
1	Control Unit	01 Nos
2	Ballot Units	01 or more depending upon the number of candidates plus NOTA
3	VVPAT	01Nos
4	Marked copy of electoral roll	01Nos
5	Working copies of electoral roll	03 Nos
6	Ballot papers (for tendered votes)	20 Nos
7	ASD List	01Nos
8	CSV List if any	01Nos
9	Braille Ballot Sheet	01Nos
10	Dummy Ballot Unit	01Nos
11	Voting Compartment	01 Nos as per design approved by Commission
<b>(B)</b>	<b>Forms and other formats:</b>	
<b>1</b>	<b>Statutory Booklet-01: White Colour Register</b>	01 Nos
	(i) Register of voters in Form 17A	
<b>2</b>	<b>Statutory Booklet-02: White Colour Booklet</b>	01 Nos
	(i) List of Tendered votes in Form-17 B	02 Nos
	(ii) The account of votes (Form-17C) recorded	10+ Nos,(Depending upon the number of candidates)
	(iii) List of challenged votes in Form-14	02 Nos
	(iv) List of blind and infirm electors in Form 14A	02 Nos
	In case of simultaneous election, for Assembly election, addition accounts of votes (17C) recorded should be given in pink colour	10+ Nos,(Depending upon the number of candidates in the assembly election)
<b>3</b>	<b>Statutory Booklet-03: White Colour Booklet</b>	01 Nos
	(i) Voter's Slip	Number of voter's slip shall be depended upon the number of voters in that booth.
	In case of simultaneous election, for Assembly election, Voter's Slip Pink Booklet should be provided.	Same as above
<b>4</b>	<b>Non-statutory Booklet- Part-A: Yellow Colour Booklet</b>	01 Nos
	(i) The declarations by the Presiding Officer before the commencement of poll and at the end of poll (Part-I to IV)	02 Nos
	(ii) The Presiding Officer's Diary	02 Nos
	(iii) Visit Sheet	02 Nos
	(iv) Presiding Officer's Report (I, II, III, IV & V)	01 Nos
	(v) Form M21- Receipts of return of election records and materials after poll	02 Nos
<b>5</b>	<b>Non-statutory Booklet- Part-B: Yellow Colour Booklet</b>	01 Nos
	(i) Polling Agents/ relieving agents movement sheet;	01 Nos
	(ii) Entry Pass of Polling Agents/Relief Agents	(10 + depending upon the number of candidates)
	(iii) Declarations by the companions of blind and infirm voter	10 Nos
	(iv) The receipt book and cash, if any, in respect of challenged votes;	10 Nos
	(v) Form of declaration by elector under Rule 49MA (Test Vote)	05 Nos
	(vi) Form of declaration by elector whose name is in ADS list	10 Nos
	(vii) Letter of complaint to the S.H.O. Police	04 Nos

	(viii) Declarations obtained from electors as to their age	04 Nos
	(ix) List of Electors who voted after giving declaration/refused to give declaration	04 Nos
<b>6</b>	<b>Candidate Information Booklet-06: Blue Colour Booklet</b>	01 Nos
	(i) List of contesting candidates Form-7A	01 Nos
	(ii) Photo copy of signature of Candidates/Agents	01 Nos
<b>(C)</b>	<b>Envelopes</b>	
<b>1</b>	<b>Envelope Set-01: EVM Papers (White colour)</b>	
	(i) Master envelope for EVM papers (White colour)	01 Nos,
	(ii) Envelope for account of votes (Form-17C) recorded	01 Nos
	(iii) Envelope for Presiding Officers Report- I (Mock Poll Certificate), II & III	01 Nos
	(iv) Envelope for VVPAT paper slip of Mock Poll (Black Colour)	01 Nos
	In case of simultaneous election, for assembly election, one addition Master envelope for EVM Papers in pink colour, one additional Envelope for account of votes recorded (17C) in pink colour and one additional envelope for Presiding Officer's Report-I (Mock Poll Certificate), II & III in pink color and one additional envelope for VVPAT paper slips of Mock poll in black colour for assembly poll EVM.	01 Nos each
<b>2</b>	<b>Envelope Set-02: Scrutiny Documents (White Colour)</b>	
	(i) Master Envelope for Security Documents (White Colour)	01 Nos
	(ii) Envelope for Presiding Officer's Diary (White colour)	01 Nos
	(iii) Envelope for register of voters (17A) (White Colour)	01 Nos
	(vi) Envelope for the list of blind and infirm electors in Form 14-A and the declarations of the companions (Yellow colour)	01 Nos
	(v) Envelope for Visit Sheet (White colour)	01 Nos
<b>3</b>	<b>Envelope Set-03: Statutory Cover (White colour)</b>	
	(i) Master envelope for Statutory Cover (White colour)	01 Nos
	(ii) Envelope for marked copy of the electoral roll and list of CSV (If any) (White colour)	01 Nos
