

GENERAL ELECTION TO PANCHAYATI RAJ INSTITUTIONS

Name of Block.....

Name of G.P.....

Ward No.....

CHECK MEMO OF ELECTION MATERIALS/FORMS ETC.

The Election Officer shall arrange to supply the following materials to the Presiding Officers on the day of despatch of the polling parties to their respective Polling Station;

*1. Ballot Box-1

*2. Metal Trunk-1

3. Three copies of Electoral Roll of the concerned Ward (For use as working copy, display at Polling Booth and reference of Presiding Officer).

4. Forms

(i) Two copies of validly nominated candidates list :

(a) For Sarpanch & Ward Member (Form No. 5)

(b) For Samiti Member (Forms 8 & 9)

(c) For Z.P. Member (Form No. 8)

(ii) Ballot Paper account :

(a) For Sarpanch and Ward Member (Form No. 7)

(b) For P.S. Member (Form No. 12)

(c) For Z.P. Member (Form No. 11)

(iii) Result of counting of votes :

(a) For Ward Member (Form No. 8)

(b) For Sarpanch (Form No. 8A)

(c) For P.S. Member (Form No. 13)

(d) For Z.P. Member (Form No. 11A)

NOTE—Reference to Form No. above means forms prescribed under relevant Election Rules.

5. Ballot Paper :

Required No. of Ballot Papers (110% of the total number of voters-must comprise of at least two bundles of 50 Nos.)

(a) For Ward Member

(b) For Sarpanch

(c) For P. S. Member

(d) For Z.P. Member

6. Envelopes :

(i) Envelope for marked copy (working copy) of Electoral Roll

(ii) Envelope for other copies of Electoral Roll

(iii) 4 envelopes for validity nominated candidate list

(iv) 12 envelops for used and unused and surplus Ballot Papers (Ward Member-3, Sarpanch-3, P.S. Member-3, Z.P. Member-3).

- (v) 4 envelopes for result of counting of Ballot Papers (Ward Member-1, Sarpanch-1, P.S. Member-1, Z.P. Member-1).
- (vi) 4 envelopes for challenged votes (Ward Member-1, Sarpanch-1, P.S. Member-1, Z.P. Member-1).
- (vii) 4 envelopes for blind & companion votes (Ward Member-1, Sarpanch-1, P.S. Member-1, Z.P. Member-1).
- (viii) 1 envelope for appointment letters of polling and counting agent
- (ix) 1 envelope for receipt book of forfeited cash
- (x) 1 envelope for Presiding Officer's special report/diary
- (xi) 1 envelope for any other paper that the S.E.C. or Election Officer has directed to keep.
- (xii) 4 envelopes for Ballot Papers account (Ward Member-1, Sarpanch-1, P.S. Member-1, Z.P. Member-1).
- (xiii) 2 big envelopes

7. Labels :

- (i) Prohibited area—2
- (ii) Polling area—2
- (iii) ପ୍ରବେଶ—୧
- (iv) ପ୍ରସ୍ତାନ—୧
- (v) ପ୍ରତୀକ୍ଷା ସ୍ଥାନ (ମୁରୁଷ) —୧
- (vi) ପ୍ରତୀକ୍ଷା ସ୍ଥାନ (ମହିଳା) —୧
- (vii) ଭୋଗଦାନ କଷ—୧
- (viii) ଭୋଗ ବାହୁ—୧
- (ix) Polling Agent—1
- (x) Presiding Officer—1
- (xi) Polling Officer—1

8. Receipt for deposit of challenged fee 3 books (separate for G.P., P.S., Z.P.)

9. Seals :

- (i) Distinguishing Mark Seal for polling booth to be stamped on the back of the Ballot Paper—1.
- (ii) Metal seal for use by Presiding Officer for sealing of ballot box/envelopes etc.—1
- (iii) Cross mark rubber seal for voting—2
- (iv) Rubber seal for Presiding Officer—1
- (v) Rejection Seal—1

10. Indelible Ink :

- (a) Indelible Ink-2 phial (per booth) (reserve indelible ink phials will be with B.D.Os.)

11. One empty cigarette tin for safe packing of the indelible ink phial

12. Copying pencil—1

13. Self inking pad—1
14. Ball pen/refil—3
15. Full scape paper—4 pieces
16. Alpin 1 (Small packet)
17. Sutuli—2 small bundles
18. Sealing Wax—10 small sticks
- *19. Screen—2 (two) metres of thick coloured cotton cloth for use as voting compartment 1(one).
20. Gum paste—1 bottle
- *21. Pusher—1
22. Match box—1
23. Blade—1
- *24. Lantern—1
- *25. K. Oil container—1
- *26. Metal rule for detaching Ballot Paper—1
27. Cloth for removing oil or any other substance from the finger of Voter—1
28. Flexible wire—1 yard
29. Carbon paper—4 sheets
30. Candle—2 pieces
31. Rubber band—40 Nos.

NOTE—Any consumable material not supplied may be purchased locally by the Presiding Officer out of the Booth Contingency Fund given to him.

***The polling party will carry these items from one polling station to another and to the next and so on.**

Received back the above
mentioned materials from the
Presiding Officer except serial.....

Received the above
mentioned materials

.....
Signature of the Receiving Officer
Designation

Signature of
Presiding Officer
Date.....
.....Constituency

Date.....