



الیکشن کمیشن آف پاکستان



Handbook

for

RETURNING OFFICERS

Local Government Elections for
Cantonment Board - 2021



Foreword

Under Article 218 of Constitution of Islamic Republic of Pakistan, it is the duty of Election Commission of Pakistan to organize and conduct elections and to make such arrangements as are necessary to ensure that the election is conducted honestly, justly fairly and in accordance with law. In this regard, Election Commission of Pakistan is taking all necessary measures to conduct the elections successfully.

The conduct of election takes place by mutual collaboration of various institutions therefore ECP requires assistance of all executive authorities in the federation and in the provinces in the discharge of its functions.

High professional standards and commitments are required to hold free, fair and transparent elections. In this regard, the role of Returning Officers (ROs) is of vital importance. Their neutrality and fairness are critical in ensuring that the ECP is able to play its Constitutional role and contribute towards strengthening democratic norms in the country. I strongly believe that quality elections are a pre-requisite to sustainable democracy.

I must underline the fact that elections are a complex enterprise- time-bound in nature, massive in scale and multidimensional in impact. These conditions require that election officials, in whatever capacity they are contributing in the conduct of elections, must be trained and should have the necessary skills and expertise

I am glad to introduce the Handbook for Returning Officers (ROs) in line with changing legal and procedural requirements for the conduct of quality elections. The Handbook covers all important tasks which an officer working in the capacity of a RO must know.

I believe this Handbook will be useful for the ROs and will provide them a great deal of necessary information. I expect the officers to be responsive and open to learn election laws and better ways of delivering better elections. It is a national duty which requires that honesty should be at the core and all else should revolve around it! Let us put together all our energies and serve the country in the best possible manner.

A handwritten signature in green ink, which appears to read 'Sikandar Sultan Raja'. The signature is fluid and stylized, with a long horizontal line extending to the right.

(Sikandar Sultan Raja)
Chief Election Commissioner of Pakistan

Table of Contents

<i>Sr. #</i>	<i>Title</i>	<i>Page #</i>
Part 1: Setting the Stage		
1	Elections	9
2	Electoral Process	10
3	Election Overview	11
Part 2: Roles & Responsibilities		
4	Roles & Responsibilities of Election Commission & Provincial Election Commissioners	14
5	Roles & Responsibilities of Returning Officer	15
6	Roles & Responsibilities of Regional Election Commissioner & Assistant Returning Officer	17
7	Roles & Responsibilities of District Election Commissioner	17
8	Role & Responsibilities of Presiding Officer	18
9	Roles & Responsibilities of Assistant Presiding Officer and Polling Officer	20
10	Roles & Responsibilities of Police/LEA	21
11	Roles & Responsibilities of Polling Agent	22
12	Roles & Responsibilities of Election Agent and Observers	23
13	General Professional Ethics for Polling Officials	26
Part 3: Pre-Poll Activities		
14	The Election Begins	29
15	Pre-Poll Activities of Returning Officers	30
16	Issuance of Public Notice	31
17	Nomination of Candidates	32
18	Submission of Nomination Papers	33
19	Scrutiny of Nomination Papers	40
20	Validly Nominated Candidates	43
21	Form-VI: List of Validly Nominated Candidates	44
22	Appeals Against Scrutiny Decisions	45
23	Withdrawal of Candidature	46
24	Allotment of Symbols to Contesting Candidates	47
25	Form-VII: List of Contesting Candidates	48
26	Electoral Rolls	50
27	Preparation of list of Polling Stations & Appointment of Polling Staff	51
28	Guidelines for Selection of Polling Stations	52
29	Guidelines for Selection of Polling Personnel	53
30	Formulation of Different Plan	54
31	Preparation of Communication Plan for Presiding Officers	57
32	Communication Plan Template	58
33	Bulk Breaking	63
34	Packing of Election Materials	65
35	Packing Invoice	67

<i>Sr. #</i>	<i>Title</i>	<i>Page #</i>
Part 4: Polling Day		
36	Returning Officer's Responsibilities on Poll Day	70
37	Overview of Polling Day	71
38	The Voting Process	72
39	Special Cases	73
40	Counting the Votes at the Polling Station	
41	Valid & Invalid Ballot Papers	75
42	Packing of Election Material	76
43	Packing Materials for Return	78
Part 5: Post-Polling Activities		
54	Post Polling Activities of a Returning Officer	81
55	Disposing of Election Material	86
56	Return of Election Expenses	87
Reference Material		
(i)	Reference Note: The Code of Criminal Procedure, 1898.	92

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1

Setting the Stage

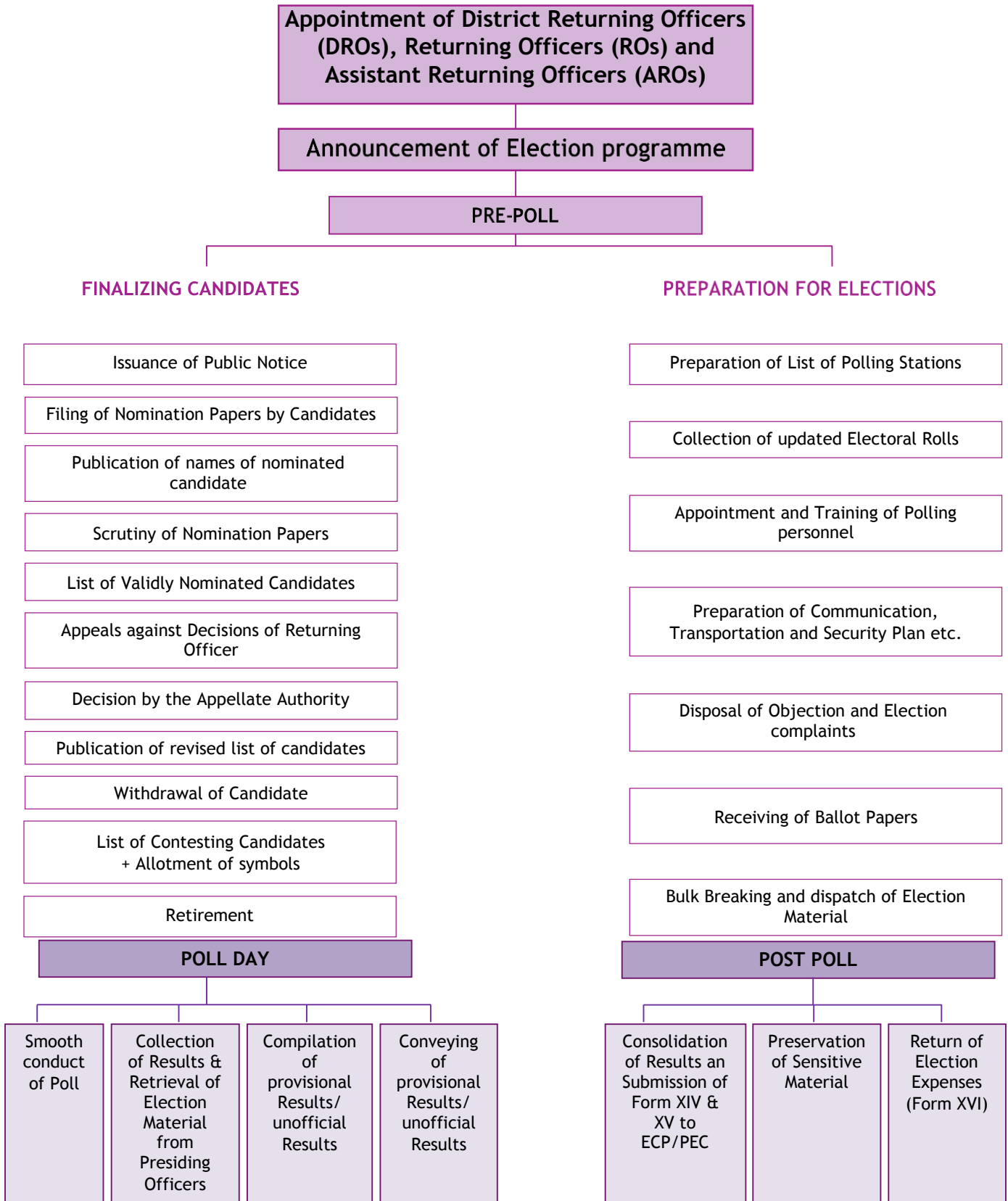
Elections

Free, Fair & Transparent elections are essential to democracy

- There must be universal suffrage in each election
- Every eligible citizen has the right to vote and contest in the election
- There must be a level playing field for all candidates
- Every candidate must have a right to campaign in accordance with law
- All registered voters including women should be encouraged to cast their votes for the candidates of their choice
- There should be no factor influencing the voters' choice on poll day
- The election officials must work in non-partisan and professional manner during the election process



Electoral Process



Election Overview

1. All the polling stations shall be established as per list of polling stations approved.
2. Each polling station will consist of 2-4 polling booths (depending on the number of voters assigned to each polling station).
3. There will be 1 Presiding Officer per polling station, 1 Assistant Presiding Officer (APO) and 1 Polling Officer at each polling booth.
4. The Presiding Officer will act as Magistrate of the First Class as authorized by the commission and will be responsible to maintain law and order at the polling station.
5. The Presiding Officer is required to give a signed copy of the statement of the count (Form XII) and the ballot paper account (Form XIII) to each of the candidates, their election agents or polling agents as may be present.
6. Translucent ballot boxes will be used for balloting.
7. Screened off Compartments will be used to ensure secrecy of the vote.
8. Computerized pictorial electoral rolls will be used in elections.
9. Counting of ballot papers will be conducted immediately after the poll at the polling station.
10. Only the original NIC will be the legal document to cast the vote.

Article 220 of the Constitution of the Islamic Republic of Pakistan

“It shall be the duty of all executive authorities in the Federation and in the Provinces to assist the Commissioner and the Election Commission in the discharge of his or their functions”

Therefore, the RO (under Article 220 and Rule 11 of the Cantonment Local Government (Elections Rules 2015) may ask **any relevant Government department** for assistance in the conduct of free, fair and impartial elections, subject to directions issued by the Election Commission from time to time.

