

## मुख्य निवडणूक अधिकारी, महाराष्ट्र राज्य यांचे कार्यालय

क्र.संकीर्ण-२०२४/प्र.क्र.०३/२४/निवडणूक-१२  
सामान्य प्रशासन विभाग, मादाम कामा रोड,  
हुतात्मा राजगुरु चौक, मंत्रालय, मुंबई-४०० ०३२.  
Email ID : mm-election@mah.gov.in  
दिनांक : ८ ऑक्टोबर, २०२४

### दरपत्रक मागणी

नांदेड लोकसभा मतदार संघाच्या संभाव्य पोट निवडणूक २०२४ करिता विविध प्रकारच्या ३३ सांविधानिक व असांविधानिक लिफाफ्यांची आवश्यकता असून, सदरचे लिफाफे नांदेड लोकसभा मतदार संघांतर्गत विधानसभा मतदारसंघ निहाय पॅकिंग करून राज्यातील जिल्हाधिकारी व जिल्हा निवडणूक अधिकारी, नांदेड यांचेकडे पोहोच करावयाचे आहेत. लिफाफ्यांचा तपशिल खालीलप्रमाणे :

१. लिफाफ्याचा आकार : १६ इंच X १२ इंच, १४ इंच X १० इंच, १० इंच X ४.५ इंच, ४ इंच X ९ इंच, ४.७५ इंच X ११ इंच
२. लिफाफ्याचा रंग : सफेद, गुडद काळा, पिवळा, तपकिरी, निळा,
३. लिफाफ्याच्या कागदाची जाडी : १२० GSM+ Lamination, ७५ GSM, १०० GSM.
४. लिफाफ्यावर नमूद करावयाचा तपशिल तसेच अन्य बाबींकरिता भारत निर्वाचन आयोगाचे दि.२८.०६.२०२३ रोजीचे पत्र सोबत संलग्न करण्यात येत आहे. लिफाफ्यांच्या मागणीचा तपशिल सोबत संलग्न करण्यात येत आहे.
५. लिफाफे छपाई करून देण्याचा अंतिम दिनांक : कार्यारंभ आदेशाच्या दिनांकापासून ८ दिवस
६. लिफाफे राज्यातील सर्व जिल्हा मुख्यालयाच्या ठिकाणी दि.३०.१०.२०२४ पर्यंत पोहोचविणे.

२. सदर लिफाफे मतदान संघ निहाय लिफाफ्यांचे पॅकिंग करून जिल्हाधिकारी तथा जिल्हा निवडणूक अधिकारी, नांदेड यांचेकडे पाठवावयाचे आहेत. लिफाफ्यांच्या पुरवठाधारकाकडून दरपत्रक सोबत जोडलेल्या प्रपत्र "अ" मध्ये परिपूर्ण भरून दि.१६.१०.२०२४ रोजी दुपारी ३.०० वाजेपर्यंत सिलबंद पाकिटात मुख्य निवडणूक अधिकारी कार्यालय, मंत्रालय, मुंबई ४०० ०३२ येथे सादर करावेत. दरपत्रक स्विकारणे किंवा नाकारणे याबाबतचा अंतिम अधिकार मुख्य निवडणूक अधिकारी यांचा राहिल.



(विक्रम निकम)

अवर सचिव, मुख्य निवडणूक अधिकारी यांचे कार्यालय

प्रत : निवडनस्ती.

## प्रपत्र - अ

नांदेड लोकसभा मतदार संघाच्या संभाव्य पोटनिवडणूकरिता सांविधानिक व असांविधानिक  
लिफाफ्यांकरिता दरपत्रक

अ.क्र.	तपशिल	
१.	फर्म/संस्थेचे नांव	
२.	धारकाचे संपूर्ण नाव	
३.	पत्ता, दुरध्वनी क्र. ई मेल	
४.	धारकाचा नोंदणी परवाना	
५.	पॅन क्रमांक	
६.	जीएसटी क्रमांक	
७.	जीएसटी लागू नसल्यास घोषणापत्र	
८.	नमुना (सोबत जोडणे)	

### दराचा तक्ता

अ.क्र.	लिफाफ्याच्या तपशिल /साईज	पेपर जाडी	रंग	दर जीएसटी सह
१.	१६ इंच X १२ इंच,	१२० GSM+ Lamination,	सफेद/पिवळा/ तपकिरी/निळा	
२.	१४ इंच X १० इंच,	७५ GSM,	सफेद/ पिवळा	
३.	१० इंच X ४.५ इंच,	७५ GSM,	सफेद/पिवळा	
४.	४ इंच X ९ इंच,	७५ GSM,	सफेद	
५.	४.७५ इंच X ११ इंच	७५ GSM,	सफेद	
६.	A४	१०० GSM	काळा	

No.	Particular	Size	Paper GSM	Colour	Qty
1.	Master Envelope for EVM Papers (Envelope 1/1)	16 x 12	120with Lamination	White	2150
2.	Envelope for Account of voters recorded	14 x 10	75	White	2150
3.	Envelope for Presiding Officer's Report-I (Mock Poll Certificate) II & III (Envelope 1/3)	14 x 10	75	White	2150
4.	Envelope for VVPAT paper slip of Mock Poll (Envelope 1/4)	A4	100	Black	2150
5.	Master for Scrutiny Documents (Envelope 2/1)	16 x 12	120 with Lamination	White	2150
6.	Envelope For Presiding Officers Diary (Envelope 2/2)	10 x 4.5	75	White	2150
7.	Envelope for register of voters (Form-17 A) (Envelope 2/3)	14 x 10	75	White	2150
8.	Envelope for the list of Blind and infirm Electors in Form 14-A and the Declarations of the Companions (Envelope 2/4)	10 x 4.5	75	White	2150
9.	Envelope for Visit Sheet (Envelope 2/5)	10 x 4.5	75	White	2150
10.	Master Envelope For Statutory Cover (Envelope 3/1)	16 x 12	120with Lamination	White	2150
11.	Envelope for Marked copy of the electoral roll and list of CSVs (if any) (Envelope 3/2)	14 x 10	75	White	2150
12.	Envelope for Voter's slips(Envelope 3/3)	14 x 10	75	White	2150
13.	Envelope for used tendered ballot papers and list of form 17B (Envelope 3/4)	14 x 10	75	White	2150
14.	Envelope for unused tendered Ballot Papers (Envelope 3/5)	14 x 10	75	White	2150
15.	Envelope for the list of challenged votes in Form 14 (Envelope 3/6)	10 x 4.5	75	White	2150
16.	Master Envelope For Non Statutory Cover (Envelope 4/1)	16 x 12	120 with Lamination	Yellow	2150
17.	Envelope for Copy or Copies of Electoral Roll (other than the marked copy) (Envelope 4/2)	14 x 10	75	Yellow	2150
18.	Envelope for appointment letter of Polling Agents in Form-10 (Envelope 4/3)	14 x 10	75	Yellow	2150

19.	Envelope for election duty certificate in Form 12 B(Envelope 4/4)	10 x 4.5	75	Yellow	2150
20.	Envelope for declaration by the Presiding Officer(Envelope 4/5)	10 x 4.5	75	Yellow	2150
21.	Envelope for the Receipt Book and Cash if any in Respect of Challenged Votes(Envelope 4/6)	10 x 4.5	75	Yellow	2150
22.	Envelope for (I) unused and Damaged Paper Seals and (II) unused and Damaged Special Tags(Envelope 4/7)	10 x 4.5	75	Yellow	2150
23.	Envelope for unused Voter's Slip(Envelope 4/8)	10 x 4.5	75	Yellow	2150
24.	Envelope for the Declaration Obtained from Elector's as to their Age and who have Refused to make Declarations as to their Age (Envelope 4/9)	10 x 4.5	75	Yellow	2150
25.	Envelope for Form of Declaration by elector under 49 MA (Test Vote) (Envelope 4/10)	10 x 4.5	75	Yellow	2150
26.	Envelope for Form of Declaration by elector whose name in ASD list (Envelope 4/11)	10 x 4.5	75	Yellow	2150
27.	Envelope for Complaint to SHO (Envelope 4/12)	10 x 4.5	75	Yellow	2150
28.	Master Envelope For Hand Books Instructions ETC (Envelope 5/1)	16 x 12	100	Brown	2150
29.	Envelope for (i) Used and remaining Indelible Ink Phials and (ii) Used Stamp Pad (Envelope 5/2)	10 x 4.5	75	Brown	2150
30.	Envelope for other Polling Materials (Envelope 6/1)	16 x 12	120 with Lamination	Blue	2150
31.	Envelope Cover A for Postal Voters	14 x 10	100	White	13000
32.	Envelope Cover B for Postal Voters	4 x 9	75	White	13000
33.	Envelope Cover C for Postal Voters	4.75 x 11	75	White	13000
					103500



भारत निर्वाचन आयोग  
ELECTION COMMISSION OF INDIA

TEL 011-23052144  
Fax 011-23713412/23739944  
Website: [www.eci.nic.in](http://www.eci.nic.in)

निर्वाचन सदन,  
अशोक रोड, नई दिल्ली-११०००१,  
Nirvachan Sadan,  
Ashoka Road, New Delhi-110001.

