

**TEAM ARO-VI WELCOMES YOU  
ALL FOR THE TRAINING**

**Training part-5  
Forms and Covers**

## Forms

1. Form 17c

2. Presiding officer dairy

3. Paper seal account form

4. Presiding officer report

5. Declaration

**5. 16-point observer report**

**6. Voter turn out report**

**7. Abstract statement**

# ANNEXURE 11

(CHAPTER 29, PARA 29.1.4)

## FORM 17C

[SEE RULES 49S AND 56C (2)]

### PART I – ACCOUNT OF VOTES RECORDED

Election to House of the People/Legislative Assembly of the State/Union Territory ..... *Puducherry*  
from..... *Kalapet* ..... constituency.

*12/5, Govt Primary School, Ganapathichettikulam*

Number and Name of Polling Station: .....

Identification Number of voting Machine used at the Polling Station:

Control Unit..... *CU1234*

Balloting Unit..... *BU1234*

VVPAT ..... *VV10112*

1. Total number of electors assigned to the Polling Station *945*
2. Total number of voters as entered in the Register for Voters (Form 17A) *762*
3. Number of voters deciding not to record votes under rule 49-O *05*
4. Number of voters not allowed to vote under rule 49M *05*
5. Test votes recorded under rule 49MA (d) required to be deducted- *02*

(a) total number of test votes to be deducted:

Total No.	Sl. No.(s) of elector(s) in Form 17A
..... <i>02</i> .....	..... <i>165,476</i> .....

(b) Candidate(s) for whom test vote(s) cast:

Sl. No.	Name of candidate	No. of votes
..... <i>02</i> .....	..... <i>abc</i> .....	..... <i>01</i> .....
..... <i>11</i> .....	..... <i>xyz</i> .....	..... <i>01</i> .....

6. Total number of votes recorded as per voting machine..... *752* .....
7. Whether the total number of votes as shown against item 6 tallies with the total number of votes as shown against item 2 minus numbers of voters deciding not to record votes as

against item 3 minus number of voters as against item 4(i.e. 2-3-4) or any discrepancy noticed.....

**Yes, Talled**

**01**

8. Number of voters to whom tendered Ballot papers were issued under rule 49P.....

9. Number of tendered Ballot papers:

	Sl. No.		
	Total	From	To
(a) received for use	<b>20</b>	<b>101 to 120</b>	
(b) issued to electors	<b>01</b>	<b>101</b>	
(c) not used and returned	<b>19</b>	<b>102 to 120</b>	

10. Account of papers seals

**Jagan**

Signature of polling agents

1. Paper seals supplied for use: Total No. <b>04</b>	1. <b>Arun</b>
Sl.No. from <b>300</b> To <b>304</b>	
2. Paper seals used: Total No. <b>01</b>	2. <b>Ramesh</b>
Sl.No. from..... To .....	
3. Unused paper seals returned to Returning Officer: Total No. <b>03</b>	3. <b>Srinivassin</b>
Sl.No. from <b>301</b> To <b>304</b>	
4. Damaged paper seal, if any: Total No. <b>nil</b>	4. <b>Shankar</b>
Sl.No. from..... To .....	

5.....

6.....

Date **09-04-2026**

Place **Kalapet**

**Udhayakumar.C**

Signature of Presiding Officer  
Polling Station No. **12/5**

**PART II- RESULT OF COUNTING**

Sl. No. of candidate	Name of candidate	Number of votes as displayed on Control Unit	Number of test votes to be deducted as per item 5 of Part I	Number of valid votes. <b>(3-4)</b>
1	2	3	4	5
1.				
2.				
3.				
4.				
5.				
N.	NOTA			
Total				

Whether the total number of votes shown above tallies with the total number of votes shown against item 6 of Part I or any discrepancy noticed between the two totals.

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**PRO should take care to fill FORM 17C as it will go upto counting table**

Place.....

Date.....

