

AZAD JAMMU & KASHMIR ELECTION COMMISSION

INSTRUCTIONS RELATING TO THE DUTIES AND FUNCTIONS OF THE PRESIDING OFFICERS UNDER THE AZAD JAMMU AND KASHMIR LEGISLATIVE ASSEMBLY (ELECTIONS) ORDINANCE, 1970 AND THE RULES FRAMED THEREUNDER.

CHAPTER-1

INTRODUCTORY

The Azad Jammu and Kashmir Legislative Assembly (Elections) Ordinance, 1970, (Ordinance X of 1970), hereinafter called the Ordinance, by Section 25 provides, **inter alia** for election to the AJ&K Legislative Assembly, hereinafter called the Assembly, by “secret ballot” and for that purpose lays down with great particularity the procedure to be followed and precautions to be observed in the conduct of poll for elections to the Assembly.

2. While it is the duty of the Returning Officer under the Ordinance to do all such acts and things and arrange for the polling material as may be necessary. It is the prime duty of the Presiding Officer to conduct the poll under his immediate supervision in accordance with the provisions of the Ordinance and AJ&K Legislative Assembly (Elections) Rules 1970, hereinafter called the Rules, to secure secrecy of the ballot.
3. For elections to the Assembly, wherever there are more than one contesting candidates from the same Constituency, it becomes necessary under law to appoint a Presiding Officer and one or more than one Polling Officers and Polling Assistants for each polling station in that constituency. A fortiori, neither any polling station need to be setup nor any Presiding Officer or other polling staff be appointed when there is sole contesting candidate for election to the Assembly from a constituency.

The Presiding Officer and the polling staff shall be appointed by the Returning Officer of the constituency with the prior approval of the Chief Election Commissioner (hereinafter called the Commissioner).

CHAPTER-II

PRELIMINARY ARRANGEMENTS

4. On his appointment, the presiding Officer shall without loss of time ascertain from the Returning Officer of the Constituency the number of voters assigned to the polling station of which he is the Presiding Officer, the number of booths proposed by the Returning Officer for the polling station and the electoral areas assigned to him/her.

The Presiding Officer shall also call the polling staff appointed to assist him and organize the polling arrangements including procurement of furniture required for the polling station and consider the sufficiency of the building if the polling station is to have more than one polling booths.

Each polling booth should have sufficient space to accommodate the polling staff and polling agents and for a separate screened off compartment where an elector shall mark his ballot paper in secret at a time.

5. The possible lay outs of the polling stations with one or more than one booth are shown in the charts in appendix "A". The charts are intended to serve as models. Actual layouts of booths and their location will vary with the space available at a particular polling station. The number of booths will however remain as pre-determined by the Returning Officer.
6. In urban areas, ordinarily there will be separate polling stations for men and women. In rural areas and small towns however combined polling stations for men and women may be setup so, however, that there will be separate booths for men and women voters.
7. The Returning Officer shall supply, alongwith the polling material, two copies of the electoral rolls to the Presiding Officer duly signed and authenticated by him. The Returning Officer shall also score out in the list, sent to the Presiding Officer under his signature, the entry relating to a voter on whose request postal ballot has been sent to him and

endorse the words P.B. on the margin of the entry to exclude the possibility of casting vote for the second time or false personation.

8. The Presiding Officer shall check, in advance, the electoral lists sent to him in order to verify that the electors of various electoral areas assigned to the polling station of which he is the Presiding Officer are borne on such lists and conversely the names of electors assigned to another polling station are not included in the lists.

If, on comparison, a discrepancy is discovered, the Presiding Officer shall take early steps and have the discrepancy removed by obtaining a correct copy of the electoral rolls from the Returning Officer.

9. The Returning Officer shall arrange to supply to the Presiding Officer, well before the polling day, sufficient number of ballot boxes and a sealed bag containing polling material as set out in appendix "B".
10. Ballot boxes have mechanical device (plastic seals) for locking, instructions for the operation of which will be sent to the Presiding Officer alongwith the other polling material. The Returning Officer shall ensure that each Presiding Officer understands the mechanism for operating and closing the ballot boxes.
11. The Presiding Officer and his staff shall reach at the polling station, afternoon of the day preceding polling date at least and take stock of the arrangements and finalize the setting up of booths and screened off compartments. After the completion of the arrangements on the preceding day, if a brief rehearsal could be held, it will proved very helpful in the orderly conduct of polls.
12. The Presiding Officer shall ensure that placards showing the names of the contesting candidates with their symbols, prominently displayed against their names, have been affixed at suitable places at the polling station. A list of electoral areas to be served by the polling station shall also be exhibited at a prominent place at the polling station.

