

Checklist for distribution of Polling Materials to Presiding Officers at Distribution Counters

- **Polling Bag-1 Pc.** / Voters' Slips (as per no. of voters with extra) / Queue Slip (200 Pcs.)-1 Bundle /Dummy Ballot Unit-1 Pc / EVM Flyer-1 Pc./ Blank paper sheets-8 Pcs. /Sealing Wax-6 Pcs. /Candles-4 Pcs. /Carbon Paper-3Pcs./Cloth or rag for removing oil & ink from Thumb of elector (Duster)-3Pcs. /Packing Paper-3 Pcs. / Paper Weight-2 Pcs. / Sutli rope/ Sponge Cup-2 Pcs./Stamp Pad (Purple) -1 Pc./ Poly cover for Control Unit & Ballot Unit & VVPAT-3 Pcs./ Stamp Pad Ink-1 Pc./My Clear Bag-1 Pc. /Sticker for My Clear Bag-1 Pc./ Trouble shooting guideline (Annexure-22) -1 Pc./VVPAT Brochure (Annexure-13) -1 Pc./ Checklist of additional items (Annexure-23) -1 Pc.
- **Medical Kit-1 Pc.**
- **Plastic Box for Black paper envelop sealing-1 Pc.**/ Sticker for Plastic Box-1 Pc./Ordinary Pencil-1 Pc. /Ball point pen [4 (Blue) + 1 (Red)] /Gum-2 Pcs. /Thin twine thread/Metal Rule-1 Pc./Card board (5"x4") -1 Pc./ Cello tape-1 Pc./Plastic carry bag for Plastic Box & VVPAT Battery-1 Pc./Address Tag for Control Unit-2 Pcs. / Address Tag for Ballot Unit-1 Pc./ Address Tag for VVPAT-2 Pcs./ Rubber Stamp (arrow cross mark)-2 Pcs./Metal Seal (for PRO) -1 Pc./ Distinguishing Mark-1 Pc./Mock Poll Slip Stamp-1 Pc./ White Ink pen for writing on Black Envelope-1 Pc./**Cup for Holding Indelible Ink-1 Pc.** / Pin/Match Box / Blade / Rubber Band /Drawing pins
- **Signage / Sticker / Poster/Flex**
প্রিসাইডিং অফিসার-1 Pc./ পোলিং অফিসারস্-1 Pc./পোলিং এজেন্টস্-1 Pc./ ধূমপান নিষেধ-1 Pc./বাহির পথ-1 Pc./ প্রবেশ পথ-1 Pc. / ১০০ মিটার-2 Pcs./২০০ মিটার-2 Pcs. /শৌচাগার-1 Pc./পানীয় জল-1 Pc./FLEX on alternative Documents-1 Pc./Mock Poll Poster-1 Pc.
- **Envelops**
Statutory Cover (First Packet) -1 Pc./Cover for marked copy of the electoral roll; (Cover - A) -1 Pc. / Cover for register of voters (17 A) (Cover - B) -1 Pc. / Cover for voter's slips (Cover - C) -1 Pc. / Cover for unused tendered ballot papers (Cover - D) -1 Pc. / Cover for the used tendered ballot papers and the list in Form 17B (Cover-E) -1 Pc./ **Non -Statutory cover (Second Packet)** -1 Pc. / Cover for copy or copies of electoral roll (other than the marked copy) -1 Pc./ Cover for the appointment letters of polling agents in Form10 -1 Pc./ Cover for election duty certificate in Form 12-B - 1 Pc./ Cover containing the list of challenged votes in Form14- 1 Pc./ Cover for declarations obtained from electors as to their age and the list of such electors - 1 Pc./Cover for the receipt book and cash, if any, in respect of challenged votes-1 Pc./ Cover for unused and damaged paper seals-1 Pc. / Cover for unused voter's slips-1 Pc./Cover for unused and damaged special tags-1 Pc./ Cover for unused and damaged strip seals-1 Pc./ **Cover for (Third Packet)** -1 Pc./**Cover for (Fourth Packet)**-1 Pc. / Cover for ASD list-1 Pc. / Cover for Braille Ballot Sheet (sealed) -1 Pc. / Cover for Entry passes for polling agent-1 Pc./ Cover for revocation of appointment of polling agent (Form 11) -1 Pc./ Cover for Check memo for Presiding Officer-1 Pc./ Cover for List of Polling Materials-1 Pc./ Cover for Miscellaneous Materials-1 Pc.
- **Covers for My Clear Bag**
Cover for accounts of votes recorded (form 17C) - 2 Pcs. / Cover for declaration of presiding officer before commencement & at the end of poll (Part-I to IV)- 2 Pcs. / Cover for report of PS-05 – 1 Pc. / Cover for Presiding Officer's Diary- 1 Pc. / Cover for Mock Poll Certificate – 1 Pc.
- Envelop made of thick black paper (for sealing printed paper slips of Mock Poll) – 2 Pcs.
- Extra Small Plain Cover- 7 Pcs.
- **In a White Big Envelope** - Register of Voters (Form 17A) -1 Pc./Marked copy of Electoral Roll-1 Pc. /Working Copies of Electoral Roll-2 Pcs. / Alphabetical Roll Locator-1 Pc. /ASD List-1 Pc. / AIS List-1 Pc. / List of Contesting Candidates (Form 7A) -1 Pc. / Specimen Signature of Candidates & Election Agents-1 Pc. / Instruction to the Polling Personnel-1 Pc. / SMS Syntax-1 Pc./ List of CSV-1 Pc.
- Indelible Ink (10 cc each)-2 Phial
- **Special Booklet** (to be submitted separately at Receiving Center)
- **Perforated Booklet** containing all type of Forms with **Presiding Officer's Dairy** (in duplicate) bearing **Serial No.** _____.

Received all above the stationary articles, forms, annexure, signage, Booklets and also 2 sets of Presiding Officer's dairy (having same serial number) in Perforated Booklet from the Distribution Centre.

Name of Presiding Officer _____

AC No. & Name _____, No. of PS _____

Signature of Pr.O.