



**ASSAM STATE ELECTION COMMISSION**  
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No. SEC. 03/2017/83

Dated Dispur the 16<sup>th</sup> March, 2017.

To,

- 1) The Deputy Commissioner, Hailakandi,
- 2) The Deputy Commissioner, Karimganj,
- 3) The Deputy Commissioner, Cachar,
- 4) The Deputy Commissioner, Morigaon,
- 5) The Deputy Commissioner, Dhubri.

Sub: Guidelines on counting process.

Sir/Madam,

Following general instructions are issued for strict observance by the Deputy Commissioner in connection with counting of Ballot Papers for Panchayat Bye-election, 2017.

- 1) The counting shall start at 8.00 AM on 24<sup>th</sup> March, 2017 and continue till the counting process is over.
- 2) The Counting Hall should have a strong security barricade around it so that people cannot enter into the vicinity of the Strong Room & Counting Hall.
- 3) There should be only one entrance for entry of people having proper security check at the time of entry. If possible, metal detector should be placed in service at every point.
- 4) For purpose of entry into the Counting Hall, printed identity cards are to be issued by the Deputy Commissioner and duly signed by the Deputy Commissioner or an authorised Officer. You may like to introduce printed identity cards with papers of different colours. The contesting candidates may be given Identity Card of one colour and the counting agents a different colours may be introduced. For the officials and staff and the other people engaged by the Deputy Commissioner, may use a different colour. The Identity card should be long in size having a thread to hang it round the neck so that the Identity card is easily visible on the chest of the person.
- 5) Nobody should be allowed to bring food or drinking water inside the cordoned off area. Drinking water bottles are to be supplied to all persons inside the cordoned off area.
- 6) There should be adequate arrangement for temporary sanitation in a corner of the cordoned off area with adequate arrangement of water and separate facilities for ladies.
- 7) There should be adequate provisions of light. The Assam State Electricity Board should be informed in advance to maintain uninterrupted supply of power. In addition you should keep alternative provision by installing generator.
- 8) The CC camera with screen at a distance of a Counting Hall should be installed to show progress of counting.
- 9) A small medical unit with doctor and paramedical staff should be stationed in suitable place during the counting hours. They should be provided with all the facilities including food.
- 10) Endeavour should be to minimize the number of people inside the counting Hall for smooth & speedy counting and to avoid lot of problems. The Deputy Commissioner may hold a meeting with the representative of National and Recognised Political Parties and seek their co-operation to minimize the crowd inside the counting hall.

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- 11) Each of the Counting Hall should have access to public address system to announce the results after every round of counting.
- 12) Only the following officers are allowed to take a mobile phone beyond the entry point-Election Observer, Deputy Commissioner, Additional Deputy Commissioner, Election Officer, Superintendent of Police, Additional Superintendent of Police, Deputy Superintendent of Police and Officer in -charge of the local police station. In suitable place of the building a temporary telephone with landline should be installed which should function as a control room as well as information centre. The Officer in charge of the room should have with him the result sheets so that press etc. can obtain the results of counting.
- 13) Please ensure presence of adequate number of force around the counting hall to deal with any untoward situation. Also a Fire Tender should be stationed in the vicinity of the counting hall.
- 14) Nobody would be allowed to carry any briefcase, handbag, file cover etc. The counting agents of the candidates however may carry writing pads and pen.
- 15) There will be a register to keep record of Ballot Boxes taken out from the Strong Room to the Counting Hall. It will record the name and designation of the officials who have received the Ballot Boxes. It will be good to record the number of the box embossed on the body. The name of the Polling Station should also be recorded. Signature of the officer who has received the Ballot Boxes from the Strong Room should be obtained in the register on every occasion a Ballot Box is taken out.
- 16) In the Counting Hall also another register should be maintained to record details of the Ballot Boxes received from the Strong Room. Officers-in-charge of the Counting Hall should put his signature to confirm the records. The register will also record the number of Ballot Box and names of the Polling Stations.
- 17) For every Counting Hall a separate register is to be maintained to record the names and signature of the Candidates/Counting Agents.
- 18) The results of counting after every round should be announced through public address system. The sound of the Public Address System should be so pitched not to disturb the neighbouring areas.
- 19) After the counting process is over, the Deputy Commissioners on declaration of Result as per Sub-Rule 7 of Rule 44 of AP(C) Rules, 1995, shall issue a certificate of being elected to the candidate securing the highest votes against each constituency.
- 20) The Deputy Commissioner shall arrange for safe custody of all records of counting including Ballot papers as required under provision of Assam Panchayat (Constitution) Rules, 1995.
- 21) Police officers, whether in uniform or in plain clothes should not, as a general rule, be allowed to enter inside the Counting Hall **WITHOUT ANY EXCEPTION**, unless the Deputy Commissioner or the authorised officer for counting calls them in for the maintenance of law & order or some similar purpose.

Such a step has been considered necessary to avoid allegation, the scope of any probable complaints/by some candidates or parties of being overawed by an unnecessary show of force.

(3)

- 22) Seating Arrangement for the Counting agents of candidates at the Counting tables will be arranged as per the following priority :
- i) Counting Agents of Candidates of recognized National Parties.
  - ii) Counting Agents of Candidates of recognized State Parties.
  - iii) Counting Agents of candidates of recognized State Parties of other states who have been permitted to use their reserved symbols in the Constituency.
  - iv) Counting Agents of Candidates of recognized-unrecognized Political Parties.
  - v) Counting Agents of Independent Candidates.
  - vi) No one should be allowed to smoke inside the Counting Hall.
- 23) Mobile telephones are not to be allowed inside the Counting Hall. Only election Observer of the Counting Hall are allowed to bring Mobile Phone inside Counting Hall.
- 24) Entire Counting process must be video graphed and the CD of the video should be kept in safe custody.



Secretary

Assam State Election Commission  
Dispur:Guwahati-781006  
Dated Dispur the 16<sup>th</sup> March, 2017.

Memo No.SEC 03/2017/83 -A

Copy for information and necessary action etc:

- 1) The Superintendent of Police, Hailakandi/Karimganj/Cachar/Morigaon/Dhubri/South Salmara.
- 2) All Political Parties.



Secretary

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Dispur:Guwahati-781006