CHAPTER –III

THE POLL

13. The time for poll shall be not less than nine hours beginning from 0800 hours and expiring at 1700 hours. The polling personnel will, however, be allowed half hour's recess by rotation for lunch and prayers without stoppage of the poll.
14. The Presiding Officer and his staff shall reach the polling station at least one hour before commencement of the poll. The Presiding Officer will survey the surroundings to make sure that the arrangements are satisfactory by the security point of view and may also make such minor adjustments in the arrangements within the polling station as might be appear necessary.
15. The Presiding Officer shall be responsible for the maintenance of the law and order and for that purpose may require the police and any army official on duty at the polling station, to act in his aid.
16. The Presiding Officer has the authority to order removal of any person who is disorderly or misbehaves at the polling station or disobeys any lawful order so however such person must be not deprived of the opportunity to cast his vote at that or any other polling station in consequence of the action taken against him. The order of removal shall be carried into effect by any member of law enforcing agency or any person authorized in writing by the Presiding Officer.
17. The Presiding Officer shall regulate entry of voters in the polling station and their orderly exit there from, provided that the contesting candidates, their election and polling agents if any present in connection with the polls shall be allowed entry at the polling station.
18. A contesting candidate or his election agent may before the commencement of the poll, notify in writing to the Presiding Officer of the appointment of polling agents not exceeding two if there is one booth and not exceeding four if there are more than one booths at the polling station.

Appointment of the polling agent may however be revoked at any time during the progress of the poll and fresh appointment be made by notice as aforesaid.

19. Consistently with the orderly conduct of election, the election agents and polling agents will be at liberty to observe the poll and help the Presiding Officer in the proper identification of the electors.

ADJOURNMENT OF POLL

20. If for any reason, beyond the control of the Presiding Officer, the poll is so interrupted or disturbed that it cannot be resumed during the remainder hours fixed for the poll or when any ballot box is unlawfully taken out of the custody of the Presiding Officer or is destroyed or lost or is damaged or tampered with that the result of the poll at that polling station cannot be ascertained, the Presiding Officer shall adjourn the poll and inform the Returning Officer of his having done so. The Returning Officer shall in turn immediately report the matter to the Commissioner who shall direct a fresh poll at that polling station provided that the Commissioner may not order fresh polling if he is satisfied that the result of the election at other polling stations in the constituency has been determined by the polling that has already taken place.

Where the Commissioner has ordered fresh poll, the Returning Officer shall, with the approval of the Commissioner, appoint a fresh day and fix the place and hours for fresh poll with reasonable notice to the public.

At such fresh poll, all electors entitled to vote shall be allowed to vote as if the poll suspended hereto fore had not taken place and the provisions of the Ordinance and the Rules shall apply accordingly to such fresh polls.

DEATH OF A CONTESTING CANDIDATE

21. If the Presiding Officer is reliably informed that a contesting candidate has died on or before the polling day, he will immediately transmit the information to the Returning Officer who may by public notice terminate proceeding relating to the election and shall also inform the Presiding Officer from his order.

Except under a direction from the Returning Officer, the Presiding Officer will not suspend the poll **suo-moto** on the receipt of information of the death of contesting candidate nor he shall act on mere rumour.

COMMENCEMENT OF THE POLL

22. Just before the commencement of the poll, the Presiding Officer shall:-
- (a) ensure that every ballot box to be used is empty and show the same to the contesting candidates and their election agent and polling agents, as may be present and record their statements with regard thereto and obtain their signatures;
 - (b) after the ballot box has been shown as aforesaid, close and seal, with plastic security seal, four sides of the ballot box;
 - (c) place the ballot box so as to be conveniently accessible to the electors and at the same time within his sight or that of the Polling Staff if any and such of the candidates, their election or polling agents as may be present.
23. If during the poll, a ballot box in use is filled to capacity so that it cannot more be used for receiving ballot papers, the Presiding Officer shall securely seal the top of the ballot box but shall not remove it from his table so that it remains within his sight and that the polling agents if any and shall use another box after complying with the requirements of the immediately preceding paragraph.

