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# **ELECTION COMMISSION OF INDIA**

**NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001**

No.51/8/7/2010-EMS

Dated: 7<sup>th</sup> May, 2011

**To**

**The Chief Electoral Officers  
Of All States & Union Territories**

**Subject: Action to be taken during counting of votes in case Presiding Officer does not press CLOSE button of CU at the end of poll.**

Sir,

I am directed to refer to the letter No. 8912/Ele.III/2011, dated 27.04.2011, received from the Chief Electoral Officer, Tamil Nadu, whereby, guidelines have been sought on the course of action to be taken during counting of votes, in case, Presiding Officer is found to have not pressed CLOSE button of Control Unit at the end of poll.

The Commission has advised that the following action be taken during counting of votes, in such circumstances, in the presence of candidates/their authorised agents, under videography: -

- a. In case any Control Unit does not display result due to not-pressing of 'Close' button by the Presiding Officer in the polling station at the close of poll, it should be kept back inside its carrying case and then be kept in the Returning Officer's custody in the counting hall. Counting of votes in other machines should continue as usual.
- b. When counting of votes in other machines is completed, the Returning Officer and Observer should see whether the margin of votes between the first candidate and the runner up is more or less than the votes polled in such machine (s).
- c. In both the cases where the margin of votes is more or less than the total votes polled in that machine (s), the Returning Officer/Counting Supervisor shall press the 'Total' button of the Control Unit to see the total votes polled in that machine (s). In case, total votes polled in the machine (s) tallies with the total votes polled mentioned in the Form-17 C, the Returning Officer/Counting Supervisor shall press the 'Close' button of the Control Unit (s) so that 'Result' button can be pressed for getting result data explaining the entire issue to the candidates and/or their authorised agents and recording a proceeding in this behalf with the signatures of the candidates/their authorised agents. In

such a case, the Returning Officer and Observer should send a detailed report to the Commission in the format mentioned at **Annexure-A**.

- d. In case, total votes polled in the machine(s) does not tally with the total votes polled mentioned in the Form-17 C, the matter should be referred by the Returning Officer to the Commission for its decision and action may be taken as per the direction of the Commission. In such a case, the Returning Officer and Observer should also send a detailed report to the Commission in the format mentioned at **Annexure-B**, where the margin of vote between the candidates having highest vote and the runner up is more than the votes polled in the Control Unit in question, and in **Annexure-C**, where such margin is less.
- e. After completion of counting, all such Control Units whether result has been retrieved from it or not, the Control Unit should be kept back inside its carrying case. The carrying cases should then be sealed once again. The Returning Officer and Observer should put their signatures on the seal. All candidates and their election agents should also be allowed to put their signature on the seal. The Control Unit should be then kept in the strong room (s).

The aforesaid instructions should be brought to the notice of all Political Parties and contesting Candidates in advance.

Yours faithfully,

**(K.N. Bhar)**  
**Secretary**

**Annexure-A**

(Report on getting result data from Control Unit whose CLOSE button was not pressed by Presiding Officer at the end of poll)

**Name of State/UT:**

**Name of District:**

**Name of election:**

**Number & Name of Assembly/Parliamentary Constituency:**

**Date of Counting:**

It is certified that the result has been obtained from the following Control Unit(s) after pressing CLOSE button in the presence of the contesting candidates/their counting agents. The result of the election has been declared taking into consideration the result from this machine as well.

<b>Sl.No.</b>	<b>Polling Station No.</b>	<b>Unique ID No. of Control Unit</b>	<b>Detailed Report</b>	<b>No. of votes polled in the Control Unit as per Form 17C</b>

**Final statement showing votes polled by the winning and runner up candidates**

<b>S.No.</b>	<b>Name of candidate</b>	<b>Party affiliation, if any</b>	<b>Votes polled</b>

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

**Annexure-B**

(Report on discrepancy in total votes shown in the Control Unit whose CLOSE button was not pressed by Presiding Officer at the end of poll and as mentioned in Form 17-C)

**Name of State/UT:**

**Name of District:**

**Name of election:**

**Number & Name of Assembly/Parliamentary Constituency:**

**Date of Counting:**

It is certified that the discrepancy has been noticed in the total votes polled in the following Control Unit(s), after pressing TOTAL button of the Control Unit and comparing it with the total votes polled mentioned in Form 17-C.

Sl.No.	Polling Station No.	Unique ID No. of Control Unit	No. of votes polled displayed by Control Unit on pressing TOTAL button	No. of votes polled in the Control Unit as per Form 17C	Remarks

**Final statement showing votes polled by the winning and runner up candidates**

S.No.	Name of candidate	Party affiliation, if any	Votes polled

As the margin of votes between the candidate having highest votes and the runner up is more than the votes polled mentioned in the Form 17C relating to the Control Unit(s) mentioned above, the matter is being referred to the Commission for permission to set aside the votes polled in the said Control Units (s) and to declare the result.

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

**Annexure-C**

(Report on discrepancy in total votes shown in the Control Unit whose CLOSE button was not pressed by Presiding Officer at the end of poll and as mentioned in Form 17-C)

**Name of State/UT:**

**Name of District:**

**Name of election:**

**Number & Name of Assembly/Parliamentary Constituency:**

**Date of Counting:**

It is certified that the discrepancy has been noticed in the total votes polled in the following Control Unit(s), after pressing TOTAL button of the Control Unit and comparing it with the total votes polled mentioned in Form 17-C.

Sl.No.	Polling Station No.	Unique ID No. of Control Unit	No. of votes polled displayed by Control Unit on pressing TOTAL button	No. of votes polled in the Control Unit as per Form 17C	Remarks

As the margin of votes between the candidate having highest votes and the runner up is less than the votes polled mentioned in the Form 17C relating to the Control Unit(s) mentioned above, the matter is being referred to the Commission for appropriate orders.

**Statement showing votes polled by the candidates having highest votes and runner up**

S.No.	Name of candidate	Party affiliation, if any	Votes polled

(Name & Signature of Returning Officer)

(Name & Signature of Observer)