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Roles and Responsibilities

1. Election Commission of Pakistan (ECP)

1. Appointment of DROs, ROs, and AROs.
2. Announcement of election programme (Assigning dates & times to various stages of election)
3. Approval for making changes in the list of Presiding Officers, APOs and POs as well as in the list of polling stations.
4. Appointment of Appellate Authority. Notification of returned candidates. Appointment of Election Tribunals.
5. Delegating Magisterial Powers to ROs and Presiding Officers. Announcing provisional election results.
6. Disposal of pre-poll, poll day and post-election complaints.
7. Allocation of funds (if necessary) to the PECs for onward allocation to ROs for conduct of elections.



2. Provincial Election Commissioner (PEC)

1. Liaison with the ECP, DROs, RECs and other relevant officers
2. Coordination for communication of decisions by Appellate Tribunals on appeals against rejection/acceptance of Nomination Papers to Returning Officer concerned.
3. Transmission of lists of contesting candidates to ECP received from RO through DRO.
4. Supply of election material and ballot papers to RO through DROs.
5. Supply of list of polling stations (received from RO) to the Printing Corporation of Pakistan Press, for printing and publication in the official gazette.
6. Provide funds (if necessary) to DROs/ROs for conduct of elections.
7. Disposal of pre-poll, poll day and post-election complaints.



3. District Returning Officer (DRO)

1. Liaison between Returning Officers (ROs), DEC/REC and the Provincial Election Commissioner (PEC)
2. Submission of all required information/data relating to all stages of election to the PEC with a copy to REC/DEC
3. Coordinating and supervising electoral activities in the district and ensuring that all activities are done according to the timeline set by the ECP
4. Arranging prompt dispatch of lists of contesting candidates to PEC in soft and hard copy for printing of ballot papers
5. Ensuring that sufficient quantity of all required election material is made available to ROs in time
6. Ensuring of communication of provisional election results from ROs to the Election Commission
7. Coordination in respect of disposal of complaints
8. Ensuring that proper security, Transportation and Communication plan etc. is in place for safe transportation of election material and staff to the polling station and communication of result to the ECP
9. Confirmation of a proper arrangements for the poll day before the poll
10. Confirmation of start of poll on Election Day
11. Supply copies of all information/ data/ reports/ comments at the end of all stages to the PEC/ECP
12. Ensuring prompt dispatch of Form-14, and Form-15 to the ECP by the ROs
13. Ensuring implementation of the Code of Conduct in the area of his jurisdictions
14. Facilitating election Observer appointed by the election commission
15. Issuing accreditation cards to observers and media



4. Returning Officer (RO)

1. Issuing public notice for election.
2. Receiving nomination papers from candidates within the specified time frame.
3. Scrutinizing candidates' nomination papers in accordance with the provisions of law.
4. Coordination and supervision of electoral activities in his jurisdiction.



5. Arranging prompt dispatch of lists of contesting candidates to PEC in soft copy and hard copy for printing of ballot papers. submit a copy to REC/DEC.
6. Appointing impartial polling staff at the polling stations. Submission of the list of polling staff (Presiding Officers, Assistant Presiding Officers and Polling Officers) appointed for the conduct of election, to the ECP for approval.
7. Publication of lists of polling stations after disposal of objection.
8. Issuing accreditation cards.
9. Preparing Communication, transportation and Security plan (in coordination with DPO) for safe transportation of election material, staff to the polling station and communication of result to the ECP.
10. Ensuring that sufficient quantity of all required election material is available.
11. Providing proper training to the polling staff.
12. Supplying election material on time for use at polling stations.
13. Confirmation regarding completion of all administrative arrangements for the conduct of poll on the appointed date.
14. Confirmation of start of poll on Election Day.
15. Collecting Form-XII & Form-XIII from Presiding Officer.
16. Consolidating results furnished by the Presiding Officer.
17. Communicating provisional results to the ECP/DEC or as directed by the Election Commission.
18. Ensuring prompt dispatch of Form-XIV and Form-XV of Cantonment local Govt Elections (Rules 2015) to the ECP.
19. Disposal of complaints and exercise of magisterial powers, where required. Disposal of complaints received by him and compiling a complete record of complaints with action taken. The RO should keep proper record of the complaint received along with action taken.
20. Provision of copies of all information/ data/ reports/ comments at the end of all stages to the PEC/ECP.
21. Ensuring that all activities being done according to the timelines set by the ECP.
22. Close coordination with Provincial Election Commissioner (PEC) and the REC/DEC.

5. Regional Election Commissioner (REC)

1. liaison among key stakeholders in the election process, in particular, DEC, DRO, RO and PEC.
2. Supervising supply of election material to ROs.
3. Direct supervision of all DEC's under his jurisdiction.
4. Any other duty assigned by the ECP.



6. Assistant Returning Officer (ARO)

1. Assisting the ROs in his functions under the law and performing specific duties as assigned by respective RO.

The ARO shall NOT:

1. Receive and/or scrutinize nomination papers.
2. Consolidate results.
3. Assume any of the functions of the RO on his own accord without prior permission from the Election Commission.



7. District Election Commissioner (DEC)

1. Conveying directives/instructions from ECP/PEC to RO.
2. Providing electoral rolls to Ros.
3. Issuing of extracts of the electoral rolls to contesting candidates.
4. Liaison among Provincial Government, PEC and relevant authorities.
5. Identifying possible polling sites and providing lists to Ros.
6. Supplying the lists of contesting candidates, received from RO, to PEC.
7. Providing technical assistance to RO whenever needed.



8. Presiding Officer (PrO)

1. Attending training arranged by the ECP / RO.
2. Liaison with the Returning Officer, Assistant Presiding Officers and Polling Officers.
3. Receiving election material from Returning Officer and reporting missing items immediately, if any.
4. Ensuring that Computerized Pictorial Electoral Roll with photograph of voters provided by the Returning Officer would only be used at the polling station.
5. Visiting the polling station prior to poll day, ensuring arrangements for polling and security of the election material.
6. Arranging separate entry and exit routes for male and female voters at combined polling station.
7. Ensuring the attendance of the polling staff at polling station two hours before the start of the poll.
8. Checking the authority letter/accreditation card of polling agents, election agent and observers(including media).
9. Ensuring start and close of the poll according to time specified by ECP.
10. Noting the number of the Official Code Mark while handing it over to respective Assistant Presiding Officer so that the APO can be correctly identified and accounted for in case of any mistake or omission.
11. Maintaining law and order at polling station.
12. Ensuring that only voters registered on the Electoral Roll, are permitted to vote.
13. Sealing the ballot boxes with the plastic seals and ensuring that unique codes of the seals have been noted by polling agents.
14. Ensuring placement of Screened off Compartments at appropriate place so that secrecy of each voter is ensured.
15. Ensuring that observers, polling agents, election agents, candidates conduct themselves as per the Code of Conduct issued by the Election Commission.
16. Take a full review of all security arrangements at polling station and only allow authorized persons i.e candidates, polling agents, election agent or persons having Accreditation Card from the Election Commission, the DRO or RO to enter the polling station other than voters.
17. Allowing companion to assist person with disabilities to help him in casting his/her vote.
18. Opening of ballot boxes in front of Election Agent/Polling Agents present at the polling station and conducting the counting of vote correctly.
19. Filling up all required forms and packets during the poll for efficient time management.



20. In case of combined polling station counting male and female voters, who have exercised their right of vote, from the Electoral Rolls used at the polling station and entering their numbers in appropriate columns in Form- XII.
21. After completion of the vote count, filling up Statement of the Count (Form-XII) and Ballot Paper Account (Form-XIII) and affixing their copies outside the polling station at a prominent place.
22. Handing over the Statement of the Count (Form-XII), Ballot Papers Account (Form-XIII) and election material (used/unused) to Returning Officer as per instructions.
23. Handing over record of summary trial (if any) made while exercising the powers of a Magistrate 1stClass.
24. Contacting the Returning Officer in case of emergency.
25. Ensuring that the honorarium is paid to the polling staff, the acknowledgment is received and Acquittance Roll is handed over to the Returning Officer.

In case the Presiding Officer is convinced during or at any stage of the polling process that the women are being prevented from exercising their right of vote under some specific arrangement deal, he/ she will send a special report about this to the Returning Officer and the Election Commission immediately.

9. Assistant Presiding Officer (APO)

Assistant Presiding Officer is designated for each polling booth for issuance of ballot papers to voters. The responsibilities of the Assistant Presiding Officer are as follows:



1. Reaching at the polling station at least two hours prior to the start of the poll.
2. Filling relevant information correctly into counterfoil of the ballot papers and ensuring secrecy of voting process.
3. Obtaining the thumb impression of the voter on the space provided on the counterfoil:
left thumb impression for male and right thumb impression for female.
4. Affixing official code mark and signature on front side of the counterfoil and carefully separating the ballot paper away from its counterfoil.
5. Affixing official code mark stamp along with signature at the back of ballot papers.
6. Inking the marking aid stamp and handing over to the voter with guidance on how to mark the ballot paper.
7. Instructing the voter on how to fold the ballot paper and hand over marking aid stamp.
8. Guiding the voter towards the screened off compartment and ensuring that the voter has inserted the marked ballot paper in the ballot box.
9. Get back the marking aid stamp from the voter.
10. Assisting the Presiding Officer in performance of his/ her duties.
11. Performing any other function assigned to him/ her by the Presiding Officer.
12. Acting as Presiding Officer, in the absence of Presiding Officer, as per instructions of the Returning Officer.
13. After the close of the poll, assisting the Presiding Officer in accomplishment of counting process and handing over election material to the RO office.

10. Polling Officer (PO)

1. Checking the original National Identity Card (NIC) of voter and comparing the photograph and details with those provided in the Electoral Rolls.
2. Calling out loudly the name and serial number of the voter concerned.
3. Examining the cuticle of the right thumb of each voter to check any traces of indelible ink to ascertain whether the voter has already polled his/ her vote.



4. Applying indelible ink to the cuticle of the right thumb of each voter and waiting for a few seconds for the ink to dry up. (If the voter doesn't have right thumb then mark the index finger with indelible ink).
5. Affixing the left thumb impression of the male voter and right thumb impression of the female voter in the column next to the voters' photograph in the Electoral Rolls.
6. Strike off the name of voter from the electoral rolls with a straight line Before guiding them towards the APO.
7. Assisting the Assistant Presiding Officer in performance of his/ her duties.
8. Performing any other function assigned to him/ her by the Presiding Officer or Assistant Presiding Officer.