VOTING PROCEDURE

24. Voting procedure is laid down in sections 30 to 34 of the Ordinance and rules 16 to 20 of the Rules, which shall be studied with care by the Presiding Officer/Polling Officer.
25. Where an elector presents himself at the polling station to vote, the Presiding Officer shall issue a ballot paper to the elector after satisfying himself about the identity of the elector and shall for that purpose require the elector to produce the following original documents and enter his or her number on the counterfoil.
- (a) CNIC issued by NADRA or photo bearing ID Card for refugees of Jammu & Kashmir 1989 and afterwards, issued by the Govt. of AJ&K.
- Provided that the expired CNIC shall also be valid for casting vote.

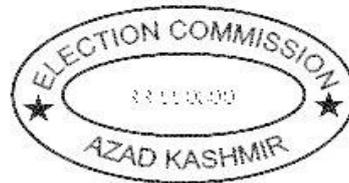
26. Any clerical or printing error in the entry relating to an elector in the electoral roll or any defect in any such entry which the Presiding Officer considers to be trivial will be ignored, if the identity of person seeking to cast his vote with the person named in the entry, is otherwise sufficiently established.

However, the Presiding Officer will not be competent to question or permit to be called in question any entry or its validity or correctness.

27. (1) Before a ballot paper is actually issued to the elector the Presiding Officer shall:-
- (a) verify the elector's name and the number from the copy of the electoral roll with him after calling the number and the name of the elector;
 - (b) put a mark against the name and the number of the elector to indicate that a ballot paper has been issued to him;
 - (c) require the elector to receive a personal mark with indelible ink on his thumb. Instructions for use of indelible ink are laid down in appendix "C";
 - (d) record on the counterfoil the serial number of the elector on the electoral roll, the name of the electoral area, National Identity Card number and also require the elector to put his thumb impression on the counterfoil and stamp the counterfoil with official code mark and initial it;
 - (e) stamp the ballot paper on its back with official code mark and initial it. If it is proved that on a polling station the Presiding Officer or Polling Officer willfully did not sign the ballot paper on its back or did not stamp with official mark, disciplinary action under relevant rules can be taken against him.

Sample:

Official Code Mark



- (2) The Presiding Officer, shall thereafter give to the elector the rubber stamp (sixteen squares) after inking it properly for marking the ballot paper and also show him the manner how to fold it first vertically and then horizontally so that the rubber stamp mark is covered by the folds.

28. The Presiding Officer shall not issue ballot paper to a person who refuses to receive mark with indelible ink on the thumb or already bears indication of such mark and does not produce the CNIC or a photo bearing identity card for refugees of Jammu & Kashmir 1989 and afterward, issued by the Govt. of AJ&K or the documents mentioned in para 25, in this case the Presiding Officer may draw up proceedings for appropriate action against such person.

If a person has his both hands missing, the mark will be applied to any other visible part of the body.

In the case of a woman elector the mark shall be applied by a woman member of the staff, if the Presiding Officer is not a woman and in the absence of a woman member, by the oldest member of male staff who shall exercise due care and have regard and act according to the sensibilities of the woman voter.

29. The indelible ink should be applied with care to avoid wastage or spoiling. It contains certain chemicals which evaporate quickly if the bottle is left open.

If by any mischance the available quantity of ink at a polling station is exhausted or wasted and there are no means to replenish it immediately, it would be permissible to use ordinary ink-pad for taking the thumb impression of the elector on the counterfoil of the ballot paper.

30. It is important to point out that the requirement of putting his initials and official mark by the Presiding Officer on the back of ballot paper is mandatory. Any omission in that respect will invalidate the ballot paper so as to exclude it from the count though it may be for no fault of the voter.

PROCEDURE FOR MARKING THE BALLOT PAPER

31. As soon as the elector receives the ballot paper, he shall also be given rubber stamp (sixteen squares) with which the ballot paper shall be marked. He shall forthwith proceed to the screened off compartment and put the prescribed mark on the ballot paper with the rubber stamp within the space containing the name and symbol of contesting candidate to whom he wishes to vote. He shall then fold the paper first

vertically and then horizontally so as to cover the mark put by him. After thus folding the ballot paper, he shall come out of the screened off compartment, return the rubber stamp to the Presiding Officer/Polling Officer, insert the marked ballot paper in the ballot box and leave the polling station without undue delay.

32. The ballot paper shall be so folded that the official mark stamped by the Presiding Officer on the back of the ballot paper remains visible. This will ensure that the ballot paper being inserted by the elector into the ballot box is the same which was issued to him by the Presiding Officer.

CASTING OF VOTE BY AN INVALID

33. If an elector is suffering from any physical incapacity so that he cannot put the stamp mark on the ballot paper himself, the Presiding Officer shall allow him to take with him a companion of his choice not being less than 21 years of age in the screened off compartment and the companion shall put the stamp mark in accordance with the choice of the elector within the space containing the name and symbol of a candidate to whom such elector wishes to vote.