No 464/INST-RPM/2023-EPS

Dated: 28<sup>th</sup> June, 2023

To

The Chief Electoral Officers of  
all States/ UTs

**Subject: Rationalization and packaging of Statutory and Non-Statutory forms and envelopes -reg.**

**Reference:** 464/INST/2009-EPS dated 23.02.2009;

Madam/Sir,

All the elections papers relating to an election are required to be sealed, after the close of poll by Presiding Officers in separate packets as per the provisions of Rule 49U of the Conduct of Election Rules 1961. It is important that polling parties receive and submit various forms and envelopes, specified by the Commission, in modular forms for ease of processes and minimize risk of human errors. It is well known that polling parties perform very difficult and enormous tasks for long hours and, hence, it is required that interfaces of polling parties at the Dispatch Centers and Receipt Centers are seamless and pleasant. There is also need to rationalize the work load for polling parties so that they can discharge their duty efficiently and with ease.

2. In the matter, the Commission has conducted a detailed review and in order to bring clarity at the ground level and reduce the burden on polling parties, it has been decided to simplify the process of completing multiple forms and envelopes, which often results in confusion, repetitive tasks and unintentional errors. Therefore, in supersession of its earlier instruction referred under reference, a revised instruction is hereby issued for usage of various statutory and non-statutory forms, additional formats, various envelopes and their packaging as under:

**1. Statutory Forms for Polling Parties:**

- (i) Register of Voters (Form-17A)
- (ii) List of Tendered Votes (Form-17B)
- (iii) Accounts of Votes Recorded (Form-17C)
- (iv) Voter's Slip
- (v) List of Challenged Votes (Form-14)
- (vi) List of Blind and Infirm Voters (Form-14A)

These forms have been color-coded and incorporated into **three (3) statutory booklets**. The same may be seen below:

Sl.No	Booklets	Items	No. of copy
<b>Statutory Booklet (WHITE)</b>			
1.	<b>Statutory Booklet-1:</b> (White Register)	(i) Register of voters in Form 17-A	1
2.	<b>Statutory Booklet-2:</b> (White Booklet)	(i) List of Tendered votes in Form 17-B	1
		(ii) The account of votes recorded (Form-17C)	10+ (Depending upon the number of candidates)
		(iii) List of challenged votes in Form 14	2
		(iv) List of blind and infirm electors in Form 14-A	2
	In case of simultaneous election, Form - 17C (Account of Votes Recorded) may also be given in <b>pink</b> colour for Assembly poll.		
3.	<b>Statutory Booklet-3:</b> Voter's Slips (White)	(i) As per the number of voters in the concerned booth/part.  (ii) For Simultaneous elections, the Voters' slip for use in the polling station may be prepared in two different colours viz.  <ul style="list-style-type: none"> <li>• <b>White</b> for Lok Sabha poll and</li> <li>• <b>Pink</b> for Assembly poll.</li> </ul>	1

2

		(After the poll is over the slips used for different poll should be kept in separate covers.)	
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2. **Non-Statutory Forms and Formats for Polling:**

- (i) Declaration by the Presiding Officer before the Commencement of Poll and at the end of Poll (Part- I to IV)
- (ii) Presiding Officer's Diary
- (iii) Visit Sheet
- (iv) Presiding Officer's Report (I, II, III, IV & V)
- (v) Receipt of return of election records and material after poll (Form M21)
- (vi) Polling Agents/Relieving Agents Movement Sheets (From Returning Officer Handbook)
- (vii) Entry Pass of Polling Agents/Relief Agents (From RO Handbook)
- (viii) Declaration by the companion of blind and infirm voters
- (ix) Receipt book for deposit of challenged votes fee
- (x) Declaration by Elector under Rule 49MA of Conduct of Election Rule 1961
- (xi) Form of Declaration by Elector whose name is in ASD List (From Presiding Officer Handbook)
- (xii) Letter of complaint to SHO Police
- (xiii) Declaration by Elector about his age
- (xiv) List of Electors who voted after giving declaration/refused to give declaration

There shall be two (2) new non-statutory booklets which contains the following items-

<b>Non-Statutory Booklet (YELLOW)</b>			
<b>Sl. No</b>	<b>Booklets</b>	<b>Items</b>	<b>No. of copy</b>
1.	<b>Non-Statutory Booklet-Part-A:</b>	(i) Declarations by the Presiding Officer before the commencement of poll and at the end of poll (Part- I to IV)	2

	Yellow	(ii) Presiding Officer's Diary	2
		(iii) Visit Sheet	2
		(iv) Presiding Officer's Report (I, II, III, IV & V)	1
		(v) Receipts of return of election records and materials after poll	1
2.	<b>Non-Statutory Booklet- Part-B: Yellow</b>	(i) Polling Agents/Reliving Agents Movement Sheets	1
		(ii) Entry Pass of Polling Agents/Reliving Agents	(10+ depending upon number of candidates)
		(iii) Declarations by the companions of blind and infirm voter	10
		(iv) The receipt book and cash, if any, in respect of challenged votes; (As per Presiding Officer Handbook)	10
		(v) Form of declaration by elector under Rule 49MA (Test Vote)	10
		(vi) Form of declaration by elector whose name is in ASD list	5
		(vii) Letter of complaint to the S.H.O. Police; (As per Presiding Officer Handbook)	4
		(viii) Declaration by Elector about his age-	10
		(ix) List of Electors who voted after giving declaration /refused to give declaration	1

**3. Candidate Information Booklet:**

**The Presiding Officer will also be supplied with Candidate Information Booklet consisting of the following items:**

- (i) List of contesting candidates Form-7A
- (ii) Photo Copy of signature of Candidates/ Agents



4. **Envelopes:**

For sake of clarity, various forms/ formats and other materials used in the polling station are to be placed inside 6 Set of Envelopes. The details are as follows:

- (i) First Packet: **EVM Papers (Paper to be kept with EVM)**
- (ii) Second Packet: **Scrutiny Documents (To be kept other than EVM Strong room)**
- (iii) Third Packet: **Statutory Covers**
- (iv) Fourth Packet: **Non-Statutory Covers**
- (v) Fifth Packet: **Handbooks, ECI Inst., Indelible ink, and Stamp Pad**
- (vi) Sixth Packet: **All other material**

Different Color of Envelope for storing Statutory, Non-Statutory and other election related documents				
Sl. No.	Envelope Set	Master Envelopes	Pre-Printed No. of Sub-envelopes	No. of copy
<b>FIRST PACKET (WHITE) EVM PAPERS (To be kept in EVM Strongroom)</b>				
(i)	<b>Envelope Set-01: EVM Papers</b>  (First Packet)	1/1 Master envelope for EVM papers Size (16"X12")	<i>Envelope No. 1/2 for Account of votes recorded (Form-17C) Size (14"X10")</i> <i>Envelope No. 1/3 for Presiding Officer's Report-I (Mock Poll Certificate), II &amp; III Size (14"X10")</i> <i>Envelope No. 1/4 for VVPAT paper slips of Mock Poll (Black color), Size A4</i>	1 1 1
<p>In case of simultaneous election, for assembly election, one addition Master envelope for EVM Papers in <b>pink</b> color, one additional Envelope for account of votes recorded (17C) in pink color and one additional envelope for Presiding Officer's Report-I (Mock Poll Certificate), II &amp; III in <b>pink</b> color and one additional envelope for VVPAT paper slips. of Mock poll in <b>black</b> color for assembly poll EVM.</p>				