Signature of Counting Supervisor

## PRESIDING OFFICER'S DIARY

1. Name of the constituency (in block letters): **Kalapet**
2. Date of poll: **09-04-2026**
3. Number and Name of the polling station: **12/05, Govt.Primary School, Kalapet**  
Whether located in –
  - (i) Government or quasi-government building; **Govt Building**
  - (ii) Private Building;
  - (iii) Temporary structure;
4. Number of Polling Officers recruited locally, if any: **Nil**
5. Appointment of Polling Officer made in the absence of duly appointed Polling Officer, if any, and the reasons of such appointment: **Nil**
6. Electronic Voting Machine
  - (i) Number of Control Units used: **01**
  - (ii) S. No.(s) of Control Units used: **CU1234**
  - (iii) Number of Balloting Units used: **01**
  - (iv) S. No.(s) of Balloting Units used: **BU1234**
7.
  - (i) Number of paper seals used: **01**
  - (ii) S. Nos. of paper seals used: **PS1234**

Signature of the first Polling Officer **Arun, PO-I**

**Bala, PO-II**  
Signature of Polling Officer  
In-charge of Register of Voters

11. Number of electors who voted –
- |                   |            |
|-------------------|------------|
| Men.....          | <b>400</b> |
| Women.....        | <b>425</b> |
| Third Gender..... | <b>01</b>  |
| Total.....        | <b>826</b> |
12. Challenged vote – **Nil**
- Number allowed.....
- Number rejected.....
- Amount forfeited Rs.....
13. Number of persons who have voted on production of Election Duty Certificate (EDC): **04**
- 13A. Number of overseas electors who voted: **01**
14. Number of electors who voted with the help of companions: **01**
15. Number of voters cast through proxy: **Nil**
16. Number of tendered votes: **Nil**
17. No. of electors –
- |  |            |
|--|------------|
| (a) From whom declarations as to their age obtained..... | <b>Nil</b> |
| (b) Who refused to give such declaration.....            | <b>Nil</b> |
18. Whether it was necessary to adjourn the poll and if so, the reasons for such adjournment: **NO**

19. Number of votes cast in every two hours –

From 7 a.m. to 9 a.m.	<b>150</b>
From 9 a.m. to 11 a.m.	<b>175</b>
From 11 a.m. to 1 p.m.	<b>180</b>
From 1 p.m. to 3 p.m.	<b>200</b>
From 3 p.m. to 5 p.m.	<b>121</b>

(Necessary changes may be made depending on the hours fixed for commencement and close of poll)

19B. Details of visitors at polling stations as per Visit Sheet

S. No.	Name & Designation of the officer visiting (Observer/DEO/RO/ARO/Sector Magistrate/Zonal Magistrate/Patrolling Magistrate)	Time of Visit	Brief description of polling process (Peaceful/Incident, If any)	Number of votes polled till the time of visit	
				As per Form 17	As per the EVM
<b>1</b>	<b>Prabhakar, Sector officer</b>	<b>9.15 A.M</b>	<b>Peaceful</b>	<b>160</b>	<b>160</b>
<b>2</b>	<b>Murugan,ASO</b>	<b>11.15 A.M</b>	<b>Peaceful</b>	<b>333</b>	<b>333</b>
<b>3</b>	<b>Prabhakar,SO</b>	<b>02.15 P.M</b>	<b>Peaceful</b>	<b>567</b>	<b>567</b>
<b>4</b>	<b>Arun,Observer</b>	<b>4.15 P.M</b>	<b>Peaceful</b>	<b>734</b>	<b>734</b>

20. (a) Number of slips issued at the closing hour of the poll to electors standing in the queue: **12**

(b) Time at which poll finally closed after the last such elector cast his/her vote: **6.12 P.M.**

21. Electoral offences with details:

Number of cases of –

(a) Canvassing within one hundred meters of the polling station: **Nil**

(b) Impersonation of voters: **Nil**

(c) Fraudulent defacing, destroying or removal of the list of notice or other documents at the polling station: **Nil**

