

**FORM 10**

**Appointment of polling/counting agent**

[See rule 42(2) and 44(1)]

Election to the \* .....*Gram Panchayat\*\*/Panchayat Samiti/Zilla Parishad/Mahakuma Parishad* from the.....constituency.

I, .....(name), a candidate/\*\* the election agent of.....who is a candidate at the above election, do hereby appoint ..... of .....(address) as a polling / counting agent to attend \*Polling Station No .....at (place).....fixed for the poll on .....at (time).....

His name is entered in the electoral roll of ..... Constituency in Part No..... Serial No.....

Place.....

Date.....

.....  
*Signature of Candidate\*\*/election agent*

I agree to act as polling \*\*/counting agent.

Place.....

Date.....

.....  
*Signature of polling\*\*/counting agent*

**Declaration of polling / counting agent to be signed before Presiding Officer**

I hereby declare that at the above election I will not do anything forbidden by rules 51(3) and 85 of the West Bengal *Panchayat (Election) Rules, 2006*, which I have read /\*\*has been read over to me.

Date.....

.....  
*Signature of polling\*\*/counting agent*

Signed before me.

Date.....

.....  
*Signature of Presiding Officer*

Appropriate particulars of the election to be inserted here.

\*\*

Strike off the inappropriate alternative.

**FORM 11**

**Revocation of appointment of polling /counting agent**

[See rule 43(1) and 45(1)]

Election to the \* .....Gram  
Panchayat\*\*/Panchayat Samiti/Zilla Parishad/Mahakuma  
Parishad from the.....Constituency.

To

The Presiding Officer

I, .....(name), a candidate/\*\* the  
election agent of.....at the above election,  
hereby revoke the appointment of .....polling/  
\*\*counting agent..... at the polling station  
No.....at)..... (Place).

Place.....

Date.....

.....

*Signature of Candidate/\*\*election agent*

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\* Appropriate particulars of the election to be  
inserted here.

\*\* Strike off the inappropriate alternative.

## FORM 14

### Application for casting vote by person on election duty

[See rule 54(1)]

To

The *Panchayat* Returning Officer

..... *Gram Panchayat*

.....*Panchayat Samiti*

.....*Mahakuma Parishad*

.....*Zilla Parishad* \*constituency.

I intend to cast my vote at the ensuing election to the \**Gram Panchayat/Panchayat Samiti/Mahakuma Parishad/Zilla Parishad* to be taken at polling station No. ....in..... *Gram*.

My name is entered at Sl. No.....in part No.....in the electoral roll in force for the purpose of this election for ..... \**Gram Panchayat* constituency comprised within .....\*\**Panchayat Samiti* and.....*Mahakuma Parishad/Zilla Parishad* constituencies.

I have been posted on election duty and produce, herewith, my letter of appointment.

I request that a ballot paper/papers for election to \**Gram Panchayat/Panchayat Samiti/Mahakuma Parishad/Zilla Parishad* may be issued to me to cast my vote.

Yours faithfully,

Place.....

Date.....

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\* Strike off the inappropriate alternative.

\*\* Appropriate particulars of the election to be inserted here.

**FORM 15**  
**List of challenged votes**  
*[See rule 56(2)(c)]*

Election to the \* ..... \*\* *Gram Panchayat*  
*/Panchayat Samiti/Zilla Parishad/Mahakuma Parishad* from  
the ..... constituency.

No. and Name of polling station.....

Serial No. of entry	Name of voter	Part No.	Serial number of voter's name in that part	Signature or thumb impression of the person challenged
1	2	3	4	5

Address of the Person challenged	Name of Identifier	Name of challenger if any	Order of Presiding Officer	Signature of Challenger on receiving refund of deposit
6	7	8	9	10

Date.....

.....  
Signature of Presiding Officer

\*Appropriate particulars of the election to be inserted here.  
\*\* Strike off the inappropriate alternative.

# FORM 16

## List of blind and infirm voters

[See rule 59(2)]

Election to the\* ..... \*\*Gram  
Panchayat/ Panchayat Samiti/Zilla Parishad/ Mahakuma  
Parishad from the ..... constituency.  
No. and name of polling station.....

Part No. and serial No. of voter	Full name of voter	Full name of companion	Part No. and serial No. of companion	Signature of companion
(1)	(2)	(3)	(4)	(5)

Date.....

.....  
Signature of Presiding Officer

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\*Appropriate particulars of the election to be inserted here.

\*\* Strike off the inappropriate alternative.

**FORM 17**  
**List of Tendered Votes**

[See rule 61(2)]

Election to the\* .....\*\*Gram  
*Panchayat/Panchayat Samiti/Zilla Parishad/Mahakuma Parishad* from the  
..... constituency,  
No. and name of polling station .....

Name of voter	Part No. & Sl. No. of voter in electoral roll	Sl. No. of Tendered ballot paper	Sl. No. of ballot paper issued to the person who has already voted	Sl. No. in Register of voters(17A) of the person who has voted	Signature or thumb Impression of person tendering vote
(1)	(2)	(3)	(4)	(5)	(6)

Date.....