	(iii) Envelope for voter's slips (White colour)	01 Nos
	(iv) Envelope for used tendered ballot papers and the list in Form 17B (White colour)	01 Nos
	(v) Envelope for unused tendered ballot papers (white colour)	01 Nos
	(vi) Envelope for the list of challenged votes in Form 14 (white colour)	01 Nos
	In case of simultaneous election, for assembly election, one additional Envelope for Voter's slip (Pink Colour)	01 Nos
<b>4</b>	<b>Envelope Set-04: Non-Statutory Cover (Yellow colour)</b>	
	(i) Master envelope for non-Statutory Cover (Yellow colour)	01 Nos
	(ii) Envelope for Copy or copies of electoral roll (other than the marked copy) (Yellow colour)	01 Nos
	(iii) Envelope for appointment letters of Polling Agents in Form 10 (Yellow colour)	01 Nos
	(iv) Envelope for election duty certificate in Form 12-B (Yellow colour)	01 Nos
	(v) Envelope for declarations by the Presiding Officer (Yellow Colour)	01 Nos
	(vi) Envelop for the receipt book and cash, if any, in respect of challenged votes (Yellow colour)	01 Nos
	(vii) Envelope for (i) unused and damaged paper seals and (ii) Unused and damaged special tags (Yellow colour)	01 Nos
	(viii) Envelope for Unused Voter's Slip (Yellow Colour)	01 Nos
	(ix) Envelope for the declarations obtained from electors as to their age and the list of such electors and the list of electors who have refused to make declarations as to their age (Yellow Colour)	01 Nos
	x) Envelope for the Form of declaration by elector under 49MA	01 Nos
	xi) Envelope for Form of declaration by elector whose name is in ASD list	01 Nos.
	xii) Envelope containing letter of complaint to SHO	01 Nos
	In case of simultaneous, one additional envelope for declaration by the Presiding Officer in pink colour for assembly poll.	
<b>5</b>	<b>Envelope Set-5: Handbook, Instructions and other (Brown Colour)</b>	
	(i) Master Envelope for Handbooks, Instructions, etc (Brown Colour)	01 Nos

	(ii) Envelope for (i) Used and remaining Indelible Ink Phials) and (ii) Used Stam Pad (Brown Colour)	
<b>6</b>	<b>Envelope for other polling materials (Blue colour)</b>	01 Nos
<b>(D)</b>	<b>Seals, Tags and Marks</b>	
1	Common Address tags for Ballot unit, Control Unit and VVPAT	14 Nos
2	Special Tags	03 Nos
3	Green paper seals for EVM	03 Nos
4	Indelible Ink	02 Phials of 10CC
5	Rubber stamp with arrow cross mark	01 Nos
6	Metal seal for Presiding Officer	01 Nos
7	Distinguishing mark rubber stamp	01 Nos
8	Pink Paper seal for sealing Black Envelope	02 Nos
9	Mock Poll Slip Stamp	01 Nos
<b>(E)</b>	<b>Handbooks and Instructions</b>	
	(i) The Hand Book for Presiding Officer	01 Nos
	(ii) Instructions of Electronic Voting Machine & VVPAT	
	(a) Poster on How to cast vote on EVM & VVPAT	01 Nos
	(b) Brochure for Presiding Officer on use of EVM & VVPAT	01 Nos
	(c) Trouble shooting on use of EVM & VVPAT	01 Nos
	(iii) Mock Poll leaflet	01 Nos
	(iv) Commission order of identification of electors through alternative documents	01 Nos
	(v) Phone Book/Contact Book for Polling parties	01 Nos
	(vi) Checklist of Presiding Officer	01 Nos
<b>(F)</b>	<b>Stationery items</b>	
1	Stamp pad (purple)	01Nos
2	Match box	01Nos
3	Sign Boards	
	(i) Presiding Officer	01 Nos
	(ii) Polling officer-1	01 Nos
	(iii) Polling Officer-2	01 Nos
	(iv) Polling Officer-2	01 Nos
	(v) Entry	01 Nos
	(vi) Exit	01 Nos
	(vii) Male	01 Nos
	(viii) Female	01 Nos
	(ix) Polling Agent	01 Nos
	(x) You are under WEB CASTING/CCTV surveillance	04 Nos
	(xi) Miscellaneous notice specifying area, etc as required by under Rule 31(1)(a) of The Conduct of Elections Rules 1961	01 Nos
4	Ordinary pencil	01 Nos
5	Ball pen (three blue, one red and one silver white)	05 Nos
6	Blank paper	08 sheets
7	Pins	25 Nos
8	Sealing wax	06 sticks
9	Gum paste	01 Nos
10	Blade	01 Nos
11	Candle sticks	04 sticks
12	Thin twine thread	20 meters
13	Metal rule	01 Nos
14	Carbon paper	03 Nos
15	Cloth or rag for removing oil etc.	small quantity
16	Packing paper sheets	03 Nos
17	Cup/empty tin/plastic box for holding indelible ink bottle	01 Nos
18	Drawing pins	24 pieces
19	Rubber bands	20 Nos
20	Transparent Adhesive tape	01 Nos