

MANUU Students Union Elections 2017

12 September 2017; 9 am -1 pm

Indoor Stadium MANUU Hyderabad

Guidelines for Polling Officers

1. Polling Officers (POs) are requested to report at the polling station one hour before the commencement of elections.
2. Three POs shall be stationed at the two Entrances to monitor entry points.
3. POs may collect polling material kit from the Returning Officers (ROs) half-an-hour before the commencement of polling.
4. At the polling booth, verify that the kit contains all the material listed on the checklist provided.
5. The RO team will visit each booth before polling begins.
6. Each booth will be assigned three polling officers and they may divide their duties as suggested:
 - a. P.O. 1 – Verify ID Card and take signature of voters
 - b. P.O. 2 - Issue ballot paper and sign on ballot paper
 - c. P.O. 3 – Ensure that all ballot papers are dropped in the polling box
7. Voters are not allowed to bring their mobile phones inside the polling station.
8. Ensure University ID is produced for identification, and in case of non-availability of the same, a valid photo identity proof like Aadhar card, Driving Licence etc. can be produced along with fee-paid receipt of the current semester which will prove that they are enrolled at the university. A photocopy of the fee-paid receipt has to be submitted by the voter/s to the POs.
9. Hourly data of number of votes cast will be collected; POs are requested to supply the required information.
10. Separate tallies may also be noted on counting sheets to record the number of voters.
11. POs are instructed to record any untoward incidents and report such incidents to the Observers. Ensure that each voter casts their vote only once.
12. Collect voting material from voters such as marker pens which are used on the ballot paper.
13. At the close of polling:
 - a. CRO (Chief Returning Officer) and team will visit every booth and seal the ballot boxes
 - b. All the material given in the kit may be handed over as per the checklist
14. Place the ballot boxes in the secure space earmarked by the CRO.