

INSTRUCTION NO. 6/2018**ELECTION URGENT
BY FAX/E-MAIL**

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

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Fax No. 0674-2573494

No. Ele (ML)16/2018/ 1482/SEC.

Date: 22/03/18

From

Shri R.N. Sahu, OAS (SAG)
Secretary.

To

All District Magistrates.

Sub: **Revised Check Memo showing supply of election materials to the Presiding Officers.**

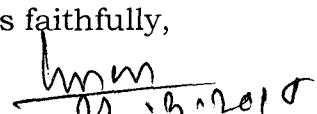
Madam/Sir,

In inviting a reference to the aforesaid subject, I am directed to say that the State Election Commission has revised the Check Memo basing on the introduction of some new covers which is enclosed for your reference. Accordingly the Presiding Officer will put the papers in the specified Covers. The Election Officer shall arrange to supply the consumable, non-consumable election materials to the Presiding Officers on the date of dispatch of the Polling Parties to their respective Polling Stations as per the above Check Memo.

The Presiding Officer before proceeding to the Polling Station shall check the election materials supplied to him as per Check Memo.

A copy of the instruction shall be handed over to the Presiding Officers during training and in the trunk carrying election materials.

Yours faithfully,

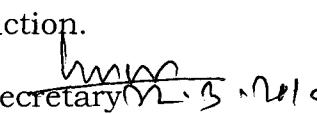

Secretary

Memo No. 1483 /SEC., Date: 22/03/18

Copy forwarded to all Municipal Commissioners / Executive Officers/ Election Officer, Attabira/ Hindol NAC for information and necessary action.

Memo No. 1484 /SEC., Date: 22/03/18

Copy forwarded to O.S.D. to Commissioner for kind information of the Commissioner/All Officers for information and necessary action.


Secretary

CHECK MEMO

LIST OF MATERIALS TO BE SUPPLIED FOR EACH BOOTH FOR MUNICIPAL ELECTION WHERE ELECTRONIC VOTING MACHINE IS USED

Sl. No.	Item	No./Quantity
Non-Consumables.		
1.	Control Unit	1
2.	Balloting unit(s)	1 (Depending upon the no. of candidates)
3.	Metal trunk	1
4.	Screen for voting compartment	1
5.	Lantern	1
6.	Kerosene Oil container	1
7.	Metal rule	1
8.	Indelible Ink	4 phials (5 ml)
9.	Empty cigarette tin	1
10.	Lock and key	1
11.	Seal <ul style="list-style-type: none"> a) Distinguishing mark seal b) Metal Seal for Presiding Officer c) Rubber Seal for Presiding Officer d) Cross mark Rubber Seal 	1 1 1 1
12.	Consumables:	
1)	Copying Pencil	2
2)	Self inking pad	2
3)	Ball pen refill	2
4)	A 4 size paper	4 pieces
5)	Pin (Small packet)	1
6)	Thin twine thread	2
7)	Candle	2 piece
8)	Sealing Wax	10 pieces
9)	Gum paste	1 bottle
10)	Match Box	1
11)	Blade	1
12)	Cloth for cleaning finger of voters	½ metre
13)	Carbon paper	4 sheets
14)	Rubber bands	20 pieces
Forms etc.		
13.	Final list of contesting candidates	1
14.	Electoral Roll of concerned Booth (For use as Marked copy, display at Polling Booth and reference of 1 st Polling Officer)	3 copies
15.	Register of voters	1
16.	Voters slip	Depending upon the no. of electors
17.	Ballot Paper (For Tender Votes)	15
18.	Account of votes recorded	10
19.	Address tag for Control Unit	4
20.	Address Tag for Balloting Unit	4

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