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<b>SECOND PACKET (WHITE)</b>				
<b>SCRUTINY DOCUMENTS</b>				
(To be kept in Strong room other than EVM Strong room)				
(ii)	<b>Envelope Set-02: Scrutiny Documents</b>  (Second Packet)	2/1 Master Envelope for Scrutiny Documents  Size (16"X12")	<i>Envelope No. 2/2 for Presiding Officer's Diary, Size (10"X4.5")</i>	1
			<i>Envelope No. 2/3 for register of voters (17A), Size (14"X10")</i>	1
			<i>Envelope No. 2/4 for the list of blind and infirm electors in Form 14-A and the declarations of the companions (10"X4.5")</i>	1
			<i>Envelope No. 2/5 for Visit Sheet (10"X4.5")</i>	1
<b>THIRD PACKET (WHITE)</b>				
<b>STATUTORY COVER</b>				
(iii)	<b>Envelope Set-03: Statutory Cover</b>  (Third Packet)	3/1 Master envelope for Statutory Cover (White colour) 01 Nos,  Size (16"X12")	<i>Envelope No. 3/2 for marked copy of the electoral roll and list of CSVs (if any) Size (14"X10")</i>	1
			<i>Envelope No. 3/3 for voter's slips Size (14"X10")</i>	1
			<i>Envelope No. 3/4 for used tendered ballot papers and the list in Form 17B Size (14"X10")</i>	1
			<i>Envelope No. 3/5 for unused tendered ballot papers Size (14"X10")</i>	1
			<i>Envelope No. 3/6 for the list of challenged votes in Form 14 Size (10"X4.5")</i>	1
In case of simultaneous election, for assembly election, one additional Envelope of Voter's Slips ( <b>Pink</b> Color)- 01 Nos				
<b>FOURTH PACKET (YELLOW)</b>				
<b>NON - STATUTORY COVER</b>				
(iv)	<b>Envelope Set-04:</b>		<i>Envelope No. 4/2 for Copy or copies of electoral roll (other than the marked copy) Size (14"X10")</i>	1

2

<b>Non-Statutory Cover</b>  (Fourth Packet)	4/1 Master envelope for non-Statutory Cover  Size (16"X12")	<i>Envelope No. 4/3 for appointment letters of polling agents in Form 10</i> Size (14"X10")	1
		<i>Envelope No. 4/4 for election duty certificate in Form 12-B</i> Size (10"X4.5")	1
		<i>Envelope No. 4/5 for declarations by the Presiding Officer</i> Size (10"X4.5")	1
		<i>Envelope No. 4/6 for the receipt book and cash, if any, in respect of challenged votes</i> Size (10"X4.5")	1
		<i>Envelope No. 4/7 for unused and damaged paper seals and special tags</i> Size (10"X4.5")	1
		<i>Envelope No. 4/8 for Unused Voter's Slip, Size (10"X4.5")</i>	1
		<i>Envelope No. 4/9 for the declarations obtained from electors as to their age and the list of electors who have refused to make declarations as to their age</i> Size (10"X4.5")	1
		<i>Envelope No. 4/10 for Form of Declaration by elector under 49MA (Test Vote)</i> Size (10"X4.5")	1
		<i>Envelope No. 4/11 for Form of Declaration by elector whose name is in ASD list</i> Size (10"X4.5")	1
		<i>Envelope No. 4/12 for Letter of complaint to SHO</i> Size (10"X4.5")	1
In case of simultaneous election, one additional envelope for declarations by the Presiding Officer may be given in <b>pink</b> color for assembly poll.			

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<b>FIFTH PACKET (ENVELOPES BROWN COLOR)</b>		
(v)	<i>Envelope No. 5/1</i> Master Envelope for Handbooks, Instructions, etc. (Brown color), Size (16"X12") <i>Envelope No. 5/2</i> for (i) Used and remaining Indelible Ink Phials and (ii) Used Stamp Pad (Brown Color) Size (10"X4.5")	1
<b>SIXTH PACKET (ENVELOPES BLUE COLOR)</b>		
(vi)	<i>Envelope No. 6/1</i> for other polling materials: (i) Candidate Information Booklet (ii) Other unused forms. (iii) Metal seal of the Presiding Officer; (iv) Arrow cross-mark rubber stamp for marking tendered ballot papers; (v) Cup for setting the indelible ink; Size (16"X12")	1

**5. Sealing of Polling Materials in Envelopes after Polling:**

After polling process is over, duly filled forms and other materials including unused materials should be packed in the following packets so that, it can be submitted at the Receipt Center without any difficulty and errors: -

**I. The first packet should contain the EVM Papers as mentioned below and should be super scribed as "EVM Papers";**

- (i) Unsealed envelope containing the account of votes recorded (Form-17C),
- (ii) Unsealed envelope containing the Presiding Officer Report I (Mock-Poll Certificate), II & III
- (iii) Printed VVPAT paper slips of Mock Poll should be kept in Black Colored Sealed Envelope

All the above election papers should be kept in unsealed white colored master envelope (Envelop No: 1/1) and should be kept in the **Polled EVM Strong room.**

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In case of simultaneous election, all above EVM papers may be packed separately in their respective pink/black colour envelopes and should be kept along polled EVM for assembly poll in the polled EVM Strong room.

**II. The second packet should contain the unsealed/sealed envelopes mentioned below and should be super scribed as "Scrutiny Cover"**

- (i) Unsealed envelope containing the Presiding Officer's Diary
- (ii) Sealed envelope containing the Register of Voters (17A)
- (iii) Unsealed envelope containing the list of blind and infirm electors in Form 14-A and the declarations of the companions
- (iv) Unsealed envelope containing Visit Sheet

All the above election papers should be kept in unsealed white colored master envelope (Envelope No: 2/1) and polling station wise scrutiny cover required for scrutiny should be stored separately in a strong room other than Polled EVM Strong Room having polled EVMs and VVPATs.

**III. The Third packet should contain the sealed envelopes mentioned below and should be super scribed as "STATUTORY COVER":**

- (i) Sealed envelope containing the marked copy of the electoral roll;
- (ii) Sealed envelope containing voter's slips;
- (iii) Sealed envelope containing unused tendered ballot papers;
- (iv) Sealed envelope containing the used tendered ballot papers and the list in Form 17-B
- (v) Sealed envelope containing the list of challenged votes in Form 14;

All the above statutory papers in sealed envelopes should be kept in sealed white colored master envelope (Envelop No: 3/1). In case of simultaneous election, pink envelope containing pink voter's slip for assembly poll should be kept in this envelope.

**IV. The Fourth packet should contain the following envelopes and should be super scribed as "NON-STATUTORY COVER":**

- (i) Unsealed envelope containing the copy or copies of electoral roll (other than the marked copy);

*Q*

- (ii) Unsealed envelope containing the appointment letters of polling agents in Form 10 and accounts of appointment of polling agent;
- (iii) Unsealed envelope containing the election duty certificate in Form 12B;
- (iv) Unsealed envelope containing the declarations by the presiding officer
- (v) Unsealed envelope containing the receipt book and cash, if any, in respect of challenged votes;
- (vi) Unsealed envelope containing unused and damaged seals and special tags;
- (vii) Unsealed envelope of unused voter's slip
- (viii) Unsealed envelope for the declarations obtained from electors as to their age and the list of electors who have refused to make declarations as to their age
- (ix) Form of declaration by elector under Rule 49MA (Test Vote);
- (x) Form of declaration by elector whose name is in ASD list;
- (xi) Letter of complaint to the S.H.O. Police;

In case of simultaneous election, unsealed envelope containing the declarations by the Presiding Officer in pink colour for assembly election for packed in this non statutory cover. All the above eleven non-statutory papers in envelopes should be kept in sealed in yellow colored master envelope (Envelope No: 4/1)

**V. The Fifth packet should contain the following items:**

- (i) Hand Book for Presiding Officer;
- (ii) Instructions of Electronic Voting Machine & VVPAT (a. Posters on How to cast vote on EVM and VVPAT, b. Brochure for Presiding Officer on use of EVM and VVPAT and c. Trouble shooting on use of EVM and VVPAT);

- ०२
- (iii) Sealed envelope containing (a. Indelible ink set with stopper having been secured on each phial effectively with molten candle or wax applied thereon to prevent leakage or evaporation and b. used self-inking pads);

All the above five items should be kept in sealed brown colored master envelope (Envelop No: 5/1).

