

**ULB ELECTION/ URGENT  
BY FAX/E-MAIL**

**STATE ELECTION COMMISSION, ODISHA,  
TOSHALI BHAWAN, B-2, 1<sup>ST</sup> FLOOR, SATYANAGAR,  
BHUBANESWAR-751007**

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Fax No. 0674-2573494

No. 3525 / SEC.

Date: 22/02/2022

From

Shri R.N. Sahu, IAS  
Secretary.

To

All District Magistrates.

Sub: Return of sealed packet and election materials by the Presiding Officer to the Election Officer after closure of Poll.

Madam/Sir,

In inviting a reference to the aforesaid subject, I am directed to say that as per Municipal Laws, the Presiding Officer after the close of the poll shall in the presence of any candidate or Polling Agent who may be present make separate packets with his own seal. The candidates or Agents may affix their seals, if they so desire on the sealed packets.

**1. Polled EVMs**

The Presiding Officer shall prepare the following items and seal it.

- (i) sealed carry case containing BU & CU of Councillor/ Corporator and Chairperson/ Mayor.
- (ii) sealed cover containing Presiding Officers' Diary;
- (iii) sealed cover containing account of votes recorded in Form- XVIIC (Accounts of votes recorded for Councillor) & Form- XVIID (Accounts of votes recorded for Chairperson) and Form- XXIV (Accounts of votes recorded for Corporator) & Form- XXIVA (Accounts of votes recorded for Mayor);
- (iv) sealed cover containing EDC Ballot paper.

At the receiving centre, first the Presiding Officer shall return the above items in the specified counters.

2. Further, the Commission directs that 3 (three) types of packets having different colours shall be prepared for keeping election related documents as follows:

**A. Packet – I (Statutory Covers) Pink colour**

Sealed Cover containing:

- i. Register of Voters
- ii. Marked copy of Electoral Roll
- iii. Tendered Ballot Paper
- iv. List of Tendered Votes
- v. Unused and used Voter's Slips
- vi. Unused Tender Ballot Paper
- vii. Ballot Paper account (For Tender Ballot Paper)

**B. Packet – II (Non-Statutory Covers) Yellow colour**

Cover containing:

- i. Other copies of Electoral Roll (Other than Marked copy)
- ii. Cash receipt Book/Counter foil/ Forfeited Cash
- iii. List of challenged votes Form No XVI
- iv. List of blind and infirm voters Form No XIV-A
- v. Appointment letter of Polling Agent
- vi. Unused/Damaged Paper seal/Strip seal

**C. Packet – III (Miscellaneous) Blue colour**

- i. Hand Book for Presiding Officer
- ii. Metal Seal of Presiding Officer
- iii. Rubber Seal of Presiding Officer
- iv. Cross Mark Rubber Seal
- v. Distinguishing Mark Rubber Seal
- vi. Unused/used Indelible Ink
- vii. Unused/Damaged special tags

**3. Non Consumable**

Further, Presiding Officers are also required to return the following **non-consumable** items on proper receipt.

- i. Trunk
- ii. LED Lamp

- iii. Empty Tin for Indelible Ink
- iv. Cloth for voting compartment
- v. Stamp Pad
- vi. Metal Rule
- vii. Lock & Key

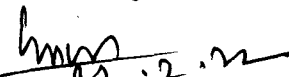
#### 4. Paid Acquittance Roll

Lastly Presiding Officer shall return the **paid Acquittance Roll** and other **petty vouchers** along with un-disbursed amount, if any, in the counter specified.

The above said 3 big covers need not be sealed but may be properly secured by means of pins or thread so that the contents may be checked at the collection centre. After verification of the required no. of sealed covers, the big covers **Pink** and **Yellow** may be sealed and kept separately in two different trunks. After the counting is over, these trunks will be stored in temporary strong room along with polled BUs & CUs.

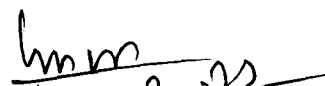
A copy of the instruction shall be handed over to the Presiding Officers during training and in the trunk carrying election materials.

Yours faithfully,

  
Secretary

Memo No. 3526 /SEC., Date: 22/02/2022

Copy forwarded to All Election Officer/ All Municipal Commissioners/ Executive Officers/ Municipality & NAC for information and necessary action.

  
Secretary