11. Police/Law Enforcement Agencies

1. Ensuring safe transportation of election material and polling staff to the polling station.
2. Maintaining law and order outside the polling station at all times.
3. Ensuring that the voters are properly queued and are casting their votes in an orderly manner.
5. Removing any sign, notice or flag of any contesting candidates, designed to encourage voters within 100 meters of the polling station as per the instructions of the Presiding Officer.
6. Disallowing any campaign camps of the contesting candidate in the radius of 200 meters of the polling station and ensuring that no attempts are being made to persuade voters to cast his/her vote in favor of any candidate within the specified area.
7. Providing assistance on the instructions of the Presiding Officer in case of emergency inside the polling station.
8. Not to enter into the polling station or polling booth without permission of the Presiding Officer.
9. Removing any person violating election laws from the polling station and taking proper action as per the instructions of the Presiding Officer.
10. Ensuring safety of election material before, during and after the poll.
11. Ensuring safe transportation of election material from Polling Station to the Returning Officer.
12. Compliance with orders issued by the Presiding Officer.



General Authority of the Police Officer

According to the Code of Criminal Procedure 1898, on the orders of PrO a police officer can arrest a person without a warrant who interfere with polling process or cause any disruption in the smooth polling process.

During the electoral process the police shall be responsible for taking action:



1. If a person is found guilty of impersonating another voter, he/she can be arrested on the orders of the Presiding Officer.
2. If a person who has been removed from the polling station on the orders of the Presiding Officer and attempts to re-enter the polling station without the permission of the Presiding Officer.
3. If a person tries to remove any notice or banner of the Election Commission.
4. If a person tries to use any such instrument or apparatus which creates noise or disturbance at the polling station, the police officer can confiscate the instrument/ apparatus. In order to keep the situation in control the police officer must take necessary and appropriate action which includes use of force.
5. Ensuring that a voter does not bring a mobile phone or any device that can be used to take pictures, in the polling station.

12. Polling Agent

The contesting candidate or his election agent may, before the commencement of the poll, appoint under intimation to the Presiding Officer polling agent for each polling station, provided that the number of polling agents shall not exceed the number of polling booths. (Rule 27(1) of the Cantonments Local Govt. (Election) Rules, 2015



1. Presenting his/ her National Identity Card and the authority letter from the candidate to the Presiding Officer.
2. Ensuring that all ballot boxes are empty before the start of the poll and noting down the code numbers of plastic seal after the boxes have been sealed.
3. Listening to the name and serial number of every voter when it is called out by Polling Officer from the Electoral Roll and striking it off from his/ her Electoral Roll.
4. Challenging any voter who has come as an impersonator or someone who is not eligible to cast vote.
5. Observing the counting process.
6. Observing packing process and signing all relevant packets as and when asked by the Presiding Officer.

7. Collecting a copy of the Statement of the Count (Form-XII) and Ballot Paper Account (Form-XIII) from the Presiding Officer.
8. Signing Statement of the Count (Form-XII) and Ballot Paper Account (Form-XIII)
9. Informing the Presiding Officer about any misconduct or irregularities observed during the polling/or counting process.

The Polling Agent must not:

- Directly question, or otherwise speak to, any voters while inside the polling station or interfere with the polling process.
- Seize any materials, including ballot papers, Electoral Rolls or any other election material.
- Argue with polling staff or create such issues that are deemed as interference with the polling process.

13. Election Agent

A candidate shall appoint a person from his own ward qualified to be elected as a member to be his election agent. (Rule 26(1) of the Cantonments Local Govt. (Election) Rules, 2015



1. Election agent nominated by the candidate is authorized to access all the polling stations of the relevant constituency.
2. A notice in writing mentioning particulars of election agent along with his copy of NIC will be sent to the RO by the contesting candidate for issuance of authority letter by the RO
3. Authority letter issued by Returning Officer must be available with the election agent throughout the electoral process.
4. Election Agent must adhere to the principle of non-interference.
5. Election agent is authorized to observe the polling process.
6. He can obtain a copy of the Statement of the Count (Form-XII) and Ballot Paper Account (Form-XIII).
7. Election agent neither can give a command to the Presiding Officer nor he/she can interfere or facilitate him in any polling process.
8. Election agent cannot speak to any voter within the polling station as it may cause hindrance or interruption in the polling process.
9. Election agent cannot capture and cause damage to any election materials. Both these offences are punishable.

Election agent is not authorized to take any security guard/person, Weapon, Cell Phone, Camera or any electronic device inside the polling station.

14. Observers

1. Observing all stages of the polling process, except stamping of a ballot paper by a voter.
2. Observer is not allowed to speak any polling staff which may hinder in their work.
3. Observing the counting of vote and if he/ she intends, sign the Statement of the Count (Form-XII) and the Ballot Paper Account (Form-XIII).



The observer must:

- Display his/her accreditation card at all times.
- Show neutrality at all stages.
- Obey any order passed by the Presiding Officer or the Assistant Presiding Officer.
- Take into consideration the social, religious, norms and values.
- Carefully study Code of Conduct issued by ECP and adhere to it at all times.

The observer must not:



- Take control of the ballot papers and Electoral Rolls or any election material.
- Interfere with or influence the polling process.
- Intimidate the Presiding Officer or any polling staff, or give any guidance/ instructions to them.
- Shall not speak with the voter at the polling station.

ACCREDITATION CARD FOR ELECTION OBSERVER

ACCREDITATION CARD FOR MEDIA



Who Does what?

Sr. No.	Activity/task	Election Commission of Pakistan	Returning Officer
			
1	Announcement of election schedule		
2	Publishing public notice for election		
3	Preparation of list of polling staff		
4	Preparation of list of polling stations		
5	Scrutiny of nomination papers		
6	Approval of polling scheme		
7	Publishing list of polling stations		
8	Providing Electoral Rolls to RO		
9	Confirmation of start of poll on Election Day		
10	Appointing polling staff		
11	Appointment of Appellate Authority		
12	Allotment of Election Symbols to contesting candidates		
13	Consolidation of Results		
14	Notification of Returned Candidates		
15	Preservation of Election Sensitive Material		
16	Declaring a list of polling station as highly sensitive		
17	Sending the final list of polling stations		
18	Security for supply of ballot papers from printing		
19	Publishing the final list of polling stations in official gazette		

General Professional Ethics for Election Officials

It is obligatory for ROs and AROs to ensure that all their action are according to the following standards



Integrity

- The integrity of the election process is compromised if an official accepts any enticements offered by anyone wishing to influence and bias the election results. Such incentives must be guarded against
- All laws must be followed in their true spirit. Showing of any leniency immediately introduces bias into the election process.



Neutrality

- Political opinions must not be allowed to influence the sphere of electoral duties even subtle expression of political opinion compromise neutrality. Such expressions, during the election process, must be avoided
- To achieve true neutrality, it must be ensured that all political parties and candidates are treated equally and the voters have full freedom to express their choice in accordance with law
- Disclose conflict of interest to superiors



Transparency

- To ensure transparency, all interested voters should have the opportunity to file an objection against the nomination of a candidate
- The list of nominated, validly nominated and contesting candidates must be clearly displayed so as to allow viewing of the list by concerned individuals
- Polling agents, election agents, candidates, media and observers must be allowed to observe the proceedings of the election



Fairness

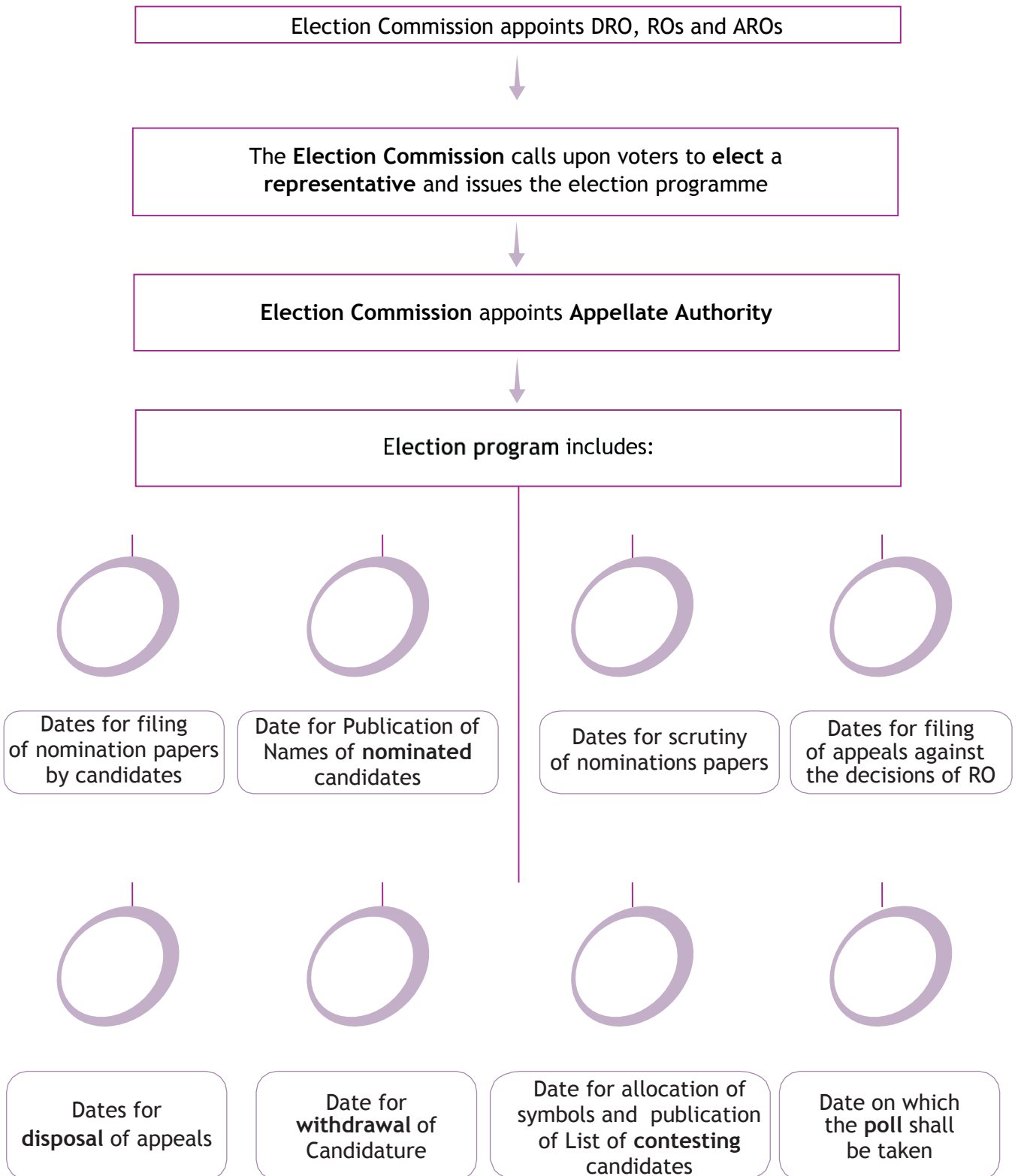
- For a fair and just election process, voters, polling agents, candidates and observers must be treated with equality regardless of their gender, ethnic origin, religion or political affiliation