.....  
Signature of Presiding Officer

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\*Appropriate particulars of the election to be inserted here.

\*\* Strike off the inappropriate alternative.

**FORM 18**  
**Ballot paper account**  
 [See rule 65(1) and rule 65 (3)]

**PART – I**

Election to the.\* .....\*\*Gram Panchayat / Panchayat Samiti / Zilla Parishad /Mahakuma Parishad from the ..... constituency,  
 No. and name of polling station .....

	Serial numbers	Total number
<b>1. Ballot papers received .....</b>		
<b>2. Ballot papers unused –</b>		
a) with the signature of the Presiding Officer, if any, .....		
..... and		
b) Without the signature of the Presiding Officer.....		
c) Total .....		
<b>3. *Ballot papers used at the polling station.....(1-2 =3)</b>		
<b>4. Ballot papers cancelled –</b>		
a) for violation of voting procedure under rule 59.....		
and		
b) For any other reason.....		
c) Total .....		
<b>5. Ballot papers used as tendered ballot papers.....</b>		
<b>6. *Ballot papers to be found in the ballot box ...(3 – 4 – 5 =6)</b>		

\* Serial number of ballot papers need not be given

Date.....

.....

Signature of Presiding Officer

**PART – II**

**Result of initial counting**

1. Total number of ballot papers found in the ballot box (es) used at the polling station.....

2. Discrepancy, if any between the total number as shown against item -1 in this part and the total number of ballot papers to be found in the ballot box (es) shown in item 6 of Part – I .....

Date .....

.....

Signature of Counting Officer

Date .....

.....

Signature of Panchayat Returning Officer

## Account of paper seal

### Part-I

Record of paper seals used at Election to .....  
Gram Panchayat/Panchayat Samiti/Zilla Parishad Constituency.....  
Polling Station Number.....

Serial No.	Serial No. of Box used	Ballot Box No. of (engraved), if any	Serial Number paper seal used	Remarks
1	2	3	4	5

## Account Of Paper Seals:

### Part-II

1. Serial No. of paper seals

Supplied from Sl. No.....to .....

Signature of Polling Agents

2. Total Number Supplied..... 1. ....

3. No. of paper seal used..... 2. ....

4. No. of unused paper seals returned to Returning 3.....

Officer (Deducted item 3 from item2).....

5. Serial Number of damaged paper seals, if any.....4. ....

Date:.....

Place:..... Signature of Presiding Officer



**ANNEXURE IV A**

**DECLARATION BY THE PRESIDING OFFICER BEFORE AT THE TIME OF  
USE OF SUBSEQUENT BALLOT BOX, IF ANY**

Name of GP / PS / ZP .....

Constituency No .....

Serial No. and Name of the Polling Station.....

Date of Poll ...

I hereby declare:

(1) that the ballot box/boxes to be used are empty;

(2) that on the paper seal used for securing the ballot boxes, I have  
affixed my

own signature and obtained signatures of such of the polling agents  
as are present and desirous of affixing the same;

Signature ..

Presiding Officer

Signature of polling agents:

- |    |               |   |    |               |   |
|----|---------------|---|----|---------------|---|
| 1. | (of candidate | ) | 2. | (of candidate | ) |
| 3. | (of candidate | ) | 4. | (of candidate | ) |
| 5. | (of candidate | ) | 6. | (of candidate | ) |
| 7. | (of candidate | ) | 8. | (of candidate | ) |
|    |               |   | 9. | (of candidate | ) |

**The following polling agent(s) declined to affix his / her / their  
signature(s), on this declaration:**

- |    |               |   |    |               |   |
|----|---------------|---|----|---------------|---|
| 1. | (of candidate | ) | 2. | (of candidate | ) |
| 3. | (of candidate | ) | 4. | (of candidate | ) |

**Signature .....**

**Presiding Officer**

**Date: .....**

**ANNEXURE V**  
**DECLARATION BY THE PRESIDING OFFICER AT THE END OF POLL**

**Part - I**

I have furnished to the polling agents, who were present at the polling station at the close of the poll and whose signatures are affixed below, an attested copy of each of the entries in the ballot paper Account in "Part-I" of Form 18 as required under rule 64 of the West Bengal Panchayat Election Rules, 2006.

Date. ....

Time .....

Signature .

Presiding Officer

Received an attested copy of the entries in the accounts of votes recorded

(part-I of Form 18).

Signature of polling agents:

- |                            |                    |
|----------------------------|--------------------|
| 1. "....." (of candidate ) | 2. (of candidate ) |
| 3. (of candidate )         | 4. (of candidate ) |
| 5. (of candidate )         | 6. (of candidate ) |
| 7. (of candidate )         | 8. (of candidate ) |
|                            | 9. (of candidate ) |

The following polling agent(s) who were present at the close of the poll declined to receive an attested copy of Part-I of Form 18A and to give a receipt therefore and so an attested copy of that Form was not supplied to them.