**VI. The Sixth Packet shall contain materials like**

- (i) Used list of contesting candidates Form 7A,
- (ii) Used photocopy of signature of candidates and
- (iii) Other unused forms. The colour of this envelope should be Blue. (Envelope No: 6/1) Metal seal of the Presiding Officer;
- (iv) Arrow cross-mark rubber stamp for marking tendered ballot papers;
- (v) Cup for setting the indelible ink;

All remaining stationery items should be placed back in the respective transparent Card Board/Carton containers and submitted at the Receipt Center.

**6. Pre-printing/pre-filled Forms, Voter's slip, and Envelopes:**

The issue of similar types of details like name of election, name of State/UT, name number of Parliamentary/Assembly Constituency etc. required to be written on number of Forms/Envelopes is also considered. In the context, use of pre-printed/pre-filled form will reduce significant time taken by polling parties to fill or write same repetitive details on plain forms, voter's slip, and envelopes supplied them. It has been directed that Chief Electoral Officer or District Election Officer, as the case may be, shall arrange for pre-printed/ pre-filled forms/ envelopes (**Annexure-A**) as far as possible.

**7. Modularization of election material:**

The forms and envelopes shall be given to the polling parties in booklet form and other polling materials shall be given in customized labelled cotton

bags. A sample booklet and packaging arrangement, as prepared by the Chief Electoral Officer Jharkhand, can be collected from the Planning Division before 15<sup>th</sup> July 2023 as a guidance.

The above-said amendments shall be brought to the notice of all concerned for compliance during General Election to Lok Sabha, State Legislative Elections, and all Bye Elections.

Yours faithfully,



28/06/2023

(SANJEEV KUMAR PRASAD)  
SECRETARY

Enclosure- ***Annexure- A***



**SAMPLE** 1/1

**General Election to House of the People, 2024**

**MASTER ENVELOPE FOR EVM PAPERS**

From 61 - SIII (No. & Name of AC) within the 8 - Ranchi Parliamentary Constituency

Number of Polling Station ..... Name of Polling Station .....

(i) Envelope for account of votes recorded (Form-17C)  
 (ii) Envelope for Presiding Officer's Report-1 (Mock Poll Certificate), II & III  
 (iii) Envelope for VVPAT paper slips of Mock Poll

Size - 16" x 12", Colour - White

**SAMPLE** 1/1 AC

**General Election to Legislative Assembly, 2024**

**MASTER ENVELOPE FOR EVM PAPERS**

No. & Name of AC 61 - SIII

Number of Polling Station ..... Name of Polling Station .....

(i) Envelope for account of votes recorded (Form-17C)  
 (ii) Envelope for Presiding Officer's Report-1 (Mock Poll Certificate), II & III  
 (iii) Envelope for VVPAT paper slips of Mock Poll

Size - 16" x 12", Colour - Pink

(Note : In case of simultaneous election to Legislative Assembly and Lok Sabha)

*[Handwritten mark]*

**SAMPLE**

(1/2)

**General Election to House of the People, 2024**

From **61 - Silli** ..... (No. & Name of AC) within the **8 - Ranchi** ..... Parliamentary Constituency

Number of Polling Station ..... Name of Polling Station .....

**Envelope for account of votes recorded (Form-17C)**

Size - 14" x 10", Colour - White

**SAMPLE**

(1/2 AC)

**General Election to Legislative Assembly, 2024**

No. & Name of AC ..... **61 - Silli** .....

Number of Polling Station ..... Name of Polling Station .....

**Envelope for account of votes recorded (Form-17C)**

Size - 14" x 10", Colour - Pink

(Note : In case of simultaneous election to Legislative Assembly and Lok Sabha)



**SAMPLE** (1/3)

**General Election to House of the People, 2024**

From 61 - Silli (No. & Name of AC) within the 8 - Ranchi Parliamentary Constituency

Number of Polling Station ..... Name of Polling Station .....

**Envelope for Presiding Officer's Report- I  
(Mock Poll Certificate), II & III**

Size - 14" x 10", Colour - White

**SAMPLE** (1/3 AC)

**General Election to Legislative Assembly, 2024**

No. & Name of AC 61 - Silli .....

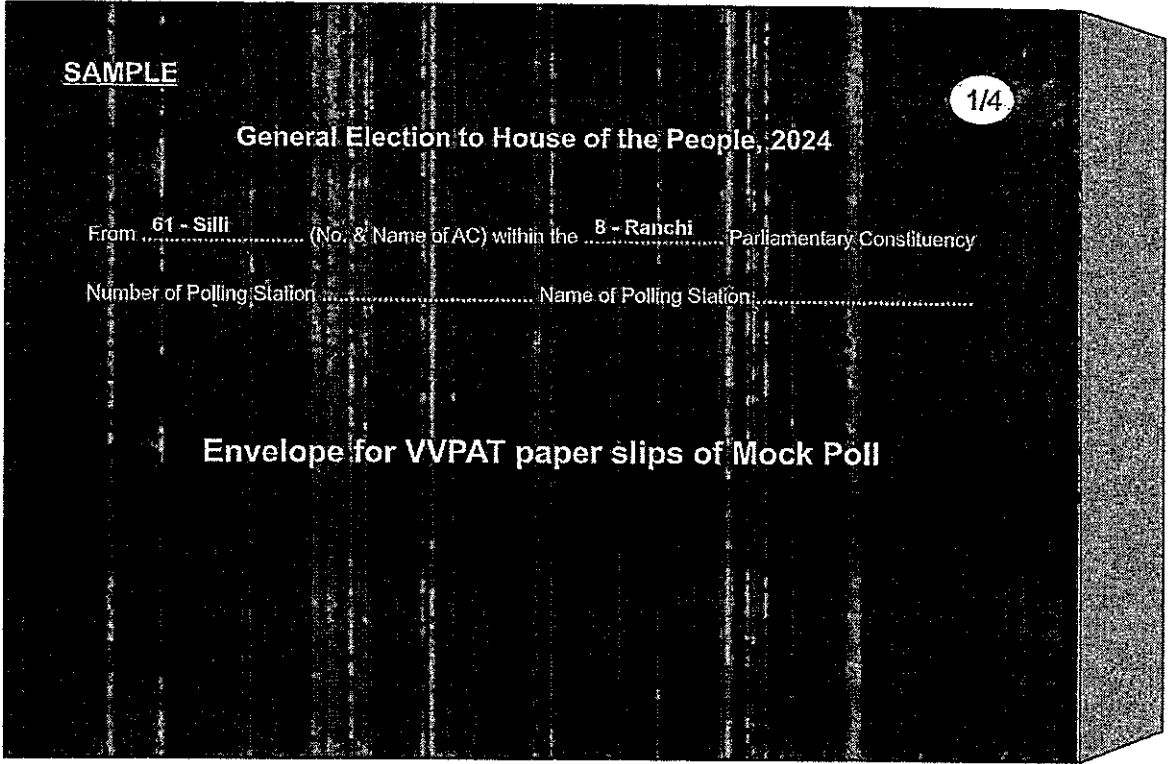
Number of Polling Station ..... Name of Polling Station .....