A person shall act as companion only for one incapacitated elector at a polling station and shall not himself be a contesting candidate or his election or polling agent. The Presiding Officer shall impress upon the companion that he shall mark the ballot paper for the candidate of the elector's choice and shall preserve secrecy by not disclosing the elector's choice of the candidate.

The Presiding Officer or any member of the Polling staff shall in no case mark the ballot paper for any incapacitated elector even if he were to make a request in that behalf.

This is the solitary exception where besides an elector another person is allowed inside the screened off compartment at the time of marking the ballot paper.

34. The Presiding Officer shall maintain list of the electors suffering from any incapacity on whose behalf the ballot paper has been marked by their companions in the form given below.

NAME OF CONSTITUENCY AND POLLING STATION

Name of elector	Name of electoral area	Serial No. of elector on the electoral roll	Name and address of the companion
1	2	3	4

TENDERED BALLOT PAPER

35. If a person representing himself to be an elector applies for a ballot paper and it is discovered that another person representing himself to be that elector has already voted under the name of the person so applying the Presiding Officer shall issue to such person a ballot paper (hereinafter referred to as tendered ballot paper) in the same manner as to any other elector.

A tendered ballot paper after it has been marked by the elector shall instead of being put in the ballot box be given to the Presiding Officer who shall place it in a separate packet endorsed with the name of the candidate to whom such person wishes to vote.

The name of the person applying for tendered ballot paper with his number on the electoral roll shall be entered in the list in form XII appended to the Rules, hereinafter called "Tendered Votes List", in the appropriate column. The Presiding Officer shall also obtain the signature or the thumb impression of person to whom the tendered vote is issued.

36. The tendered ballot paper shall not be counted alongwith the ballot papers recovered from ballot box after close of the poll by the Presiding Officer or at the time of final count by the Returning Officer.

CHALLENGED VOTES

37. If at the time a person applies for a ballot paper, a candidate or any polling agent declares to the Presiding Officer that he has reasonable ground to believe that person applying for the ballot paper has already voted at the same or another polling station or is not the person against whose name entered in the electoral roll, he is seeking to vote and undertake to prove in a court of law the charge and deposits with the Presiding Officer Rs. 2/-, the Presiding Officer may after warning such person of the consequences and obtaining his thumb impression and also his signature if he is literate on the counterfoil issue a ballot paper hereinafter referred to as "Challenged ballot papers" to that person.

If however, the presiding Officer is satisfied that the person applying for the ballot paper is not the elector concerned he shall refuse to issue to such person the ballot paper and may initiate proceeding for his prosecution for false personation.

A challenged vote issued shall be entered in the list in form XIII appended to the Rules and the Presiding Officer shall obtain in the appropriate column the thumb impression and the signature of the person if he is literate. The challenged ballot paper if issued by the Presiding Officer shall after it has been marked and folded by the person applying for it instead of being put in the ballot box be placed in the same condition in the packet bearing the label "Challenged ballot papers".

SPOILED BALLOT PAPER

38. If a ballot paper is inadvertently spoiled by an elector, a fresh ballot paper shall be issued to him on his proving that the ballot paper has been so spoiled. The spoiled ballot paper shall be cancelled under the signature of the Presiding Officer and a note to that effect shall also be recorded on the counterfoil over his signature. The spoiled ballot paper shall be kept in separate packet labeled "Spoiled ballot papers", but the fresh ballot paper issued in lieu thereof, after being marked with rubber stamp by the elector shall be inserted in the ballot box.

CLOSE OF POLL

39. No person shall be given ballot paper or be permitted to vote after the fixed hours for the close of the poll except the persons who at that hours are present within the polling station and have not voted but are waiting to vote.