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3

Pre-Poll Activities

The Election Begins



Pre-Poll Activities of Returning Officers



Ros have two types of Pre-Poll responsibilities, which are implemented simultaneously pre-poll activities during this time-period

Nomination Process

Issuance of Public Notice

Filing of nomination papers by the candidates

Publication of list of nominated candidates at the notice board for information of public

Scrutiny of nomination papers

Preparation of List of validly nominated candidates

Revised list of validity nominated candidates on the order of the Appellate Authority

Withdrawal of candidature

List of contesting candidates and allotment of symbols

Retirement of contesting candidates

Preparation for Poll Day

Preparation of list of polling stations

Collection of updated electoral rolls

Appointment of Polling staff / imparting training

Preparation of Communication and Logistic Plan

Bulk breaking, Preparation of Polling Bags and Dispatch of Election Material

Disposal of objections and complaints received

Public Notice

The proclamation under Rule 17(1) shall be pasted at the office of the Board and such other places on the commission may direct and may also direct the executive officer to get the proclamation published in the press.

FORM-II

[See rule 17(1)]

NOTICE INVITING NOMINATION PAPERS

In pursuance of the provisions of rule 17 (1) of the Cantonment Local Government (Election) Rules, 2015, notice is hereby given inviting nomination papers from candidates wishing to stand for election of member on general seat in Cantonment Board _____

2. The nomination papers shall be received by the Returning Officer at the place, date, and time specified hereunder:

- (1) Date or Dates _____
- (2) Time _____
- (3) Place _____

3. The nomination papers received shall be scrutinized by me at the place, date and time specified hereunder:

- (1) Date or Dates _____
- (2) Time _____
- (3) Place _____

Name & signature of Returning Officer

Nomination of Candidates

	Scenario	Solution
1	Any elector of a Ward may propose or second the name of any duly qualified person(s) to be a member of the ward of Cantonment Board. It is necessary that the proposer and seconder be registered electors of the ward from where their proposed candidate is seeking election. The elector, however, can propose or second one candidate only.	The person nominated should be registered as elector in the ward from which he / she is seeking election. [(see rule 17(2)) Nomination form is set out in Form-III
2	If any person subscribes as proposer, or seconder to more than one nomination paper, all such nomination papers, except the one received first by the Returning Officer shall be void	Any person may propose or second only one candidature in a ward. [(see rule 17(7))
3	Every nomination form shall be accompanied by a complete declaration of assets	Declaration of Assets is set out in form IV [(see rule 17(5))
4	Nomination fee is Rs. 5000 which shall be deposited in the Cantonment Fund. This sum is non-refundable.	Voucher is to be issued by the cantonment board office. [(see rule 17(6))
5	Each nomination should be accompanied by the declaration appointing an election agent (Form III(f)).	Any nomination form may be rejected in case the declaration is left blank. [(see rule 17(4))
6	RO should provide a receipt for each nomination form and assign a serial number.	The RO should also inform the person who presents the nomination paper of the time, date and place at which scrutiny shall be held. [(see rule 17(8))
7	A list of the nominated candidates (Form V) should be affixed at a conspicuous place in the RO's office.	Any elector of the Cantonment may submit objection or suggestions to be considered during scrutiny. [(see rule 18(1))
8	Nomination papers are to be received by the RO between <u>11:00 AM and 3:00PM</u> on the nomination days. [(see rule 17(3))	Timings must be strictly observed. ECP may issue directions in case timing has to be relaxed.

Submission of Nomination Papers

Every nomination has to be made in a separate prescribed form which is to be signed by both the proposer and seconder, as well as by the candidate.

1. Nomination **Form-III** for general seats is also to be signed by election agent if any.
2. Nomination **Form XIX** is for special interest seats for peasants, youth, workers, women and non-Muslims.
3. Declaration of Assets in Form-IV should be accompanied with nomination forms for both general and special seats.
4. Candidate fee is Rs. 5000 for each category (General and Special). Every candidate shall deposit candidature fee into the cantonment fund vide voucher issued by the office of the board.
5. Candidature fee is non-refundable.
6. Only one deposit is required in case of submission of more than one nomination paper by a candidate for each category
7. The nomination paper of a candidate shall be rejected if not accompanied with the declaration and deposit.

Receipt

The receipt provide at the end of every nomination form should be filled in and returned to the candidate by the RO.

FORM-III
[See rule 17(2)]

NOMINATION FORM

For election of members of Cantonment Board on General Seats

A: Details of Candidature:

1. Name of the Cantonment Board _____
2. Name and number of the ward _____

B: Particulars of Candidate:

1. Name of the candidate _____
2. Father's/Husband Name _____
3. Serial number with name of the electoral area/census block code where registered as an elector/voter _____
4. CNIC No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Valid till _____

5. Age _____
6. Occupation _____
7. Address: _____

C: Declaration by Proposer:

I, _____ S/O, D/O, W/O _____

CNIC No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Valid till _____
registered as an elector/voter at serial number _____ of
electoral area/census block code _____ of Ward No. _____ of Cantonment
Board _____ do hereby propose the name of _____
whose particulars are given above, as a candidate for election of member to the said
Cantonment Board on general seat from Ward No. _____

Name & signature of the Proposer

Place: _____

Date: _____

D: Declaration by Seconder:

I, _____ S/O, D/O, W/O _____

CNIC No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Valid till _____
registered as an elector/voter at serial number _____ of electoral area/census
block code _____ of Ward No. _____ of Cantonment Board
_____ do hereby second the name of _____
whose particulars are given above, as a candidate for election of member on general seat
from Ward No. _____ of the given Cantonment Board.

Name & signature of the Seconder

Place: _____

Date: _____

E: Declaration by the Candidate:

I, _____ S/O, D/O, W/O _____

CNIC No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Valid till _____
registered as an elector/voter at serial number _____ of electoral area/census
block code _____ of Ward No. _____ of Cantonment Board
_____ do, hereby, declare on solemn affirmation as under:

- (1) That I have consented to the above nomination.
- (2) That I am fully qualified to be the member of the Cantonment Board and am not hit by any of the disqualification which may render me ineligible for being a candidate for election as a member of the Cantonment Board.
- (3) I do solemnly swear that I believe in the absolute and unqualified finality of the Prophethood of Hazrat Muhammad (peace be upon him), the last of the Prophets and that I am not a follower of anyone who claims to be a prophet in any sense of the word or of any description, whatsoever, after Hazrat Muhammad (peace be upon him) and that I do not recognize such a claimant to be a prophet or a religious reformer, nor do I belong to the Qadiani group or the Lahori group or call myself an Ahmadi.

(This affirmation is necessary in the case of person who declares himself to be a Muslim or whose religion is Islam. To be struck off in the case of a non-Muslim).

(4) I will strive to preserve the Islamic Ideology which is the basis for the creation of Pakistan.

Name & signature of the Candidate

F: Declaration of Election Agent

I declare Mr./Miss/Mst. _____ S/D/W/of _____

CNIC No. _____ Resident of _____

_____ as my Election Agent.

Name & signature of the Election Agent

Name & signature of the Candidate

Place: _____

Date: _____

G: For official use only:

1. Serial No. of nomination paper _____
11. Deposit Fee credited into Cantonment Fund Rs. _____
111. This nomination paper along with declaration of assets was delivered to me at my office at _____ hours, on _____ by _____ who is a candidate / proposer/ seconder.

H: Decision after scrutiny:

1. Accepted _____
11. Rejected for reasons that _____
- _____
- _____
- _____

Name & signature of Returning Officer

Place: _____

Date: _____

RECEIPT

(To be filled in by the Returning Officer)

1. Serial Number of nomination paper _____
2. The nomination paper of _____ as a candidate for election from Ward No. _____ of Cantonment Board _____ was delivered to me at my office at _____ hours on _____ by the candidate/ proposer/ seconder.
3. All nomination papers will be taken up for scrutiny at _____ hours on _____ at _____ (place).

Name & signature of Returning Officer

Place: _____

Date: _____

FORM-IV

[See rules 17 (5)]

DECLARATION OF ASSETS

I, _____ S/O , D/O , W/O _____

CNIC No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Valid till _____

being candidate for election of member of Cantonment Board _____

on (general seat/OR reserved seat for peasants, youths, workers, women and non-Muslims) _____

_____ do, hereby, solemnly declare that no movable property or immovable property, land, house, apartment, shop, share certificate, securities, bonds, insurance policies, gold jewelry and motor vehicle are held by me or any member of my family dependent upon me except as below:-

Sr. No	Description of moveable and immoveable property and its location	Name of owner	Relationship with declarant	Value of Property	Date and manner of acqmng	Net yearly mcome from property	Remarks

Name & signature of the Declarant

Place _____

Date _____

Notice of Nominations Papers Received

Returning Officer shall paste the Notice of Nomination Papers in Form-V received for general seats on some conspicuous places in his office on a date prescribed by the Election Commission in election Program

FORM-V

[See rule 18 (1)]

NOTICE OF NOMINATION PAPERS RECEIVED

Notice is hereby given that the following persons whose particulars are given below have filed their nomination papers for election as member of Cantonment Board _____ on (general seat/OR reserved seat for peasants, youths, workers, women and non-Muslims) _____ ;

Sr. No	Name, parentage etc. and address of the candidate	Name and number of the electoral ward and candidate's serial number in electoral roll	Name, parentage etc. and address of the proposer	Name and number of the electoral ward and proposer's serial number in the electoral roll	Name, parentage etc. and address of the seconder	Name and number of the electoral ward and seconder's serial number in the electoral roll
1.	2.	3.	4.	5.	6.	7.

