

STATE ELECTION COMMISSION, ODISHA,  
TOSHALI BHAWAN, B-2, 1<sup>ST</sup> FLOOR, SATYANAGAR,  
BHUBANESWAR-751007  
E-Mail ID - [stateelectioncommission.odisha@gmail.com](mailto:stateelectioncommission.odisha@gmail.com)

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From No. Ele(ML)-16/2018- 1522 /SEC., Date: 26.3.18

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

To

All District Magistrates.

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

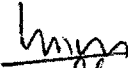
Ref:- Commission's Letter No.1482/SEC., Dated 22.03.2018

Madam/Sir,

In inviting a reference to the Commission's letter referred to above, I am directed to say that the Check Memo has been slightly further revised with insertion of Serial Number 29 and modification under Serial Number 30(i) under the section '**covers**'.

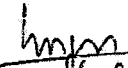
A sample Check Memo as modified is enclosed for your reference and the same may be handed over to the Presiding Officers during training and in the trunk carrying election materials.

Yours faithfully,

  
Secretary 26.3.2018

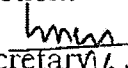
Memo No. 1523 /SEC., Date: 26.3.18

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

  
Secretary 26.3.2018

Memo No. 1524 /SEC., Date 26.3.18

Copy forwarded to OSD to Commissioner for kind information of the Commissioner/All Offices for information and necessary action.

  
Secretary 26.3.2018

# ANNEXURE-1 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
	<b>Non-Consumables.</b>	
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	
	a) Distinguishing mark seal	1
	b) Metal Seal for Presiding Officer	1
	c) Rubber Seal for Presiding Officer	1
	d) Cross mark Rubber Seal	1
12.	<b>Consumables:</b>	
	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
	<b>Forms etc.</b>	
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 <sup>st</sup> 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
21.	Special Tag	4
22.	Green Paper Seals for EVM	4

23.	Strip Seal	4
24.	Presiding Officer's Diary	2
25.	Form for list of challenged votes	2
26.	Receipt book for deposit of challenged fee	1 book
27.	List of Tender Votes	2
28.	List of Blind and Infirm voters	2
29.	Form for Declaration by the Companion of Blind and Infirm Voters	10
30	<b>Covers:</b>	
	a) Big <b>Pink Cover</b> for Statutory Papers Packet-I	1
	b) Big <b>Yellow Cover</b> for Non-statutory Packet-II	1
	c) Big <b>Blue Cover</b> for Misc. Items Packet-III	1
	d) Marked copy of Electoral Roll	1
	e) Other copies of Electoral Roll	1
	f) List of Challenged votes	1
	g) Tender votes	15
	h) List of Tendered voters	1
	i) List of Blind and Infirm voters along with Declaration(s)	1
	j) Appointment letter of Polling Agent	1
	k) Presiding Officers diary and any other report	1
	l) Small Cover to contain each EDC Ballot Paper	15
	m) Big Cover to contain small cover of EDC votes	1
	n) Receipt book for challenged vote	1
	o) Account of votes recorded	1
	p) Big cover for Register of voters	1
	q) Unused Tender Ballot Papers	3
	r) Unused and damaged Paper seal/Strip seal	1
	s) Used/unused Voter's slip.	1
	t) Any other paper that SEC or Election Officer has directed to keep in a sealed packet	1
31.	<b>Labels:</b>	
	a) ନିଷିଦ୍ଧାବଳୀ	2
	b) ଭୋଟଦାନ କ୍ଷେତ୍ର	2
	c) ପ୍ରତ୍ୟକ୍ଷା ସ୍ଥାନ (ପୁରୁଷ)	1
	d) ପ୍ରତ୍ୟକ୍ଷା ସ୍ଥାନ (ମହିଳା)	1
	e) ପ୍ରବେଶ	1
	f) ପ୍ରସ୍ଥାନ	1
	g) ଭୋଟଦାନ କକ୍ଷ	1
	h) ପୋଲିଂ ଏଜେଣ୍ଟ	1
	i) ପ୍ରିଜାକ୍ଟିଂ ଅଫିସର	1
	j) ପୋଲିଂ ଅଫିସର - ୧	1
	k) ପୋଲିଂ ଅଫିସର - ୨	1
	l) ପୋଲିଂ ଅଫିସର - ୩	1