**Envelope for Presiding Officer's Report- I  
(Mock Poll Certificate), II & III**

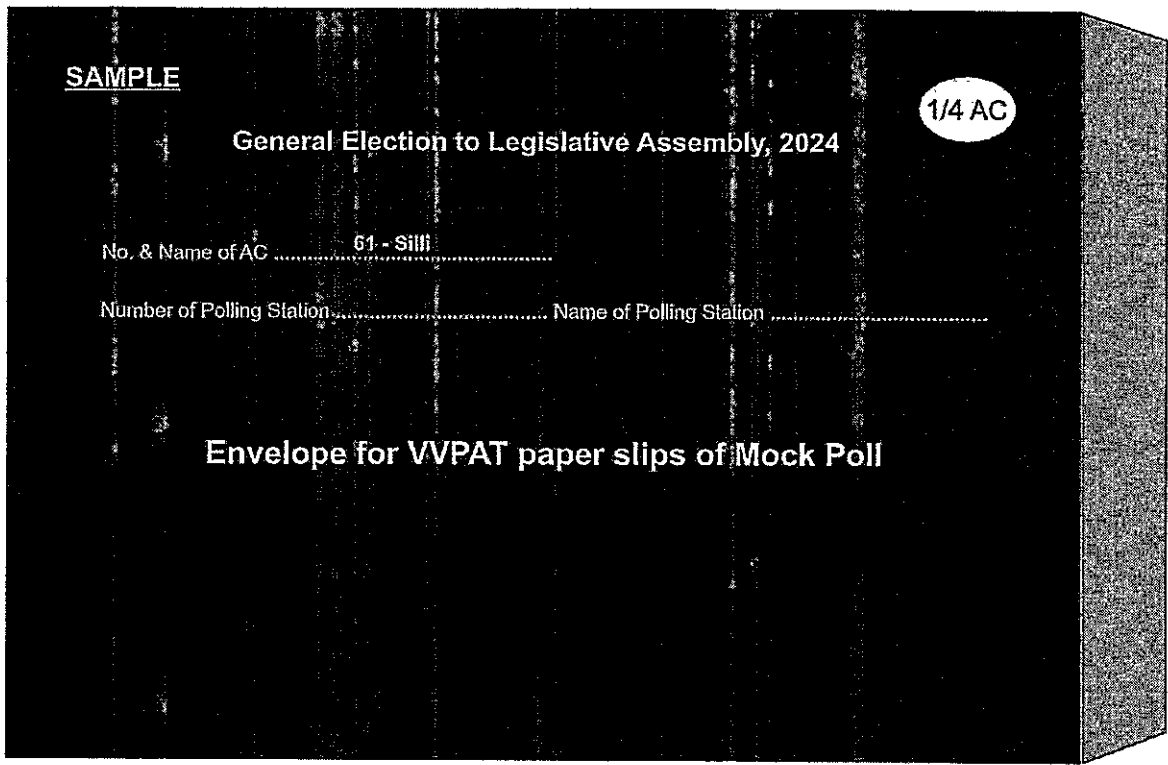
Size - 14" x 10", Colour - Pink

(Note : In case of simultaneous election to Legislative Assembly and Lok Sabha)

8



Size - A4, Colour - Black



Size - A4, Colour - Black

(Note : In case of simultaneous election to Legislative Assembly and Lok Sabha)

SAMPLE

2/1

General Election to House of the People, 2024

**MASTER ENVELOPE FOR SCRUTINY DOCUMENTS**

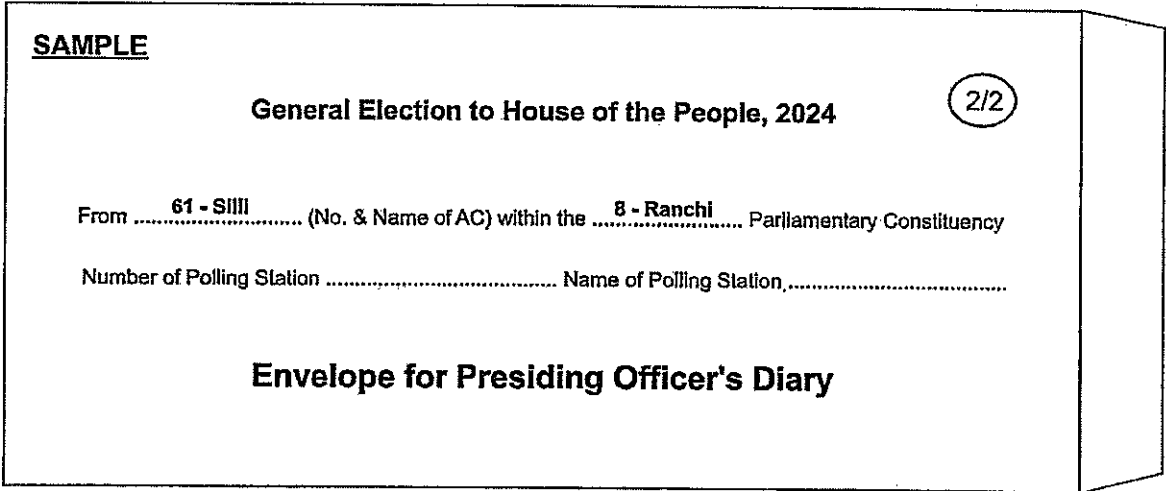
From **61 - Silli** (No. & Name of AC) within the **8 - Ranchi** Parliamentary Constituency

Number of Polling Station ..... Name of Polling Station .....

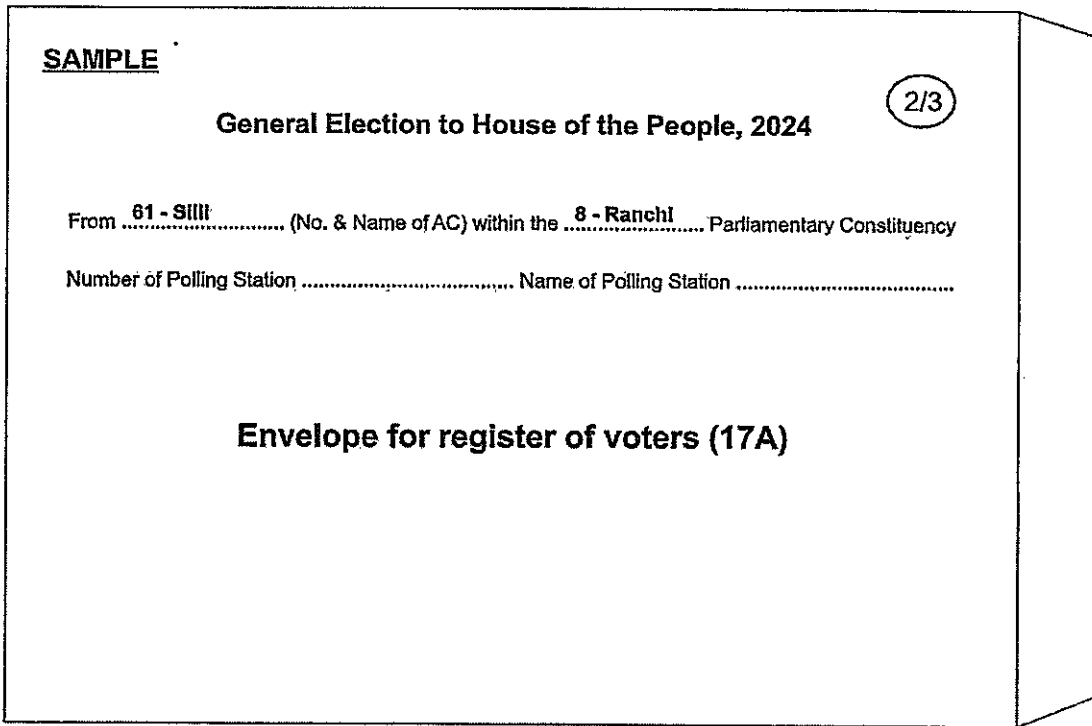
- (i) Envelope for Presiding Officer's Diary
- (ii) Envelope for register of voters (17A)
- (iii) Envelope for the list of Blind and Infirm Electors in Form 14-A and the Declarations of the Companions
- (iv) Envelope for Visit Sheet

Size - 16" x 12", Colour - White

9



Size - 10" x 4.5", Colour - White



Size - 14" x 10", Colour - White

9

**SAMPLE** (2/4)

**General Election to House of the People, 2024**

From ..... **61 - Silli** ..... (No. & Name of AC) within the ..... **8 - Ranchi** ..... Parliamentary Constituency

Number of Polling Station ..... Name of Polling Station .....