The nomination papers will be taken up for scrutiny at _____ hours on the _____ day of _____ at _____

Name & signature of Returning Officer

Place: _____
Date: _____

Scrutiny of Nomination Papers

	Scenario	Solution (see Rule 19)
1	Scrutiny shall be held on dates mentioned in the public notice by the RO	The dates for the scrutiny are decided by ECP as well as published in the form of a Public Notice by the RO
2	The RO will examine the nomination papers carefully, ensuring that all information is available and valid.	Any objections to the nomination of a candidate shall be decided by the RO during scrutiny in a summary inquiry.
3	The RO may conduct a summary inquiry if he/she thinks fit in order to decide whether to accept or reject a nomination paper	The inquiry may be conducted on the RO's own motion or upon objection to the nomination by any person.
4	<p>The RO may not reject a nomination paper on the ground of any defect which is not of a substantial nature and may allow such defect to be remedied. These include errors with regard to:</p> <ul style="list-style-type: none"> o Name o Serial Number in electoral rolls <p>The RO will reject a nomination paper if he is satisfied that:</p> <ul style="list-style-type: none"> a) candidate is not qualified to be elected b) the proposer or seconder is not qualified to subscribe a nomination paper c) the provisions of the Rule-17 are not complied with d) the signature of proposer or seconder is not genuine 	<p>The RO may, for the purpose of scrutiny, require any agency or authority to produce any document or records.</p> <p>The rejection of a nomination paper shall not invalidate the nomination of a candidate by any other valid nomination paper.</p> <p>The RO may give opportunity to the candidate, proposer, seconder to provide any required/missing document which were required to be annexed, any column left blank etc., during the stipulated time.</p>
5	The RO shall endorse in writing on each nomination paper his decision accepting or rejecting it. In the case of a rejection, brief reasons should be recorded and communicated to the candidate	In case of an appeal against the RO's decision, reasons for rejection of a nomination paper are extremely important and should always be duly recorded. A certified copy will be provided to the candidate on request according to law in time.
6	Any appeal against the decision of the returning officer may be preferred by the any person present at the time of scrutiny (under rule 19(1)) to the appellate authority.	The decision of the appellate authority shall be final. (rule 19(6))

Qualification of Candidates

(The Cantonment Ordinance 2002)

¹ 60. Qualifications for candidates and elected members. (1) A person shall qualify to be elected [to be chosen] or to hold an elective office or membership of a local government, if he

(a) is a citizen of Pakistan;

(b) is at least twenty five years of age;

(c) is enrolled as a voter in the electoral roll of the relevant ward ²["and, in case for reserved seats, in any electoral area of that Board"] shall be inserted;

³[(d) he is sagacious, righteous, non-profligate, honest and ameen, there being no declaration to the contrary by a court of law;"]

⁴ []

(f) has not been declared by a competent court to be of unsound mind;

(g) is not in the service of the Federal Government, a Provincial Government or a local government or, any statutory body or a body which is controlled by any such Government or, in which any of such Government has a controlling share or interest, except the holders of elected public office and part time officials remunerated either by salary or fee; provided that in case of a person who has resigned or retired from such service, a period of not less than six months has elapsed since his retirement;

(h) has not been dismissed, removed or compulsorily retired from public service on grounds of moral turpitude;

(i) does not possess assets which are inconsistent with his declaration of assets or justifiable means, whether held in his own name or of the dependents or any other person or cooperate body in whose name assets are held in trust or under any other formal or informal arrangement whereby the defacto control of such assets including their sale, transfer or pecuniary interest, is retained by him;

(j) has not been adjudged a wilful defaulter of any tax or other financial dues owed to the Federal Government, a Provincial Government, or a local government or any financial institution, including utility bills outstanding for six months or more;

⁵ []

(l) has not been sentenced to imprisonment for more than ¹[two years] for an offence under any law and or, a period of not less than five years has elapsed since his release; and in case of a member or a holder of a public office, has not been sentenced to imprisonment;

(m) has not failed to file the required return of election expenses or is not convicted for exceeding the limits of elections expenses prescribed under the electoral laws;

¹ Ins. by Act No. XX at 2015, s. 8(a)(i).

² Ins. by Act No. XX at 2015, s. 8(a)(ii).

³

⁴ Clause (e) omitted by Act No. XX of 2015, s. 8(a)(iv)

⁵ Clause (k) omitted by Act No. XX of 2015, s. 8(a)(v)

- (n) has not been declared an undischarged insolvent by any court;
- (o) does not engage in any transaction involving pecuniary interest with the¹[Board] of which he is a member;
- (p) does not absent himself without reasonable cause from three consecutive meetings of the²[Board] of which he is a member; provided that a member shall not be disqualified if the absence was necessitated by a national emergency or force majeure;
- ³ []
- (r) has not been and is not involved, in activities prejudicial to the ideology, interest, security, unity, solidarity, peace and integrity of Pakistan and its people and the good order and harmony of society;
- (s) has not used directly or indirectly for his election the platform, flag, symbol, affiliation and financial or material, resources or support of a political, religious, ethnic or sectarian party, formation or organization; or
- (t) takes oath within the specified period.

(2) Whoever

- (a) is found by the⁴[Election Commission] to have contravened the provisions of subsection (1) shall stand disqualified from being a candidate for election to a⁵[Cantonment Board] for a period of four years; or
- (b) having been elected as a member of⁶[a Cantonment Board] or being a holder of an elective office of [a Cantonment Board] is found by the⁷[Election Commission] to have contravened the provisions of subsection (1) shall cease forthwith to be an effected member or to hold the office of such member and stand disqualified from being a candidate for election to a⁸[Cantonment Board] for a period of four years.

¹ Ins. by Act No. XX at 2015, s. 8(a)(iii).

² Clause (e) omitted by Act No. XX of 2015, s. 8(a)(iv)

³ Clause (q) omitted by Act No. XX of 2015, s. 8(a)(ix)

⁴ Subs. by Act No. XX of 2015, s. 8(c)(i)(A)

⁵ Subs. by Act No. XX of 2015, s. 8(c)(i)(B)

⁶ Subs. by Act No. XX of 2015, s. 8(c)(ii)(A)

⁷ Subs. by Act No. XX of 2015, s. 8(c)(ii)(B)

⁸ Subs. by Act No. XX of 2015, s. 8(c)(i)(A)

Validly Nominated Candidates

After completion of the scrutiny process, the RO will **prepare a list of validly nominated candidates**, i.e. those candidates whose nomination papers have been accepted



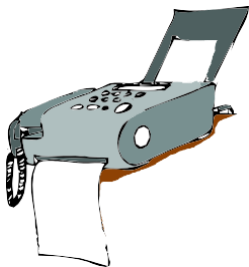
The list of validly nominated candidates shall be drawn in **Form-VI** (supplied to RO by ECP/PEC)



A copy of Form-VI will be pasted on the **notice board** in the RO's office for information of the general public



The RO will also send a copy of the list of validly nominated candidates to **PEC/REC/DEC** by quickest possible means.



The prepared list will be **revised** by the RO if an appeal against the decision of RO has been accepted by the Appellate Authority or a nomination paper is withdrawn by a candidate either himself in person or by any agent duly authorized by him in writing.



FORM -VI

[See rule 20]

LIST OF VALIDLY NOMINATED CANDIDATES

Election to the Ward No. _____ on (General seat/OR seat reserved for peasants, youths, workers, women and non-Muslims) _____ of Cantonment Board _____;

Serial No	Name of candidate	Name of Father/ Husband	Address of Candidate
1.	2.	3.	4.

Name & signature of Returning Officer

Place _____

Date _____

Appeals against Scrutiny Decisions



1

An **appeal** may be filed against the decision of RO in case of rejection or acceptance of a particular nomination form. The appeal may be filed by the candidate or by any person present at the time of scrutiny



2

An appeal will be filed by the appellant before the respective **Appellate Authority** notified by ECP for cantonment board election



3

RO will **revise** the list of validly nominated candidates, if so required, in the light of decision of the **Appellate Authority**



4

Revised list of validly nominated candidates will be prominently placed on the RO's notice board and send a copy to PEC/REC/DEC by quickest possible means



Withdrawal/Retirement of Candidature



1 Any validly nominated candidate may **withdraw his candidature** before or on the date fixed in the election program



2 A **written notice** for withdrawal should be submitted to the RO. The notice must be signed by the candidate himself



3 The notice may be **submitted** to the RO by the candidate himself or through an agent duly authorized by the candidate



4 Before accepting the notice, the RO must ensure that the **candidate's signature** is valid. A notice of withdrawal, once given to the RO cannot be recalled or cancelled





5 A copy of the **withdrawal notice** should be prominently affixed in the RO's office. The RO should also inform the PEC/DEC about the candidate's withdrawal



6 Any candidate may retire from the contest on any day not later than **72 hours** ending at midnight before the day of poll

Allotment of Symbols to Contesting Candidates

	Action	Tip
<p>1</p> 	<p>After the withdrawal date has passed, the RO shall allot election symbols to the contesting candidates.</p>	<ul style="list-style-type: none"> Contesting Candidates of Political Parties shall be allotted symbols from the symbol Chart provided by ECP. Independent Candidates shall be allotted symbols as prescribed in Schedule (1) of the Cantonment Local Government Election (Rules 2015)
<p>2</p> 	<p>RO shall draw a list of contesting candidates in Form-VII in English alphabetical order indicating the symbols allotted to each candidate. A copy of this list should be affixed at a prominent place in the ROs office.</p>	<p>A copy of this list must be sent to the ECP/PEC in soft and hard copy, with a copy to the REC/DEC</p>

FORM -VII

[See rules 21, 25 and 83]

LIST OF CONTESTING CANDIDATES

Election to the Ward No. _____ on (General seat/OR seat reserved for peasants, youths, workers, women and non-Muslims) _____ of Cantonment Board _____;

Serial Number	Names of contesting candidates in alphabetical order (determined in English language)	Address of the contesting candidates	Symbol allotted
1.	2.	3.	4.

Name & signature of Returning Officer

Place _____

Date: _____

Notice of Hours of Poll

The Returning Officer shall publish the notice of Hours of Poll as per following format and affix the same at a prominent place of his office.