(d) Bribing of voters: **Nil**

(e) Intimidation of voters and others persons: **Nil**

(f) Booth capturing: **Nil**

22. Was the poll interrupted or obstructed by –

(1) Riot: **No**

(2) Open violence: **No**

(3) Natural calamity: **No**

(4) Booth capturing: **No**

(5) Failure of voting machine: **No**

(6) Any other cause: **Nil**

Please give details of the above. **Nil**

23. Was the poll vitiated by any voting machine used at the polling station having been –

(a) Unlawfully taken out of the custody of the Presiding Officer: **No**

(b) Accidentally or intentionally lost or destroyed: **No**

(c) Damaged or tampered with: **No**

Please give details.

24. Serious complaints, if any, made by the candidate/agents: **No such complaints**

25. Number of cases of breach of law and order: **Nil**

26. Report of mistakes and irregularities committed, if any, at the polling station: **Nil**

27. Whether the declarations have been made before the commencement of the poll and if necessary, during the course of poll when a new voting machine is used and at the end of the poll as necessary: **Yes**

Place: **Puducherry**

Date: **09-04-2026**

**Udhayakumar.C**

Presiding Officer

This diary should be forwarded to the Returning Officer with the voting machine, Visit Sheet, and other sealed papers.



## PRESIDING OFFICER'S REPORT

### PART-I: MOCK POLL CERTIFICATE

Name of election:..... **GEPLA-2026**..... (to be pre-printed)

No. and Name of AC/AS:..... **Kalapet**.....(to be pre-printed)

No. and Name of PC..... **Govt primary School**.....(to be pre-printed)

Polling Station No:..... **12/16**..... .

(a) Conduct of mock poll and verification of mock poll data

S. No.	Name of Candidate (Name of Candidates including NOTA to be pre-printed)	Number of votes cast during the mock poll	Number of votes displayed in CU on checking the result	Number of VVPAT printed Paper slips against Candidates	Result displayed in CU & Printed Paper Slips count tallied with each other (Yes/No)	Signature of Polling agents with party abbreviation / Independent
1.	<b>abc</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>yes</b>	<b>kumar</b> cong
2.	<b>xyz</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>yes</b>	<b>arun</b> bjp
3.	<b>alpha</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>yes</b>	
4.	<b>beta</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>yes</b>	
5.						
6.						
7.						
8.						
9.						
	NOTA	<b>10</b>	<b>10</b>	<b>10</b>	<b>yes</b>	
	TOTAL	<b>50</b>	<b>50</b>	<b>50</b>	<b>yes</b>	

- (b) 'CLEAR' button on the Control Unit has been pressed to clear mock poll data (Yes/No). If yes, then write the above sentence in ink.

Yes

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- (c) All paper slips taken out from VVPAT after mock poll (Yes/No) **yes**
- (d) Empty VVPAT shown to all Polling Agents (Yes/No) **yes**
- (e) Before actual poll ensure that no printed paper slip is in VVPAT Drop Box and shown to Polling Agents (Yes/No) **yes**
- (f) 'TOTAL' button on the Control Unit has been pressed to show total vote ' O' to polling agent (Yes/No) **yes**
- (g) Mock poll VVPAT slips stamped with 'MOCK POLL SLIP' and sealed in black envelope and then sealed with Pink Paper Slip (Yes/No) **yes**
- (h) Following witness Mock Poll and certify that mock votes tallied and that the mock votes erased from CU after mock poll:

S. No.	Name of Polling Agent	Name of Party	Name of Candidate	Signature of Polling Agent
1	kumar	Congress	xyz	kumar
2	arun	bjp	abc	arun

- (i) Time display on the Control Unit is .....6.35 AM..... minutes more/less than Indian standard Time (IST), if any.
- (j) Signature of Micro-Observers (if posted at the polling station)