**Envelope for the list of Blind and Infirm Electors in Form 14-A  
and the Declarations of the Companions**

Size - 10" x 4.5", Colour - White

**SAMPLE** (2/5)

**General Election to House of the People, 2024**

From ..... **61 - Silli** ..... (No. & Name of AC) within the ..... **8 - Ranchi** ..... Parliamentary Constituency

Number of Polling Station ..... Name of Polling Station .....

**Envelope for Visit Sheet**

Size - 10" x 4.5", Colour - White

*(Handwritten mark)*

**SAMPLE**

3/1

**General Election to House of the People, 2024**

**MASTER ENVELOPE FOR STATUTORY COVER**

From **61 - Silli** ..... (No. & Name of AC) within the **8 - Ranchi** ..... Parliamentary Constituency

Number of Polling Station ..... Name of Polling Station .....

- (i) Envelope for marked copy of the electoral roll and list of CSVs (If any)
- (ii) Envelope for voter's slips
- (iii) Envelope for used tendered ballot papers and the list in Form 17B
- (iv) Envelope for unused tendered ballot papers

Size - 16" x 12", Colour - White

**SAMPLE**

3/2

**General Election to House of the People, 2024**

From **61 - Silli** ..... (No. & Name of AC) within the **8 - Ranchi** ..... Parliamentary Constituency

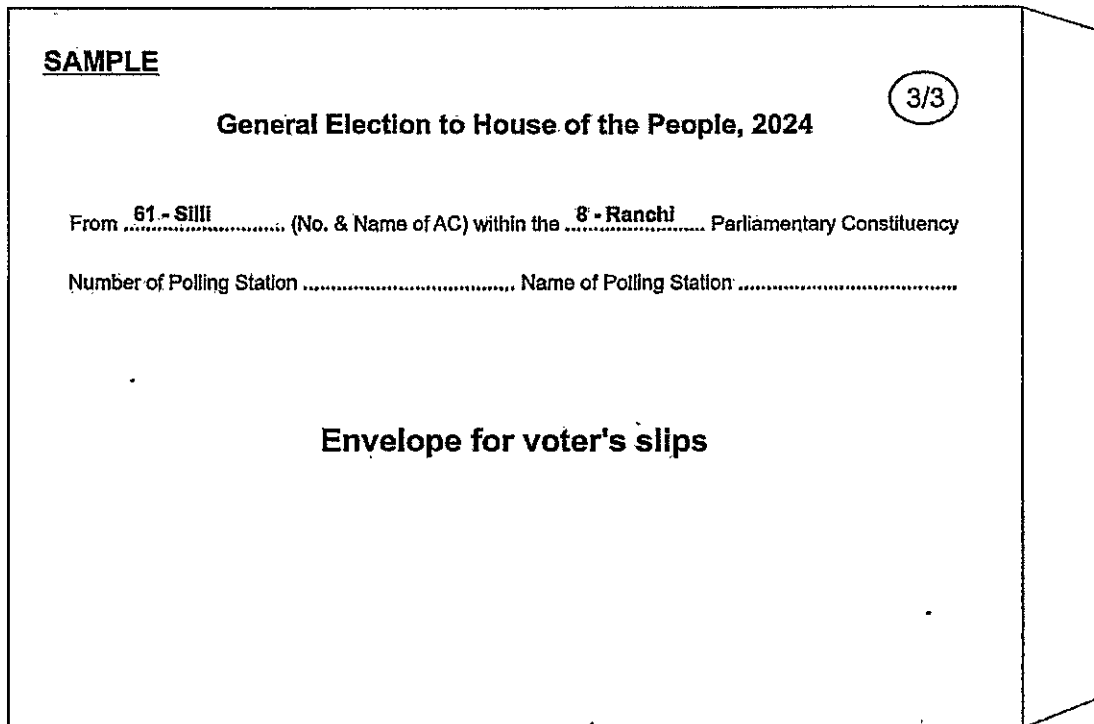
Number of Polling Station ..... Name of Polling Station .....