CHAPTER-IV

THE COUNT

40. Immediately after the close of the poll, the Presiding Officer shall commence the count of the ballot papers after opening the ballot boxes in the presence of such candidates, their election and polling agents as may be present, they shall be allowed reasonable facilities of observing the count and the Presiding Officer shall give them such information with regard thereto as may conveniently be given consistently of the orderly conduct of the count.
41. The Presiding Officer shall conduct the count in the following manner, namely;
 - (a) count the entire lot of ballot papers taken out from the ballot boxes;
 - (b) separate the ballot papers which are unambiguously marked in favour of a contesting candidate from those which bear;
 - (i) no official mark and initial of the Presiding Officer;
 - (ii) any writing or any mark other than the official mark and the prescribed mark or to which a piece of paper or any object of any kind has been attached;
 - (iii) no prescribed mark indicating the contesting candidate to whom the elector has voted or;
 - (iv) any mark from which it is not clear to whom the elector has voted, provided that a ballot paper shall be deemed to have been marked in favour of a candidate if the whole or more than half the area of the prescribed mark appears clearly within the space containing the name and symbol of that candidate and where the prescribed mark is divided equally between two such spaces, the ballot paper shall be deemed not to show clearly to whom the elector has voted;
 - (c) count separately in respect of each contesting candidate in the order of their names as appearing on the ballot paper, the ballot papers which are unambiguously marked in favour of that candidate and put each lot in a separate packet bearing the

name and symbol of the contesting candidate to whom it relates;

- (d) count and put in a separate packet the ballot papers mentioned in paragraphs (i) to (iv) of clause (b) above;
 - (e) open the packet labeled "Challenged ballot papers" and count the ballot papers unambiguously marked in favour of each candidate and exclude from the count, the ballot papers suffering from any of defects mentioned in paragraphs (i) to (iv) of clause (b) above;
 - (f) put all such ballot papers as have been taken out of the packet labeled "Challenged ballot papers" into a separate packet after the challenged ballot papers have been so counted;
 - (g) place in each packet a certificate stating the number of ballot papers put therein and sign and seal each packet;
 - (h) obtain on each packet the signature and seal of such of the contesting candidates or their election or polling agents as may be present and desire to sign it; and
 - (i) enclose all such packets in a principal packet with a certificate specifying the number of packets enclosed in the principal packet.
42. The Presiding Officer may recount the votes on his own motion if he considers it necessary or upon a request by a contesting candidate or his election agent if in the opinion of the Presiding Officer the request is reasonable and is not frivolous.
43. It is important to point out that the Presiding Officer shall only exclude from the count of ballot ambiguously marked without declaring it invalid. A candidate or his agent will however, be allowed to see the nature of ambiguity on account of which the ballot paper in the opinion of the Presiding Officer has been excluded from the count.
44. If a ballot paper has been marked more than once by a voter with the rubber stamp in the space provided for the name and symbol of the same candidate, the vote shall be treated as valid and unambiguous in favour of that candidate.
45. If due to over inking of rubber stamp or defective folding of the ballot paper, a second impression of the original mark is carried over faintly to a space provided for name and symbol of another candidate and the

Presiding Officer is able to distinguish the original mark from the pattern of the fold or from the carried over impression, he will not treat the ballot paper as ambiguous but shall treat it as valid cast vote in favour of the candidate in whose space the original distinct mark was put.

46. In case the mark appears on a line in between the space of two candidates it will be deemed as validly cast in favour of the candidate in whose space the whole or more than half area prescribed marks appears.

COUNT OF CHALLENGED VOTE

47. The ballot papers taken out of ballot boxes and those taken from the packets of challenged votes pertaining to the same polling station shall in no case be mixed together. The ballot papers taken out of ballot box shall be counted first and a note shall be made of each candidate's valid votes and those excluded from the count. Then the valid votes of each candidate shall be kept in the packet reserved for each candidate and all excluded ballot papers shall be put in packet labeled for excluded ballot papers. The ballot papers in the packet for "Challenged Votes" shall be counted thereafter. The valid challenged votes of each candidate shall be added to his other valid votes but the ambiguous ballot paper out of the challenged votes shall be excluded from the count and pinned together. The valid challenged votes and the excluded challenged ballot papers shall be put in a separate sealed packet and marked as such.

STATEMENT OF COUNT

48. The Presiding Officer shall immediately after the count prepare a statement of the count in Form XIV appended to the Rules and also a ballot paper account in form XV *ibid*.
49. The Presiding Officer if so requested by any contesting candidate or his election agent shall issue a certified copy of the statement of count and ballot paper account.
50. The valid ballot papers cast in favour of each contesting candidate shall be put in a separate packet and each such packet shall be sealed and contain a certificate as to the number of the ballot papers put in it specifying the name and symbol of the contesting candidate to whom the packet relates.

The ballot papers excluded from the count shall likewise be put in separate packet indicating the total number of the ballot papers contained in the packet.

The above mentioned two categories of packets shall be placed in a principal packet which shall be sealed by the Presiding Officer.