FORM -VIII

[See rules 25 and 29]

NOTICE OF HOURS OF POLL

Name of Cantonment Board _____

Name and number of Ward _____

Category of Seat * _____

*(General seat/OR seat reserved for peasants, youths, workers, women and non-Muslims)

Notice is, hereby, given that the poll for the aforementioned shall be taken between _____ to _____ hours on _____

Name & signature of Returning Officer

Place: _____

Date: _____

Electoral Rolls

- Election Commission shall provide Electoral Rolls to the ROs for holding election to the general seats of Cantonment Boards.
- The RO shall collect the electoral rolls of relevant wards for which he is appointed.
- The RO shall provide to the presiding officer the copies of electoral rolls for each polling station.
- The Presiding officer shall split up the electoral rolls for use at the polling station according to the polling booths.

Note Make sure that the electoral rolls are duly signed and authenticated by the concerned registration officer.

Preparation of List of Polling Stations and Appointment of Polling Staff

An important responsibility of the RO is to prepare the polling scheme for each Ward in the Cantonment Board Election.

A polling scheme has 2 components:

List of Polling Stations

Appointment of Polling Staff

1



List of Polling Stations

A comprehensive list is prepared by the RO. The list details:

- Number of polling stations proposed for the ward (with individual serial numbers).
- Name and location of each polling station.
- Name of the electoral area covered by the polling station.
- Serial numbers of electors on the electoral roll for each polling station.
- Total number of electors (with segregated data for male and female electors)
- Number of polling booths per polling station.

There will be no change in the list of polling stations after the publication without the prior approval of the ECP.

the list of polling stations shall, at least fifteen days before the polling day, be published by the Returning Officer in the official Gazette after disposing of applications and objections, if any, in this behalf and the same shall also be pasted at the board's office and at such other places as the Commission may direct:

Provided that no polling station shall be changed without the prior approval of the Commission.

2



List of Polling Staff

1. The Returning Officer shall appoint for each polling station a Presiding Officer and an Assistant Presiding Officer and a Polling Officer for each booth to assist the Presiding Officer as he may consider necessary.
2. A list of such Presiding Officers, Assistant Presiding Officers and Polling Officers polling station wise shall be submitted to the ECP at least 15 days before the poll day and no change shall be made without prior approval of the Commission.
3. A Presiding Officer shall conduct the poll in accordance with the provisions of Cantonment Local Government (Election) Rules-2015 and shall be responsible for maintaining order at the polling station and shall report to the Returning Officer any act or incident which may, in his opinion, have affected the fairness of the poll:
4. The Returning Officer shall authorize one of the Assistant Presiding Officers to act in place of the Presiding Officer, if the Presiding Officer at any time during the poll, for reason of illness or other causes, is unable to perform his functions.

Guidelines for Selection of Polling Stations

While preparing the list of polling stations by RO, the following points should be kept in mind:



- i. Polling Stations established within the limits of Cantonment Boards, during the General Elections held on 25.07.2018 may be retained as far as possible;
- ii. There may be at least one polling station in each ward;
- iii. Polling stations may be established within the limits of the ward;
- iv. District Election Commissioner, will provide a draft list of polling stations to the Returning Officer;
- v. The Returning Officer, on receipt of the draft list of polling stations from the District Election Commissioner, will physically verify each polling station in the ward for preparation of polling scheme.
- vi. Suitability of the buildings and convenience as well as accessibility of the voters may be given preference in establishment of polling stations.
- vii. No Polling Stations may be housed in a building, which is owned by or is in possession of any candidate. In no case, a police station building would be utilized for this purpose.
- viii. It may be ensured that while assigning the electoral areas to a polling station, no electoral area is left out.
- ix. As far as possible, polling stations may be set up in government owned buildings such as schools, colleges, offices, community centers etc. The buildings of autonomous bodies, semi autonomous bodies and corporations can also be utilized for the purpose.
- x. As far as combined polling stations are concerned, it is to be ensured that female voters of the ward are assigned to the same polling station to which their men-folk have been assigned, but separate female and male entrances and separate booths for male and female voters should be arranged.
- xi. Polling stations should not normally exceed 800-1200 voters.
- xii. As far as possible, the polling stations may not be at the distance of more than two kilometers from the residence of the voters entitled to cast their vote at that polling station.
- xiii. The number of polling booths may be determined keeping in view the number of voters assigned to a polling station, e.g. two or more and should not exceed four.
- xiv. Due to COVID-19 pandemic, the selection of buildings of the Polling Stations may be made with utmost care. Where more than one building is available, the spacious and centrally located building may be selected as a Polling Station keeping in view convenience of voters.
- xv. It may be ensured that polling stations are easily accessible to persons with disability, and special arrangements may be made to facilitate them;
- xvi. In Urban Areas, separate Polling Stations for female voters may be proposed only if male Polling Stations and female polling stations cannot be accommodated in one and the same building. If it is not possible then combined polling stations may be suggested with exclusive polling booths for female voters manned by female polling staff;
- xvii. In case the Polling Station building has more than one storey, the Polling Station may preferably be located on the ground floor to avoid any inconvenience to the voters.
- xviii. Improvisation of Polling Stations has to be avoided in the interest of economy. Improvised polling stations may be set-up under un-avoidable circumstances only and those too at places where absolutely no public buildings are available;

- xix. Due to COVID-19 pandemic, the provision of more than one booth in a room of ordinary size has to be avoided. However, in unavoidable circumstances, the room should be partitioned to provide separate booths for male and female voters.
- xx. In the selection of buildings, the tribal affiliations and tribal feuds have to be kept in view so that voters of a tribe have not to go to the territory of a tribe hostile to them. The over-looking of this factor can create a law and order situation. It can also lead to disenfranchisement of a particular section of voters.
- xxi. It may be ensured that all polling stations are well lit with availability of drinking water.
- xxii. Washrooms may also be ensured for women and persons with disabilities (PWDs).
- xxiii. Availability of hand-sanitizers may be ensured at polling stations.
- xxiv. Polling booths may be situated in larger area in order to follow social distancing SOPs of COVID-19.
- xxv. All polling stations may be on ground floor.
- xxvi. Provision of ramps may be ensured in case of stairs on ground floor polling stations.
- xxvii. The Returning Officer, after disposing of the applications / objections (if any), shall prepare final list of polling stations as per **Annexure-A** latest by **23.08.2021** and ensure publication of the same in the official gazette;
- xxviii. The Returning Officer shall paste the final list of polling stations at the Cantonment Board's office and give wide publicity in such manner as he may deem fit to the polling stations so established;
- xxix. The Returning Officer shall also send the list of polling stations to the Provincial Election Commissioner concerned latest by **23.08.2021** in soft and hard form for onward transmission of the same to the Election Commission latest by **26.08.2021**. Each page of the copy of the list sent through the registered mail shall be duly authenticated by the Returning Officer;
- xxx. The Returning Officer shall establish polling stations in each ward according to the list finally published in the official gazette and no change shall be made in it without the prior approval of the Election Commission.

Guidelines for Selection of Polling Personnel

While preparing the list of polling personnel the following points should be kept in mind:

- i. Utmost care should be exercised in the selection of polling staff;
- ii. There may be a Presiding Officer for each polling station, one Assistant Presiding Officers and one Polling Officer for each booth at a Polling Station;
- iii. As far as possible, the Presiding Officer may be appointed from amongst the officers of the Federal / Provincial Government (as defined in the relevant Act);
- iv. Female polling staff may be selected for exclusive female Polling Stations as well as female Polling Booths at combined Polling Stations. In case, where female staff is not available, the booth may be manned by some elderly male member with at least one female Assistant Presiding Officer and Polling Officer at each booth, meant for female voters;
- v. As far as possible, the Presiding Officers may be drawn from amongst officers working in BPS-16 and above. The Presiding Officers should be able to command respect and inspire public confidence;
- vi. Where a female Presiding Officer has been appointed for a Polling Station, a Naib Quasid may also be deputed with her to facilitate taking over of election material, carrying of ballot boxes and other similar jobs;
- vii. As far as possible, the Assistant Presiding Officers may be drawn from amongst officials working in BPS-11 and above. The Assistant Presiding Officer shall take over the functions of Presiding Officer, if required;
- viii. As far as possible, the Polling Officers may be the officials working in BPS-5 and above;
- ix. Such officers as are likely to retire by the time Elections are held or likely to go abroad or on long leave/ Medical leave may not be included in the list of Polling Personnel. Instructions in this regard contained in Rule 48 of Election Rules, 2017 may also be kept in view while selecting polling staff;
- x. The Polling Personnel may be men of integrity and may be drawn from the Departments of the Government, Autonomous Bodies, Semi-Autonomous Bodies and Corporations controlled by the Government;
- xi. While appointing Polling Personnel, preference may be given to those personnel who were earlier appointed in General Elections, 2018 and have attended necessary training in this regard;
- xii. 5% reserve polling staff may be earmarked by each Returning Officer.
- xiii. It is advisable to issue appointment orders of the polling staff as per Annexure-C latest by **06.08.2021** in order to ensure their availability/presence latest by **12.08.2021**.
- xiv. List of polling personnel shall be prepared in the format enclosed at Annexure-B and the same shall be submitted to the Provincial Election Commissioner latest by **23.08.2021** for onward submission to the Election Commission;
- xv. The Returning Officer shall authenticate each page of the list of polling personnel submitted by him to the Provincial Election Commissioner;
- xvi. No change shall be made in the list of polling personnel except with the approval of the Election Commission under intimation to this Commission.