**Envelope for marked copy of the electoral roll  
and list of CSVs (If any)**

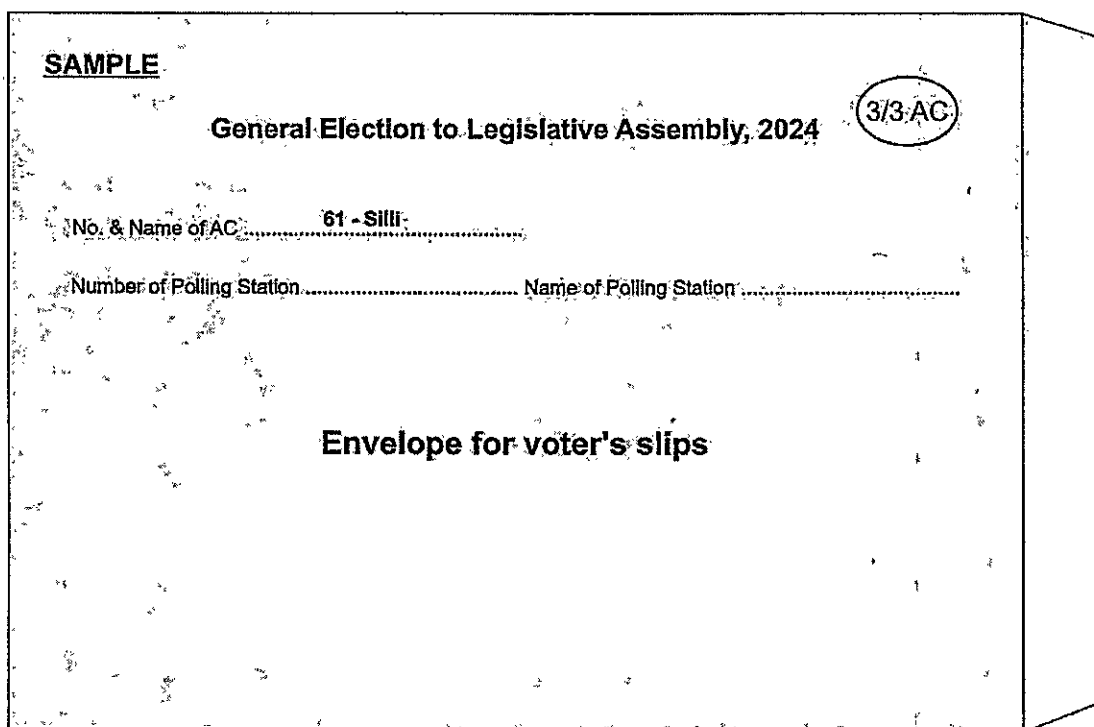
Size - 14" x 10", Colour - White

8





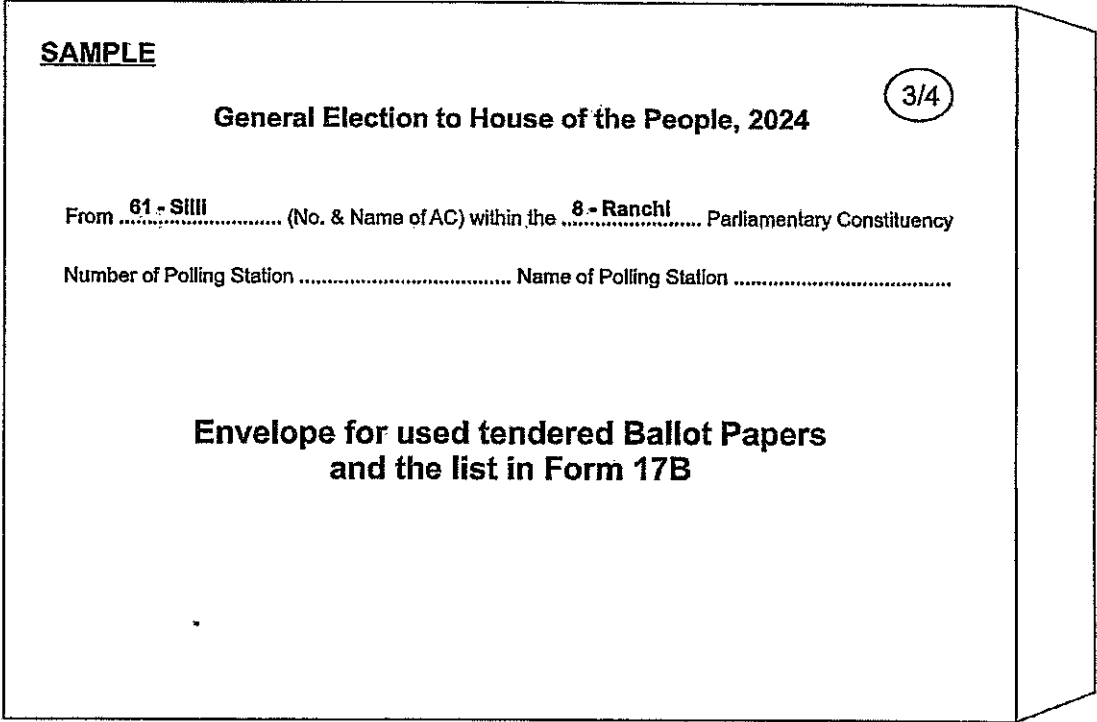
Size - 14" x 10", Colour - White



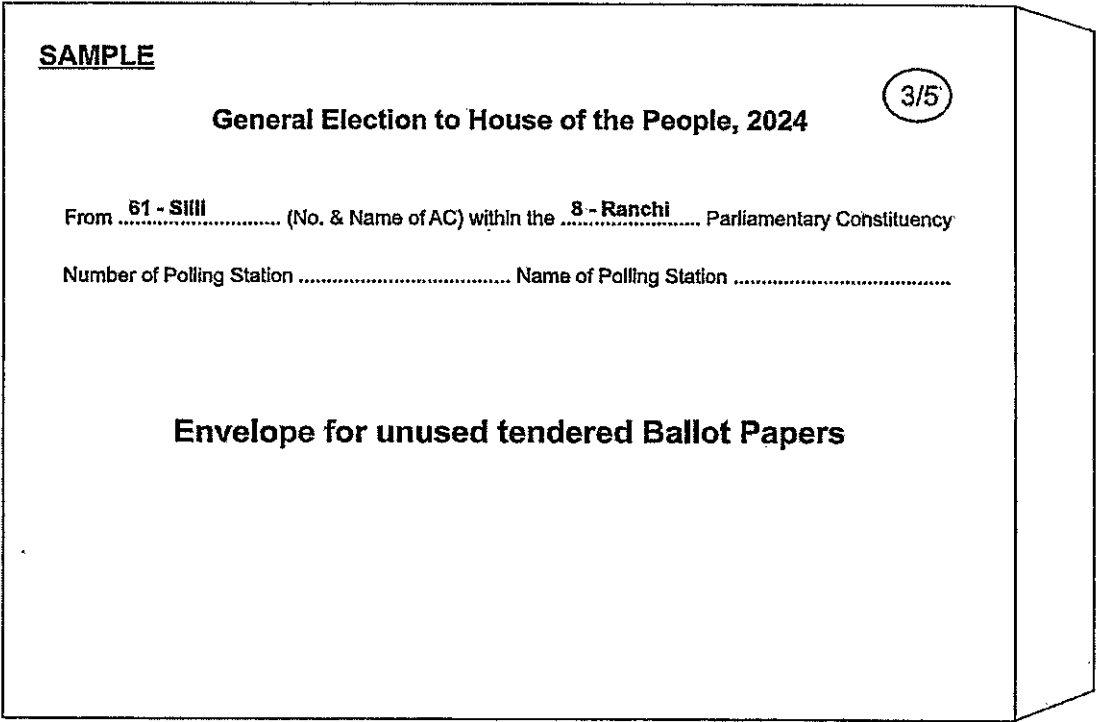
Size - 14" x 10", Colour - Pink

(Note : In case of simultaneous election to Legislative Assembly and Lok Sabha)

D



Size - 14" x 10", Colour - White



Size - 14" x 10", Colour - White

*Handwritten mark*

25

**SAMPLE**

(3/6)

**General Election to House of the People, 2024**

From **61 - Silli** ..... (No. & Name of AC) within the **B - Ranchi** ..... Parliamentary Constituency

Number of Polling Station ..... Name of Polling Station .....

**Envelope for the list of challenged votes in Form 14**

Size - 10" x 4.5", Colour - White

2

**SAMPLE**

4/1

**MASTER ENVELOPE FOR NON-STATUTORY COVER**

**General Election to House of the People, 2024**

From ..... **61 - Silli** ..... (No. & Name of AC) within the ..... **8 - Ranchi** ..... Parliamentary Constituency

Number of Polling Station ..... Name of Polling Station .....

- (i) Envelope for Copy or copies of electoral roll (other than the marked copy)
- (ii) Envelope for appointment letters of polling agents in Form 10
- (iii) Envelope for election duty certificate in Form 12-B
- (iv) Envelope for the list of challenged votes in Form 14
- (v) Envelope for declarations by the Presiding Officer
- (vi) Envelope for the receipt book and cash, if any, in respect of challenged votes
- (vii) Envelope for (i) unused and damaged paper seals and (ii) Unused and damaged special tags
- (viii) Envelope for Unused Voter's Slip
- (ix) Envelope for the declarations obtained from electors as to their age and the list of such electors and the list of electors who have refused to make declarations as to their age

Size - 16" x 12", Colour - Yellow

e

**SAMPLE** (4/2)

**General Election to House of the People, 2024**

From **61 - Silli** ..... (No. & Name of AC) within the **8 - Ranchi** ..... Parliamentary Constituency

Number of Polling Station ..... Name of Polling Station .....

**Envelope for Copy or copies of Electoral Roll  
(other than the marked copy)**

Size - 14" x 10", Colour - Yellow

**SAMPLE** (4/3)

**General Election to House of the People, 2024**

From **61 - Silli** ..... (No. & Name of AC) within the **8 - Ranchi** ..... Parliamentary Constituency

Number of Polling Station ..... Name of Polling Station .....

**Envelope for appointment letters of  
Polling Agents in Form 10**

Size - 14" x 10", Colour - Yellow

*(Handwritten mark)*

**SAMPLE**

**General Election to House of the People, 2024**

4/4

From **61 - Silli** (No. & Name of AC) within the **8 - Ranchi** Parliamentary Constituency

Number of Polling Station ..... Name of Polling Station .....

**Envelope for election duty certificate in Form 12-B**

Size - 10" x 4.5", Colour - Yellow

2

26

**SAMPLE**

**General Election to House of the People, 2024**

(4/5)

From ..... 61 - SIII ..... (No. & Name of AC) within the ..... 8 - Ranchi ..... Parliamentary Constituency

Number of Polling Station ..... Name of Polling Station .....

**Envelope for declarations by the Presiding Officer**

Size - 10" x 4.5", Colour - Yellow

**SAMPLE**

**General Election to Legislative Assembly, 2024**

(4/5 AC)

No. & Name of AC ..... 61 - SIII .....

Number of Polling Station ..... Name of Polling Station .....

**Envelope for declarations by the Presiding Officer**

Size - 10" x 4.5", Colour - Pink

(Note : In case of simultaneous election to Legislative Assembly and Lok Sabha)

2

**SAMPLE**

**General Election to House of the People, 2024**

416

From ..... **61 - Silli** ..... (No. & Name of AC) within the ..... **8 - Ranchi** ..... Parliamentary Constituency

Number of Polling Station ..... Name of Polling Station .....