51. The Presiding Officer shall also place in a separate sealed packet each of the following:-

- (a) un-issued ballot papers;
- (b) spoiled ballot papers;
- (c) tendered ballot papers;
- (d) challenged ballot papers;
- (e) the marked copies of the electoral rolls;
- (f) counterfoils of used ballot papers;
- (g) the tendered voters list;
- (h) the challenged voters list; and
- (i) the statement of count;
- (j) ballot paper account; and
- (k) such other papers as the Returning Officer may direct.

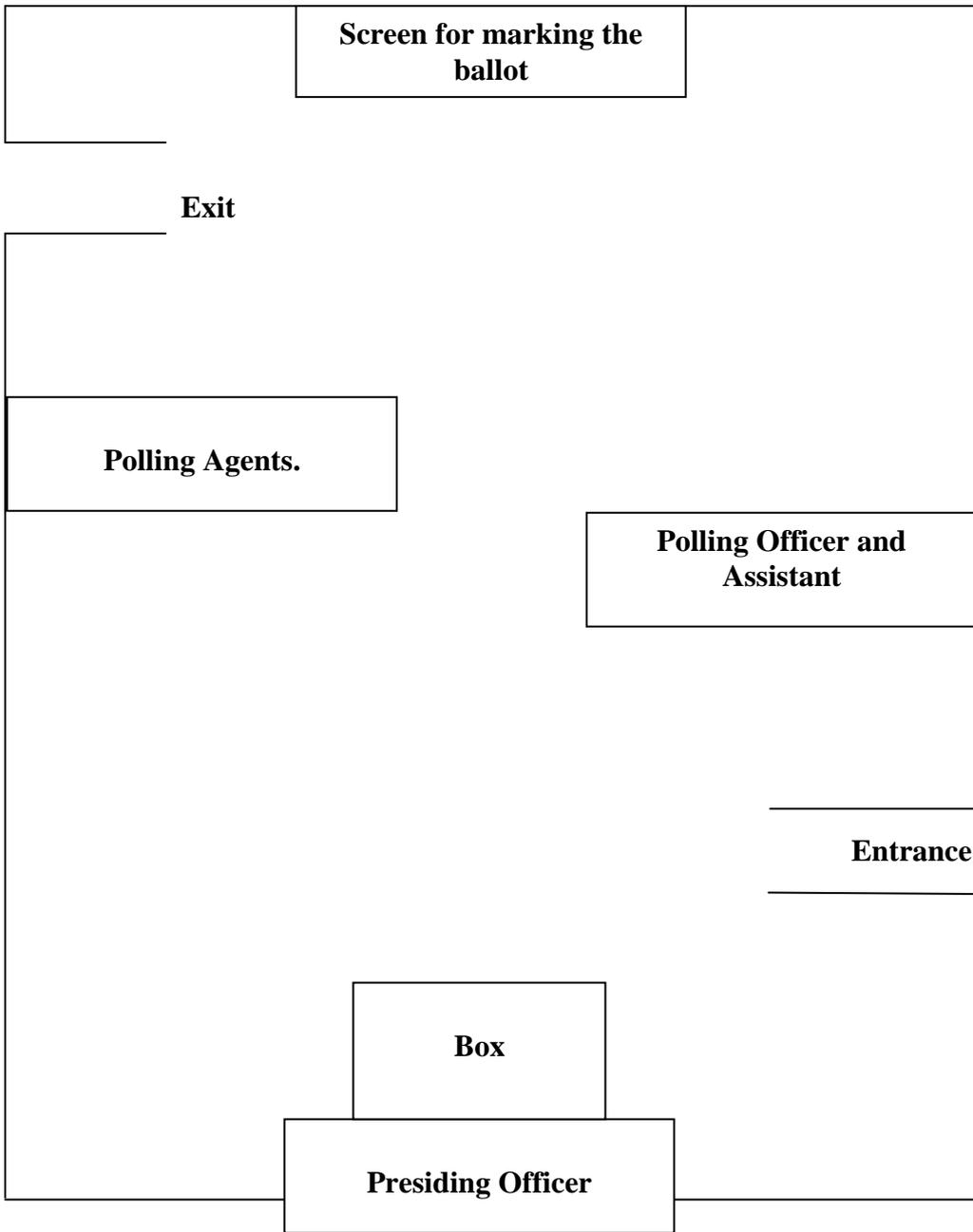
52. The Presiding Officer shall obtain on each statement and packet the signature of the contesting candidates or their election agents as may be present and willing to sign it.

After the close of the proceedings relating to count, the Presiding Officer shall cause the packets and statement of count and ballot paper account to be sent to the Returning Officer by the quickest means possible.