Udhayakumar.C

Name and/ signature of the Presiding Officer

(I) It is, hereby, certify that before commencement of actual poll, 'TOTAL' button of the Control Unit has been pressed in the presence of all polling officials to ensure that **Total Vote is 0**. Tick the appropriate observation:

(i) Control Unit shows total vote : 0



OR

(i) *Control Unit shows total vote more than '0' (means mock poll votes not cleared), hence, clear the mock poll data.*

**Udhayakumar.C**

**(Signature of Presiding Officer)**

Following witness the above process and certify that mock votes erased from the Control Unit and mock poll VVPAT slips removed from the VVPAT before start of actual poll:

S. No.	Name of Polling officer	Signature
1	Nithin	nithin
2	swamy	swamy
3	saravanan	saravanan

**PAPER SEAL ACCOUNT FORM**

## PART-I

## ELECTION TO THE PUDUCHERRY LEGISLATIVE ASSEMBLY

Name of the Constituency : Kalapet  
 Polling Station Number : 12/05  
 Name of the Polling Station : Govt Primary School, Kalapet

Serial number of the Control Unit used (1)	Serial number of Paper Seal used (2)	Remarks (3)
CU1234	PS123	---

## PART-II

**Account of Paper Seal**

		Signature of Polling Agents :
1. Serial number of paper seals supplied from PS123 to PS125		1. Narayanan
2. Total numbers supplied 3		2. Manoj
3. Number of paper seals used 1		3. Venkat
4. Number of unused paper seals returned to Returning Officer (Deduct item 3 from item 2) 2		4. _____
5. Mention serial numbers of damaged paper seals, if any		5. _____

Place : Puducherry

Date : 09-04-2026

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Signature of Presiding Officer

**ELECTION TO THE PUDUCHERRY LEGISLATIVE ASSEMBLY  
DETAILS TO BE FURNISHED BY THE PRESIDING OFFICER AT THE END OF POLL**

Name of the Assembly Constituency :

Number and name of the Polling Booth :

Sl. No.	Item	Details
1	Whether CPF deployed? (Yes/No)	yes
2	Whether Micro Observer deployed? (Yes/No)	yes
3	Whether Video Camera deployed? (Yes/No)	yes
4	Number of polling agents in the polling station	3
5	Whether Mock Poll done in the presence of agent? (Yes/No)	yes
6	Whether Mock Poll cleared? (Yes/No)	yes
7	Total Electors in the Polling Station	1000
	Male	500
	Female	499
	Other	01
	<b>Total</b>	<b>1000</b>
8	Number of persons who voted in the Polling Station	
	Male	350
	Female	450
	Other	0
	<b>Total</b>	<b>800</b>
9	% of voters polled	80%
10	Number of Tendered votes	0
11	Number of Challenged votes	0
12	Number of Proxy votes by CSVs	0
13	Number of electors who exercised their right of vote on the basis of EPIC	735
14	Number of electors who exercised their right of vote rule 49G	0
15	Number of overseas electors who voted in the poll	01
16	Number of EVMs used	0101
17	Whether the EVM was changed or replaced? (Yes/No)	No
18	If so, the time when changed and what was the reason for it?	----
19	Number of VVPATs used	01
20	Whether the VVPAT was changed or replaced? (Yes/No)	No
21	If so, the time when changed and what was the reason for it?	----
22	Total ASD voters in the list	09
23	Total persons who cast their votes from ASD voters list	02
24	Number of voters who have voted after 6 p.m. by receiving the token at the end of polling hours	12
25	Whether machines closed and sealed properly in the presence of agents? (Yes/No)	yes
26	Whether 17C given to polling agents after obtaining their signature? (Yes/No)	yes
27	Any incident of violence or poll interruption due to any reason	No
28	Complaints, if any, received with respect to that polling station	No