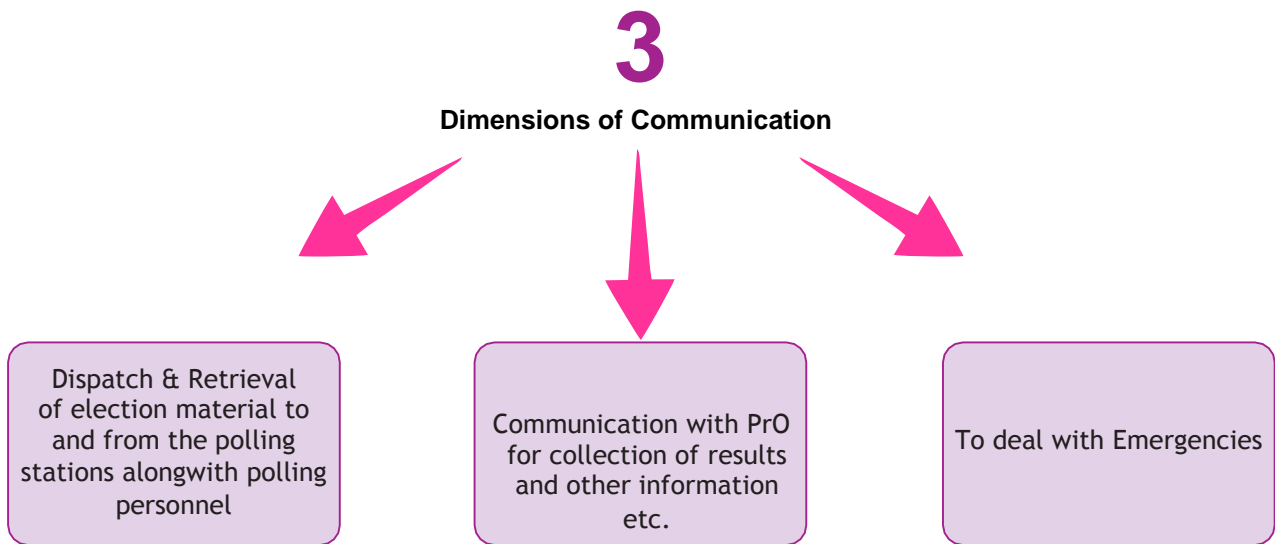
Formulation of Different Plans

The Returning Officer has to formulate different plan which are necessary for smooth and efficient conduct of elections. These plans and their objectives are given below:

Sr.No.	Plan	Objective
1.	Communication Plan for general correspondence	<ul style="list-style-type: none">• To remain in touch with major stake-holders in the conduct of elections.• To ensure that all necessary information is conveyed to or received from all concerned in An effective manner.• To ensure timely preparation and transmission/communication of results to ECP/PEC.
2.	Security Plan	<ul style="list-style-type: none">• To ensure that law and order situation remains under control before and on the poll day.• To provide peaceful and conducive atmosphere for voters to cast their vote freely and without any fear .• To ensure safety and security of polling staff and election material.• To ensure quick response in case of emergency.
3.	Transportation Plan	<ul style="list-style-type: none">• To ensure timely and secure transportation of election material.• To make arrangements for safe transportation of polling staff and election material to and from the polling stations.

Preparation of Communication Plan for Presiding Officers

Returning Officers should ensure that an effective communication plan is in place with each Presiding Officer to facilitate the election process



Communication Plan should be extremely practical and efficient and should reflect the realities of both the RO and PrO's positions. A copy should be given to the PrO and master copy should be with the RO for his/her reference.

While drafting a Communication Plan, the following should be kept in mind:

Location of Polling Station	Available means of Communication
The communication plan should include the distance that has to be traveled in order to send/receive election material and election result.	Before designing your plan, assess the most convenient and easily accessible means of communication.

Possible Emergencies:

Evaluate the possible emergencies that could arise on polling day. Ensure that your communication plan suggests a plan of action and relevant contact information catering to these emergencies.

Appointment of Focal Persons

As the number of Presiding Officers may be quite large, the RO should appoint a number of focal persons for group of polling station to facilitate communication with Presiding Officers and to ensure smooth functioning of logistic arrangements and for conduct of various activities including communication of results. The office of focal person will serve as Communication Centre for a particular cluster of polling stations.

The focal person should be responsible for the following:

1. To update RO regarding day to day activities and seek guidance wherever required for taking appropriate action.
2. Communication with Presiding Officers of the polling stations in his area.
3. Ensuring that Presiding Officers and other polling staff attend trainings as per plan.
4. Conveying to the Presiding Officers the date, time and manner of receiving polling bag and other material for polling station.
5. Supervising working of the counter established in the office of RO for handing over polling bags and other material.
6. Arranging logistic for transportation of polling staff and election material to the polling station.
7. Ensuring that similar transportation arrangement is available for taking back the polling staff and material at the end of the poll.
8. Ensuring that Presiding Officers submit result of the count and ballot paper account to RO and deposit election material at the assigned counter safely and timely in organized manner.

Communication Plan Template

Number and Name of Ward Cantonment

Communication Plan for Emergency and Results Transmission

Sr. No.	Detail of Communication center (name, location and contact no of Communication center)	In-charge of Communication center (Focal Person) with contact no	Number and name of polling stations assigned to the communication center	Name designation and of presiding officer	Contact number of presiding officer	Name of security personnel	Contact number of security personnel	Contact number of Returning Officer & ARO
1	2	3	4	5	6	7	8	9
1								
2								
3								
4								
5								
6								

All other important numbers including DRO, DCO, DPO and DEC and all other emergency numbers must also be mentioned in the plan

Security Plan

- Maintenance of law and order is basically the responsibility of District Administration and Law Enforcement Agencies. However, RO also play a role in preparation of security plan.
- The RO has to coordinate with authorities concerned so that voters may be able to cast their vote without any fear.
- The plan is devised keeping in view nature of a polling station, whether it is highly sensitive, sensitive or non-sensitive polling station.
- The District Administration and Law Enforcement Agencies decide about the sensitivity or otherwise of a polling station in consultation RO concerned. Extra measures are taken and security is beefed up at highly sensitive and sensitive polling stations and CCTV Cameras at highly sensitive polling stations are installed if directed.
- An additional plan is also prepared to meet any emergency at a polling station or in the area where elections are being held.
- RO should personally visit highly sensitive and sensitive polling stations to ensure that appropriate security arrangements have been made at such polling station.
- RO should remain in contact with focal persons of District Administration and Law Enforcement Agencies so that their assistance may be sought immediately in case of an emergency.
- Security plan should also include arrangement for safe and secure transportation of election material from ROs and from ROs to Polling Stations.
- Security of polling staff and election material dispatched to and from polling stations to the RO office should be an essential part of security plan.

Transportation Plan

Transportation plan includes proper arrangements of the following:

- a) Transportation of election material from DRO's office to ROs' in the district.
- b) Transportation of polling staff, polling bags, ballot boxes etc. from RO's office to polling stations.
- c) Retrieval of polling bags, election material and polling staff from polling stations to RO's office.

DRO will make necessary arrangements for transportation of sensitive and non-sensitive election material from his office. After bulk breaking of election material and preparation of polling bags, the RO has to make arrangements for safe transportation of polling material and polling staff to polling stations. This is a very crucial activity of RO and if proper arrangements for transportation are not made, it can adversely affect the polling process. Focal persons can be very helpful in ensuring proper logistics and transportation arrangements.

Managing transport

- RO should assess requirement of transport well in advance so that required number of vehicles is available for transportation of material and staff to polling stations.
- The transport may be acquired with the assistance of district / local administration.
- The acquired vehicles may be given a number which should be prominently displayed on the vehicle.
- The numbered vehicles should be assigned to each Focal Person according to his requirement.
- Each vehicle should cater for a number of polling stations which lie on a particular route as far as possible. For example, Bus No.1 may carry staff and material for polling station number 1 to 6 and deliver the same in pre-determined order. Similarly, routes and polling stations for other buses may be determined by the Focal Persons in consultation with RO.
- Same vehicle and same route may be used for taking polling staff and material back from the polling stations to RO office.
- Contact number and particulars of drivers should be obtained for mentioning in logistic/Transportation plan.

Transportation Template

Plan to transport polling staff and election material from RO office to polling stations and return from polling stations to RO office may be prepared in the following format:

Note: In the evening after close of the poll, same vehicle will collect staff and material but in reverse order starting from the polling station where staff and material was delivered at the end.

Transportation of polling staff and election material from RO office to Polling Stations and back to RO office							
1	2	3	4	5	6	7	8
Name of Cantonment	Ward No.	No.& Name of polling stations	Name& contact number of Presiding Officer/APO	Name Designation and contact no of official incharge of transport	Route No. assigned to vehicle	Vehicle No.	Driver Name and Contact No
		GHS-X	Muhammad Akbar (xxxxx)	Murad Ali	6	RY 202	Muhammad Ali xxxxxx
		GPS-Y	(xxxxx)				
		BHU-Z	(xxxxx)				
		TB Centre-Q	Ahmed Nawaz (xxxxxx)				

Bulk Breaking

One of key activities before the poll day is bulk breaking of election material and packing of polling bags for each polling station. Some main steps are as under:

- i. PEC/DEC hands over the election material in bulk to the DROs.
- ii. Bulk breaking of the material is carried out by the DRO as per requirement of the RO.
- iii. Polling bags are prepared in a very careful manner. Owing to the sensitivity, the ballot papers are kept into a small bag which is sealed and put into the large bag along with other sensitive and non-sensitive material.

1. Election Material for Polling Stations

1. Sensitive and non-sensitive election material are packed in the polling bags for each polling station
2. Ballot boxes and screened off compartments are handed over to the Presiding Officers for use at the Polling Station.

Detail of election material to be packed in the polling bags for each polling station

Sensitive	Non-sensitive	Other non-sensitive material including Stationery, Posters and placards
<ul style="list-style-type: none"> • Ballot papers • Electoral Rolls • Brass Seal • Official Code Mark Stamps • Plastic Seals 	<ul style="list-style-type: none"> • List of contesting candidates of the respective ward • Marking aid stamps • Indelible Ink • Standardized Stamp • Pads • Badges (Presiding Officer, Assistant PrO, Polling Officer) • Empty Bag for retrieval of non-sensitive election material. • Forms & Packets (Envelops) 	<p><u>Stationery pack:</u></p> <ul style="list-style-type: none"> • Ballpoint Pens • Papers • Carbon Papers • Paper Pins • Steel Needle • Thread Ball • Pasting Gum • Candles • Sealing Wax • Match Box • Scales • Marker • Safety Pins • Torch • Scissors • Scotch Tape <p><u>Placards:</u></p> <ul style="list-style-type: none"> • Male Polling Booth • Female Polling Booth • Entrance • Exit • Presiding Officer • Assistant Presiding Officer • Polling Officer • Polling Agent • Place for marking Ballot Paper • “Polling Station” <p><u>Posters:</u></p> <ul style="list-style-type: none"> • Method to Mark Ballot Papers • Symbols of Candidates • Name and number of polling station