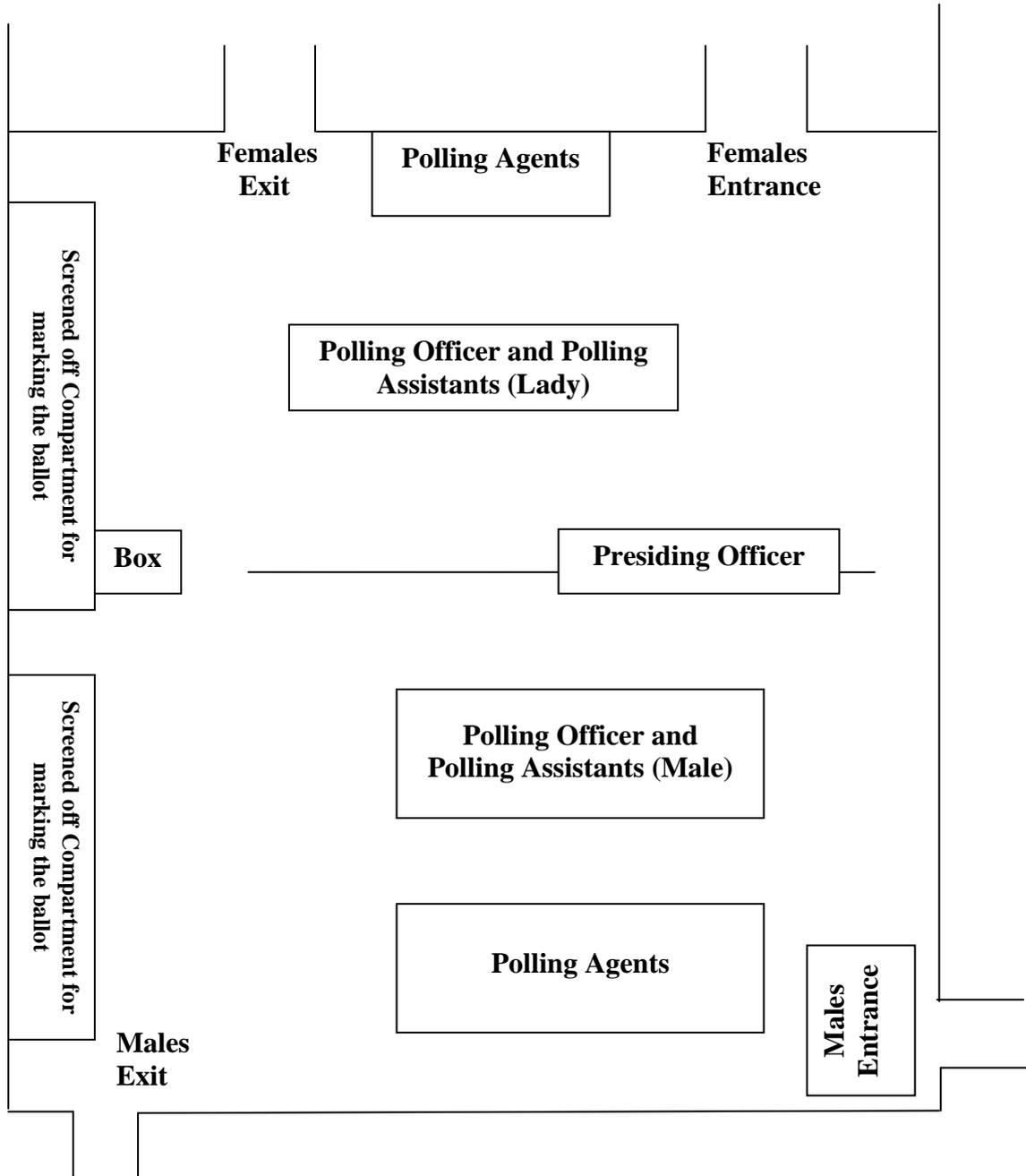
53. All the packets containing various documents shall be placed in the cloth bag in which material for polling station was received and sealed and be delivered to the Returning Officer under armed escort with utmost expedition. The amount of challenged vote fee if any received by the Presiding Officer shall be deposited by him with the Returning Officer against proper receipt.

APPENDIX "A"

Layout plan of Polling Station containing one booth.



Layout plan of Polling Station with two booths for Males and Females.