**Envelope for the Receipt Book and Cash,  
if any, in Respect of Challenged Votes**

Size - 10" x 4.5", Colour - Yellow

**SAMPLE**

**General Election to House of the People, 2024**

417

From ..... **61 - Silli** ..... (No. & Name of AC) within the ..... **8 - Ranchi** ..... Parliamentary Constituency

Number of Polling Station ..... Name of Polling Station .....

**Envelope for (I) Unused and Damaged Paper Seals and  
(II) Unused and Damaged Special Tags**

Size - 10" x 4.5", Colour - Yellow

**SAMPLE**

**General Election to House of the People, 2024**

418

From ..... **61 - Silli** ..... (No. & Name of AC) within the ..... **8 - Ranchi** ..... Parliamentary Constituency

Number of Polling Station ..... Name of Polling Station .....

**Envelope for Unused Voter's Slip**

Size - 10" x 4.5", Colour - Yellow

9



**SAMPLE**

**General Election to House of the People, 2024**

(4/9)

From 61 - Silli (No. & Name of AC) within the 8 - Ranchi Parliamentary Constituency

Number of Polling Station ..... Name of Polling Station .....

**Envelope for the Declarations Obtained from Electors as to their Age  
and the List of such Electors and the List of Electors  
who have Refused to Make Declarations as to their Age**

Size - 10" x 4.5", Colour - Yellow

**SAMPLE**

**General Election to House of the People, 2024**

(4/10)

From 61 - Silli (No. & Name of AC) within the 8 - Ranchi Parliamentary Constituency

Number of Polling Station ..... Name of Polling Station .....

**Envelope for Form of Declaration by elector under  
49MA(Test Vote)**

Size - 10" x 4.5", Colour - Yellow

8

**SAMPLE**

**General Election to House of the People, 2024**

4/11

From ..... **61 - Silli** ..... (No. & Name of AC) within the ..... **8 - Ranchi** ..... Parliamentary Constituency

Number of Polling Station ..... Name of Polling Station .....

**Envelope for Form of Declaration by elector whose name  
in ASD list**

Size - 10" x 4.5", Colour - Yellow

**SAMPLE**

**General Election to House of the People, 2024**

4/12

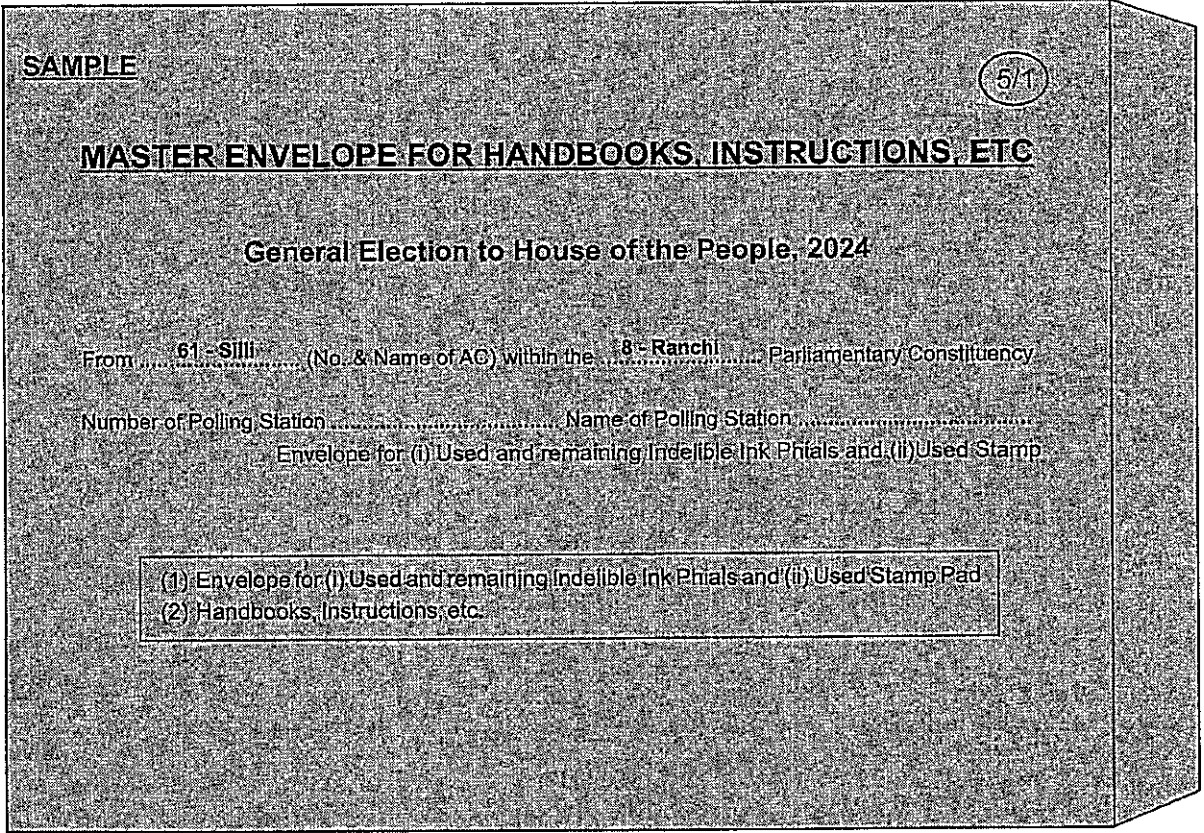
From ..... **61 - Silli** ..... (No. & Name of AC) within the ..... **8 - Ranchi** ..... Parliamentary Constituency

Number of Polling Station ..... Name of Polling Station .....

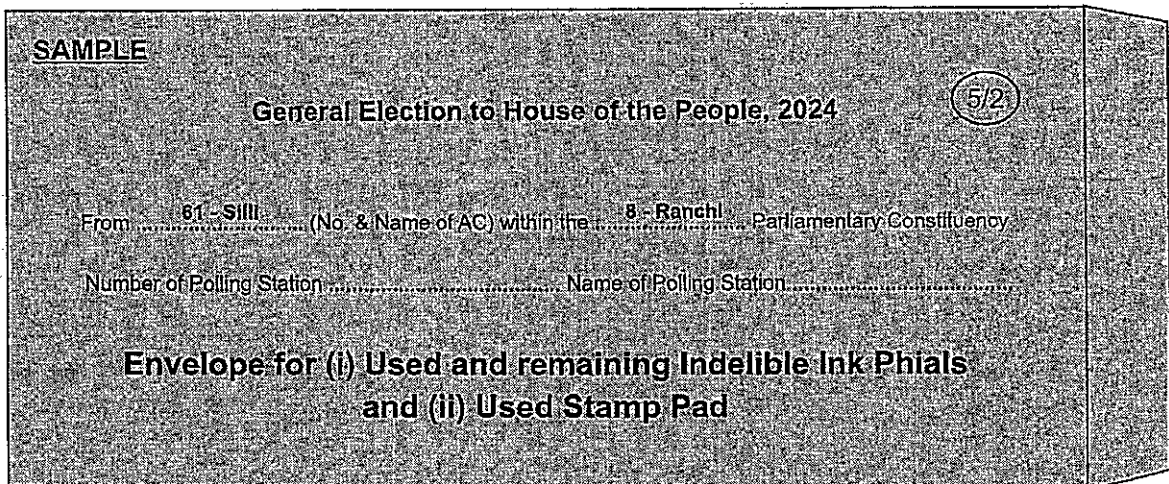
**Envelope  
for complaint to SHO**

Size - 10" x 4.5", Colour - Yellow

2



Size - 16" x 12", Colour - Brown



Size - 10" x 4.5", Colour - Brown

B

**SAMPLE**

6/1

**ENVELOPE FOR OTHER POLLING MATERIALS**

**General Election to House of the People, 2024**

From **61 - Silli** (No. & Name of AC) within the **8 - Ranchi** Parliamentary Constituency

Number of Polling Station ..... Name of Polling Station .....

- |  |
|--|
| (i) Candidate Information Booklet.                                   |
| (ii) Other unused forms.   |
| (iii) Metal seal of the Presiding Officer.                           |
| (iv) Arrow cross-mark rubber stamp for marking tender ballot papers. |
| (v) Cup for setting the indelible ink.                               |

Size - 16" x 12", Colour - Blue

2