

"S.O.P."- FOR TABLE OF PRO TO BE ARRANGED DURING POLL HOURS

FRONT-LEFT

- 1) EXTRA FORM-10 + ENVELOPE FOR FORM-10
- 2) ENTRY PASS FOR POLIING AGENTS & ITS REGISTER + ENVELOPE.
- 3) TENDERED BALLOT PAPERS +17B(REGISTER) + ENVELOPE.
- 4) 1 WORKING COPY OF ELT. ROLL.
- 5) 7A-(LIST OF CONT. CANDTS.)+SPECIMEN SIGN OF CANDS.& EL.AGENTS
- 6) CHALLENGE VOTE RECEIPT + ENVELOPE+FORM-14
- 7) LIST OF BLIND-INFIRM VOTERS-FORM-14A+DECLARARION=ENVELOPE.
- 8) UNDER AGE VOTER DECLARATION FORM
- 9) FORM OF DECL. 49 MA
- 10) LETERR TO SHO (LODGING COMPLAINT POLICE-LAW & ORDER AT PS)

LEFT-REAR (ROOM FOR MOST VALUABLE DOCS.)

- 1) PRO DECLARATION
- 2) PRO REPORT(EVM & VVPAT)
- 3) PRO DIARY
- 4) EDC VOTERS 12A ACCOUNT + ENVELOPE
- 5) ASD (AIS) VOTERS ACCOUNT+ FORM OF DECLARATION+ ENVELOPE
- 6) CSV(PROXY) VOTERS ACCOUNT +CERTIFICATE+ ENVELOPE
- 7) PS-05 +ENVELOPE & 16 POINTS OVSRBER REPORTS + ENVELOPE.
- 8) LOOSE FORMS AS IN SPECIAL BOOKLET + ENVELOPES (STAPLED)
- 9) OTHER FORMS SOUGHT BY ECI AND RESPECTIVE ENVELOPE (STAPLED)
- 10) QUEUE SLIP STAMPED & SIGNED WITH SL NO
- 11) SPECIAL SLIP FOR COVID SUSPECTED (5.30 PM TO 6.30 PM)
- 12)
- 13)
- 14)
- 15)

AFTER CLOSE OF POLL

- 1) MAKE IT SURE NO VOTER LEFT BEHIND IN QUEUE
- 2) PRESS TOTAL BUTTON OF C.U.(SELF) ,TALLY IT WITH 17A.
- 3) PRESS CLOSE BUTTON ,TAKE NOTE OF TIME SHOWN IN THE DISPLAY.
- 4) DISCONNECT EVM ,VVPAT-WRAP IN PLASTIC -PUT THEM IN CARRYING CASE- TIE ADDRESS TAGS(TO BE HANGED OUT SIDE (2) -WRAP IN WITH CLOTHES-STITCHE/KNIT -SEALING BY METAL SEALS OF PRO & AGENTS.
- 5) PREPARE 17A BY DRAWING CLOSE LINE WITH RED INK -WRITE LAST ENTRY SL.NO. TIME OF CLOSE- SIGN & GET SIGNED BY AGENTS AND 2ND P.O.-PUT IT IN ENVELOPE -DON'T SEAL.(TO SEALED AFETR VERIFICATION)
- 6) PREPARE 17C AND TELL OTHER TO PUT FORMS IN RESPECTIVE ENLPS.
- 7) DO OTHER POST END POLL ACTIVITIES ACCORDINGLY.

MIDDLE STATIONARY ITEMS

- 1) INK PAD
- 2) DISTINGUISHING SEAL.
- 3) ARROW CROSS MARK (17B)
- 4) POLLING RECORDS SHEET
- 5) LOOSE WHITE PAPERS
- 6) CARBON PAPERS
- 7) STAPLER + PIN+CLIP
- 8) GUM PASTE
- 9) PAPER WEIGHT
- 10) RUBBER BAND
- 11) CELLO TAPE
- 12) MARKER PEN
- 13) RED,BLUE,BLACK PEN

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PRO TABLE

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FRONT-RIGHT

- 1)DUMMY BALLOT PAPER + BRAILLE BALLOT
- 2) SMS SYNTAX TIME TO TIME TO BE SENT
- 3) PRO NOTE BOOK
- 4) VISIT SHEET
- 5) POLLING/RELIEVING AGENT MOVEMENT SHEET.(3PM)
- 6) SPECIAL BOOKLET(STITCHED TOGETHER) +CLEAR BAG
- 7) ABSTRACT STATEMENT OF PRO
- 8) ANY OTHER INFO. SHEETS & FORMS

NOTE TO REMEMBER

- 1)GET PAPERS SIGNED BY AGENTS WHERE NECESSARY DURING POLL HOURS WHEN RUSH OF VOTERS RELATIVELY LESS/THIN.
- 2) TAG/STITCH PRO DECLARATION AND 17C SEALED WITH C.U. HANDLE AND LEAVE HANGING.
- 3) CARRY STATURY PACKET UNSEALED TO R C BUT CONTENTS SEALED EXCEPT 17A REGISTER TO BE SEALED AT RC COUNTER AFTER VERIFICATION.
- 4) KEEP CANDLE,SEALING WAX(GALA) ,MATCH, BLADE, THREAD, GUM,METAL SEAL,PRO SEAL ,NEEDLE ,INK PAD IN SEPARATE POLY BAG/HAND BAG FOR USING THEM AT R.C. IF REQUIRED.
- 5)KEEP LARGE ENVELOPES , SMALL ENVELOPES IN THEM USING COLOUR CODE AND WRITING SL.NO ON UPPER LEFT HAND OF SMALL ENVELOPE MAINTAINING SL.NO. (RUBBER BAND MAY BE USEFUL TO KEEP THEM IN ORDER)
- 6) PREPARE HAND TO HAND DEPOSIT DOCUMENTS AS SHOWN . PREPARE 1ST PACKET -2ND PACKET-3RD PACKET -4TH PACKET
- 7)DON'T FORGET TO GET DOCS.SINGNED BY AGENT WHEREVER NECESSARY & FOLLW CHART AND SMS SYNTAX ON THE TABLE.