APPENDIX “B”**PART-I****POLLING MATERIAL TO BE SUPPLIED BY THE ELECTION COMMISSION FOR LEGISLATIVE ASSEMBLY ELECTIONS**

Sr. No.	Name of Article	Scale of Supply
1.	Bag	One containing the polling material
2.	Ballot Box	One box for 2000 Voters and one spare box for each Polling Station.
3.	Voters Mark (rubber stamp with Small squares).	Three for each polling station.
4.	Official mark (rubber stamp with Code No. for use by Presiding Officers on ballot papers).	Two for each Polling Station.
5.	Rubber Stamp (for use on forms and Packets by Presiding Officers).	One for each Polling Station.
6.	Brass Seal	One for each Polling Station.
7.	Indelible Ink	One bottle for every 400 voter's plus one reserve for each polling booth.
8.	Self Inking Pads	Two for each Polling Station.
9.	Pad Ink	One bottle for each Polling Station.
10.	Candle	Two for each Polling Station.
11.	Sealing Wax	10 sticks for each polling station.
12.	Ball Point Pencils	Two for each polling booth and two for each presiding Officer.
13.	Gum Bottle	One for each Polling Station.
14.	Paper pins	Ten for each Polling Station.
15.	Match Box	One for each Polling Station.

16.	Rice Paper	Ten for each Polling booth.
17.	Carbon Papers	Two for each Polling Station.
18.	Placards for hanging:	
	(a) Polling Station.	(a) One for each Polling Station.
	(b) Entrance	(b) One per booth
	(c) Exit	(c) One per booth
19.	Placards for Table:	
	(a) Presiding Officer	(a) One for each Polling Station.
	(b) Polling Officer	(b) One for each Polling Station.
	(c) Polling Assistant	(c) One per booth
20.	Instructions regarding working of Ballot boxes.	One sheet for each polling booth.
21.	Instructions regarding use of Indelible Ink.	One for each polling booth.
22.	Posters showing names and symbols of candidates.	Two for each Polling Station.
23.	Posters showing the method of Marking ballot paper.	One for each polling booth and One for each Polling Station.
24.	Hand Book for Presiding Officer.	One for each Polling Station.
25.	List of Polling Stations.	One for each Polling Station.
26.	Form VI (Legislative Assembly ballot papers).	According to number of voters.
27.	Form XII (Tendered voters list).	Two forms for each Polling station.
28.	Form XIII (Challenged voters list).	Two Forms for each Polling Station.
29.	Form XIV (Statement of the count).	Two Forms for each Polling Station.
30.	Form XV (Ballot Paper account).	Two Forms for each Polling Station.
31.	Envelopes	
	(a) Size 11" x 16"	(a) Five for each Polling Station.
	(b) Size 11" x 5"	(b) Fifteen for each Polling Station.

Note:----- The scale given above has been reduced for Polling Stations of Kashmir Valley and Jammu and others in Pakistan where the number of voters is very small.

PART II

POLLING MATERIAL TO BE SUPPLIED AT THE POLLING STATION BY THE RETURNING OFFICER

1. Tables
2. Chairs
3. Benches
4. Screen for marking ballot paper (If separate room is not available).
5. Two copies of Electoral Rolls duly authenticated by the Registration Officer.
6. Thread (If required).
7. Any other requirement which the Returning Officer considers necessary.

APPENDIX “C”

INSTRUCTIONS ABOUT THE USE OF INDELIBLE INK

(Please read carefully)

1. Carefully unscrew the cap without pressing the soft plastic vial. Hold the vial near the top.
2. Insert the plastic rod in the groove within the plastic cap.
3. Carefully remove the plastic press in lid (seal) provided in the mouth of the vial as a double protection against leakage.
4. Just dip the rod and lightly press it on the thumb of the left hand on the polling day. It should be allowed to dry completely. To obtain best results, ink should preferably be given about 5 minutes to permeate through the skin.
5. The dot should be almost the size of the thickness of the plastic rod.
6. If used properly the contents should sufficient for 500 voters.

PRECAUTIONS

- * When not in use, remove rod, replace the press in lid and screw on the cap tightly.
- * Keep the vial away from open flame or a lighted cigarette.
- * Store in a cool place.
- * The ink must not be allowed to come in contact with eyes or any part of the face.

Telephone and Fax Numbers of AJ&K Election Commission

S.No.	Name of Office	Phone No.	Fax No.
1.	Chief Election Commissioner AJ&K	05822-921398	05822-921633
2.	Election Commission Secretariat Muzaffarabad	05822-921399 05822-921164 05822-921280	05822-921695
3.	Deputy Election Commissioner Rawalpindi	051-5584221	051-5584221