- |                    |                    |
|--------------------|--------------------|
| 1. (of candidate ) | 2. (of candidate ) |
| 3. (of candidate ) | 4. (of candidate ) |
| 5. (of candidate ) | 6. (of candidate ) |
| 7. (of candidate ) | 8. (of candidate ) |
|                    | 9. (of candidate ) |

Signature. .. ....

Presiding Officer

Date .....

Time.....



# ANNEXURE IX

Receipt for Challenge Fee

Book No.                      Page No.. .....

Office of the Presiding Officer for Polling Station No of (GP /PS/ZP) Received a sum of Rs. 2 (Rupees two only) in cash from Shri Candidate /Election Agent /Polling Agent on account of deposit for challenge under rule 56(1) of the WB Panchayat Elections Rule, 2006.

Date.. . . . . Presiding Officer  
Forfeited to Government

*Presiding Officer*

Received back the amount of Rs. 2 (Rupees two only) under rule 56(1) of W.B. Panchayat Election Rules, 2006.

Name and Signature of Candidate / Election Agent / Polling Agent

Receipt for Challenge Fee

Book No. Page No.....

Received a sum of Rs. 2 (Rupees two only) in cash from Shri Candidate / Election Agent/ Polling Agent on account of deposit for challenge under rule 56(1) of the WB Panchayat Elections Rule, 2006.

Date.. . . . .

Presiding Officer for Polling Station No.  
.....

**ANNEXURE X**

**Declaration by the Companion of Blind Infirm Elector:**

Name of GP / PS / ZP .....'

Constituency No. ....

Serial No. and Name of the Polling Station.....

Date of Poll , .. ,. ....

I.....Son/daughter/ wife of .....aged

residing at \* .....hereby declare that .

a. I have not acted as companion of any other elector at any Polling Station today,  
the... : ..

b. I will keep secret the vote recorded by me on behalf of

\*\*

.....

*Signature of companion*

*\* Full address must be given.*

*\*\* Name, Part No. of elector to be given.*

**ANNEXURE XII**  
**(CHAPTER XXVIII, PARA I)**  
**PRESIDING OFFICER'S DIARY**

1. Name of the constituency (in Block Letters):
2. Date of Poll:
3. Number of Polling Station  
Whether located in --
  - (i). Government or Quasi- .Government building;
  - (ii) Private building;
  - (iii). Temporary structure;
4. Number of Polling Officers recruited locally, if any):
5. Appointment of Polling Officer made in the absence of duly appointed Polling Officer, if any and the reasons for such appointment:
6. Number of Ballot Boxes used:
7. Number of paper seals used:
8. Number of polling agents and the number who arrived late:
9. Number of candidates who had appointed polling agent of the polling stations:
10. (i) Total No. of voters assigned to the polling station:  
(ii). Number of ballot papers issued according to marked copy of the electoral roll:
- 11 Number of electors who voted--  
Men.....  
Women .....  
Total:... ..
12. Challenged vote --  
Number allowed.....Number rejected.....Amount forfeited  
Rs ...
13. Number of electors who voted with the help of companions:
14. Number of tendered votes:
15. Number of electors
  - (a) From whom declarations as to their age obtained ...
  - (b) Who refused to give such declaration.....
16. Whether it was necessary to adjourn the poll and if / the reasons for such adjournment:
17. Number of votes cast --  
From 7 a. m. to 9 a.m.  
From 9 a.m. to 11 a.m.  
From 11 a.m. to 1 p.m.  
From 1 p.m. to 3 p.m.
18. Number of slips issued at the closing hour of the poll:

**Continued to next page**

19. Electoral offences with details:

Number of cases of-

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

(b) Impersonation of voters:

(c) Fraudulent defacing / destroying or removal of the list of notice or other document at the polling station.

(d) Bribing of voters:

(e) Intimidation of voters and other persons:

(f) Booth capturing:

20. Was the poll interrupted or obstructed by -

(1) Riot:

(2) Open violence:

(3) Natural calamity:

(4) Booth capturing:

(5) Failure of voting machine:

(6) Any other cause:

Please give details of the above.

21. Was the poll vitiated by any ballot paper used at the polling station- having been '-

(a) Unlawfully taken out of the custody of the Presiding Officer: - (b) Accidentally or intentionally lost or destroyed:

(c) Damaged or tampered with:

Please give details.

22. Serious complaints / if any / made by the candidate / agents:

23. Number of cases of breach of law and order:

24. Report of mistakes and irregularities committed / if any / at the polling station:

25. Whether the declarations have been made before the commencement of the poll and if necessary during the course of poll when a new ballot box used and at the end of poll as necessary:

Place:

Date:

*Presiding Officer*

This diary should be forwarded to the Panchayat Returning Officer along with the ballot boxes and other sealed papers. .