Place : Puducherry

Udhayakumar.C

Date : 09-04-2026

Signature of the Presiding Officer

**FORMAT FOR PRESIDING OFFICER'S ADDITIONAL REPORT TO BE  
SUBMITTED TO CONSTITUENCY OBSERVER / RETURNING OFFICER**

1. Polling Booth No. : 12/05
2. CPF deployed : Yes / No
3. Micro Observer deployed : Yes / No
4. Video Camera deployed : yes
5. Total Voters : yes
6. No. of Votes polled : yes
7. Percentage of Votes polled : yes
8. Total No. of candidates : yes
9. No. of candidates represented by polling agents : yes
10. No. of voters who voted using documents other than EPIC : yes
11. Whether Mock Poll done in the presence of agent? : Yes / No **yes**
12. Whether Mock Poll cleared? : Yes / No **yes**
13. Whether machines closed and sealed properly in the presence of agents? **yes**
14. Whether 17C given to polling agents after obtaining their signature? **yes**
15. No. of voters who have voted after 6.00 p.m.: by receiving the token at the end of polling hours **12**
16. Whether any significant incident took place during the poll? : Yes / No **No**

**Abstract Statement to be furnished by Presiding Officer**No. and Name of the Constituency : **12-Kalapet**No. and Name of Polling Station : **12/05, Govt primary School, Kalapet**

(i)	Total No. of electors assigned to polling station	:	<b>1000</b>
(ii)	Time fixed by Election Commission for close of poll	:	<b>6.00 P.M.</b>
(iii)	Number of votes polled by the time fixed for close of poll	:	<b>788</b>
(iv)	Number of electors standing in queue at the time fixed for close of poll	:	<b>12</b>
(v)	Number of slips issued to said electors in the queue	:	<b>12</b>
(vi)	Number of votes actually polled by such electors	:	<b>12</b>
(vii)	Exact time at which the poll actually closed	:	<b>6.12P.M</b>
(viii)	Total number of votes polled in the polling station by the time of actual close of poll	:	<b>800</b>
(ix)	Number of votes polled between the time for close of poll and the actual close of poll : [(viii)-(iii)]	:	<b>12</b>

**Udhayakumar.C***(Signature of Presiding Officer)**(Signature of Polling Agents)*1. **Arun**2. **Nithin**3. **kumar**

**ELECTION COMMISSION OF INDIA  
ELECTION TO THE PUDUCHERRY LEGISLATIVE ASSEMBLY**

ECI FORM ID
PS05



**VOTER TURNOUT REPORT FOR POLLING STATION**

(A) Assembly Constituency No. and Name : <b>12-kalapet</b>	(B) State / Union Territory Name <b>Puducherry</b>
(C) Assembly Segment No. and Name : <b>Kalapet- F5</b>	(D) Polling Station No. and Name : <b>12/05 ,GPS</b>

1. Date of Poll	<b>09-04-2026</b>	
2. No. of electors who voted (as per item 11 of Presiding Officer's Diary)	Male	<b>350</b>
	Female	<b>450</b>
	Total	<b>800</b>
3. No. of voters identified using EPIC (as per Register of Voters)		<b>735</b>
4. No. of Tendered Votes (as per item 15 of Presiding Officer's Diary)		<b>0</b>

I authenticate the data given above.

**Udhayakumar.c**

*Presiding Officer's Signature*

*For use in Collection Centre*

Date and time of receipt  
at the Collection Centre

*Signature of Officer-in-charge  
of Collection Centre*

**Note :** The RO has to make an arrangement for a suitable counter at Collection Centres when each polling party will first hand over this form before the ballot boxes / EVMs received. Data from this format will be transcribed to Form AO5. A copy of the Data Form AO5 will be given to one of the Observers for being attached to his / her second report. A summary of this in Form PO5 will also be given to one of the Observers.

**This copy is to be handed over to the  
Officer-in-Charge of Collection Centre  
where Polled Ballot Boxes / EVMs are to be  
deposited.**

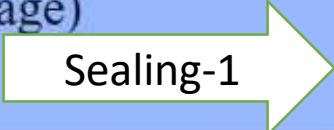

# Covers

1. The colour of statutory Forms and Covers should be white.
2. The colour of Non-statutory Forms and covers should be yellow.
3. All the forms of statutory and Non-statutory should be bunched separately and provided in customized manner as per latest instruction issued by ECI.

**Based on RO hand book 2023, Edition 2**

13.5.3. 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: (Please refer latest instruction issued by the Commission)

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

Packet Number	Strong Room for storage	Documents details
1 <sup>st</sup> Packet (EVM papers)	<b>Polled EVM Strong Room</b> (with proper signage) 	(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).
2 <sup>nd</sup> Packet (Scrutiny Cover)	<b>Election Papers Strong Room</b> (a strong room other than polled EVM Strong Room, with proper signage) 	(i) Unsealed envelope containing the Presiding Officer's Diary 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

<p>3<sup>rd</sup> Packet (Statutory Covers)</p>	<p><b>Election Papers Strong Room</b>  (a strong room other than polled EVM Strong Room, with proper signage)</p>	<p>(i) Sealed envelope containing the marked copy of the electoral roll;</p> <p>(ii) Sealed envelope containing voter's slips;</p> <p>(iii) Sealed envelope containing unused tendered ballot papers;</p>
		<p>(iv) Sealed envelope containing the used tendered ballot papers and the list in Form 17-B</p> <p>(v) Sealed envelope containing the list of challenged votes in Form 14;</p>

**Note: all statutory Covers should be sealed**

<p>4<sup>th</sup> Packet (Non-Statutory Covers)</p>	<p><b>Election Papers Strong Room</b>  (a strong room other than polled EVM Strong Room, with proper signage)</p>	<ul style="list-style-type: none"> <li>(i) Unsealed envelope containing the copy or copies of electoral roll (other than the marked copy);</li> <li>(ii) Unsealed envelope containing the appointment letters of polling agents in Form 10 and accounts of appointment of polling agent;</li> <li>(iii) Unsealed envelope containing the election duty certificate in Form 12B;</li> <li>(iv) Unsealed envelope containing the declarations by the presiding officer</li> <li>(v) Unsealed envelope containing the receipt book and cash, if any, in respect of challenged votes;</li> <li>(vi) Unsealed envelope containing unused and damaged seals and special tags;</li> <li>(vii) Unsealed envelope of unused voter's slip</li> <li>(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</li> <li>(ix) Form of declaration by elector under Rule 49MA (Test Vote);</li> <li>(x) Form of declaration by elector whose name is in ASD list;</li> <li>(xi) Letter of complaint to the S.H.O. Police</li> </ul>
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<p>5<sup>th</sup> Packet (Handbooks, ECI Inst., Indelible ink, and Stamp Pad)</p>	<p><b>Election Papers Strong Room</b>  (a strong room other than polled EVM Strong Room, with proper signage)</p>	<ul style="list-style-type: none"> <li>(i) Hand Book for Presiding Officer;</li> <li>(ii) Instructions of Electronic Voting Machine &amp; 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);</li> <li>(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);</li> </ul>
<p>6<sup>th</sup> Packet (All other material)</p>	<p><b>Election Papers Strong Room</b>  (a strong room other than polled EVM Strong Room, with proper signage)</p>	<ul style="list-style-type: none"> <li>(i) Used list of contesting candidates Form 7A,</li> <li>(ii) Used photocopy of signature of candidates,</li> <li>(iii) Other unused forms,</li> <li>(iv) Arrow cross-mark rubber stamp for marking tendered ballot papers,</li> <li>(v) Cup for setting the indelible ink.</li> </ul>



## questions?????

- ▶ This presentation and training is intended to help you to perform better as a presiding officer
- ▶ This is only to supplement and not substitute the Presiding Officer's Hand Book.
- ▶ Read the Hand Book thoroughly till you are conversant and comfortable
- ▶ **Team ARO-VI wish you all the best and we will be with you throughout the election process.**