2. Preparation of polling bags

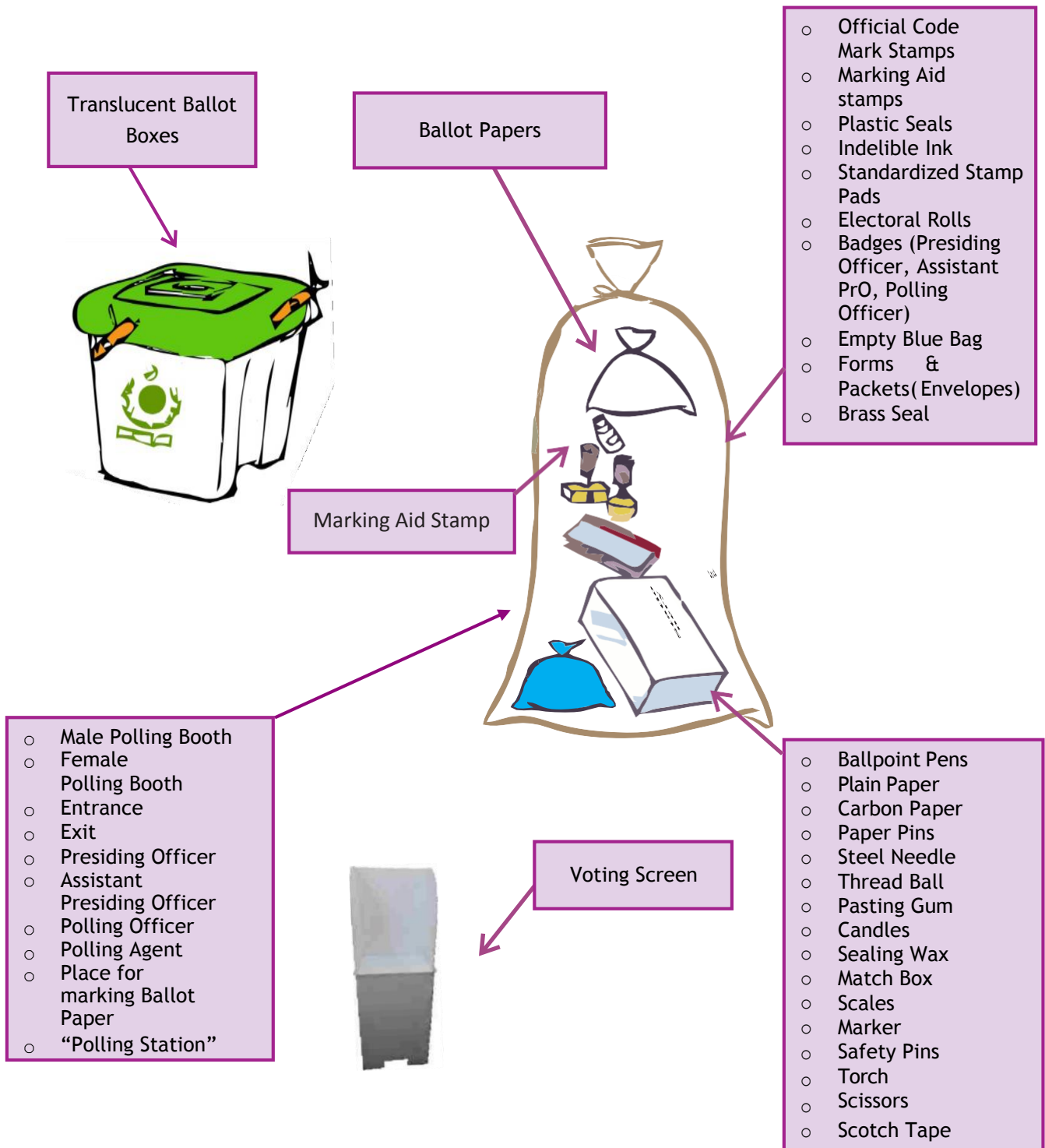
Before start of the packing, different packing points should be set up. The official deputed at each packing point should be oriented about his job. Preferably RO himself should supervise preparation of polling bags and ensure that material is packed with utmost care so that no problem occurs at a later stage.

For the packing of the bags, the following information should be available with the officer and officials deputed to packing points:

- i. List of Polling Stations
 - ii. Number of booths at each polling station
 - iii. Number of voters allotted to each polling station
- Packing of election material is done in two parts:
1. Packing of ballot papers
 2. Packing of other material

Election Material shall be packed according to scale. Prepared by ECP/PEC.

Packing of Election Material



3. Dispatch of election material

Once material is packed, the RO will set up a dispatch center for material distribution. Each dispatch point will have sufficient number of counters for the proper distribution of election material among the Presiding Officers. For proper management, each counter will contain following information:

1. The RO should set up a number of counters for handing over polling bags to the Presiding Officers in a systematic manner.
2. The number of counters may be determined on the basis of number of polling stations and separate counters may be earmarked for female Presiding Officers.
3. Each counter will have a unique number (for instance, Counter No: 1)
4. Number of polling stations assigned to the counter.
5. The RO and ARO should supervise the counters as well as dispatch of election material and polling staff
6. The distribution of material in a systematic way will save a lot of time and energy of both RO and Presiding Officer.

Same counters should work on the evening of poll day to receive back material and other documents from the Presiding Officers when they return after completion of polling.

Counter No: 1 (for male Presiding officers)	Counter No: 2 (for male Presiding officers)	Counter No: 3 (for female Presiding officers only)
Polling Stations: From 1----to 18 & 20	Polling Stations: From 21----- to 30 and 33 to 40	Polling Stations: 19, 31 and 32

PACKING INVOICE

PART "A"

1. No. and Name of Ward
 Name of Cantonment Board District
2. No. and Name of Polling Station
3. No. of voters assigned to the Polling Station
4. No. of booths Male Female

PART "B"

Quantity of ballot papers	Sr.No.of ballot papers		No.of Ballot Papers Books	Sr.No.of Ballot papers Books	
	From	To		From	To

5. Official Code Mark Stamps [One per booth] plus two spare for the polling station
 - (a) Quantity
 - (b) Code Nos: (i) (viii)
 - (ii) (ix)
 - (iii) (x)
 - (iv) (xi)
 - (v) (xii)
 - (vi) (xiii)
 - (vii)

6. Rubber stamps for marking ballot papers (two per booth plus one per polling station)	
7. Serial No. of Brass seal (one per polling station)	
8. Indelible ink vials (one per booth plus two per polling station)	
9. Plastic Seals for Ballot Boxes (7 per Polling Booth) plus 07 spare for extra ballot box	
10. No. of Standardized stamp pads (two per booth plus One per polling station)	
11. Standard Stationery Packs (one per polling station)	

Received above articles in sealed bag

Make sure the PrO signs the packing invoice and obtain a copy from the RO.



Signature of the Presiding Officer.....

Signature of the Returning Officer.....



4


Polling Day

Returning Officer's Responsibilities on Poll Day




RO has the following responsibilities on poll day

1




Confirmation regarding the timely start of poll

2




Supervision & Monitoring of the Day's Proceedings

3



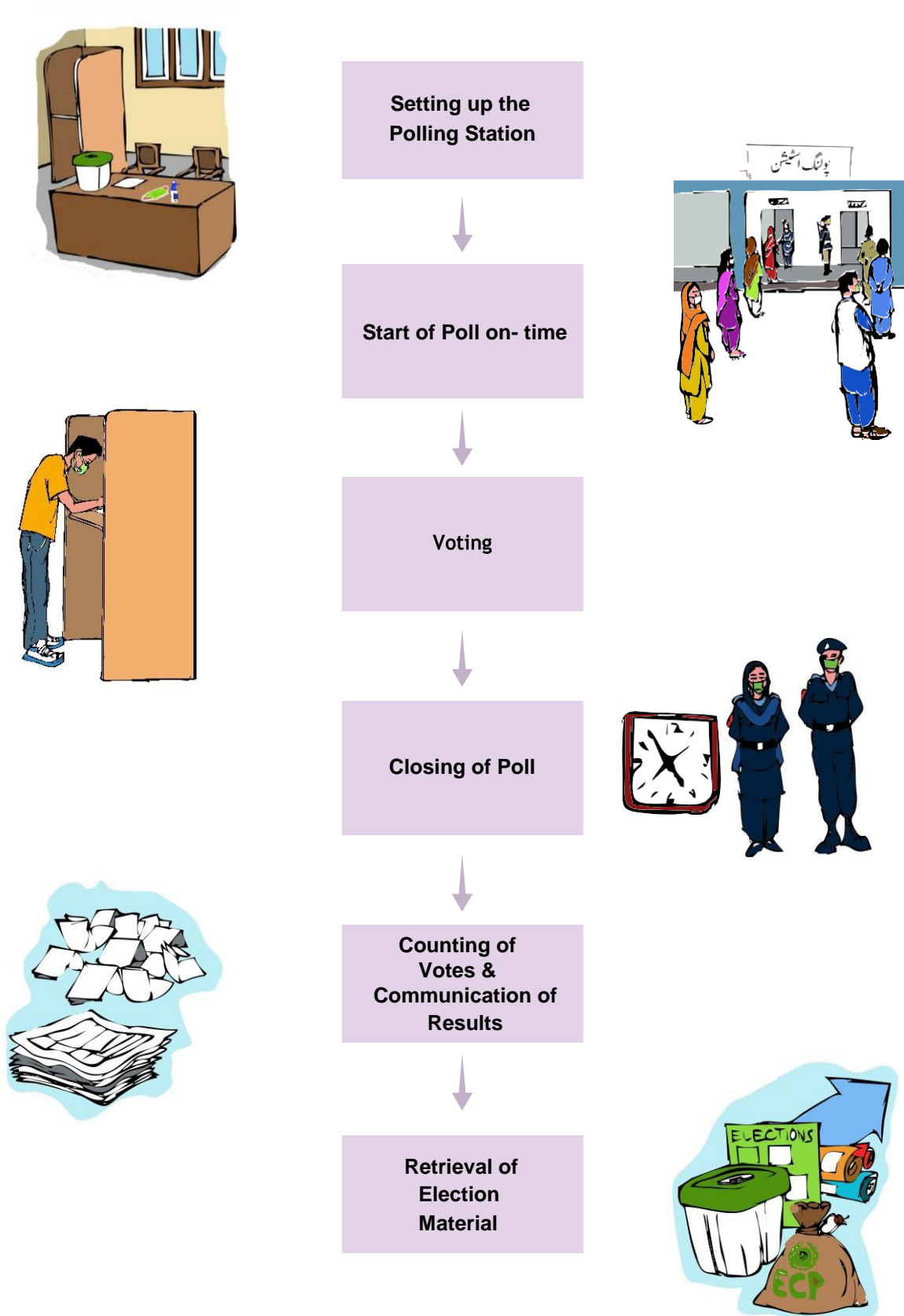
Maintenance of Law & Order

4

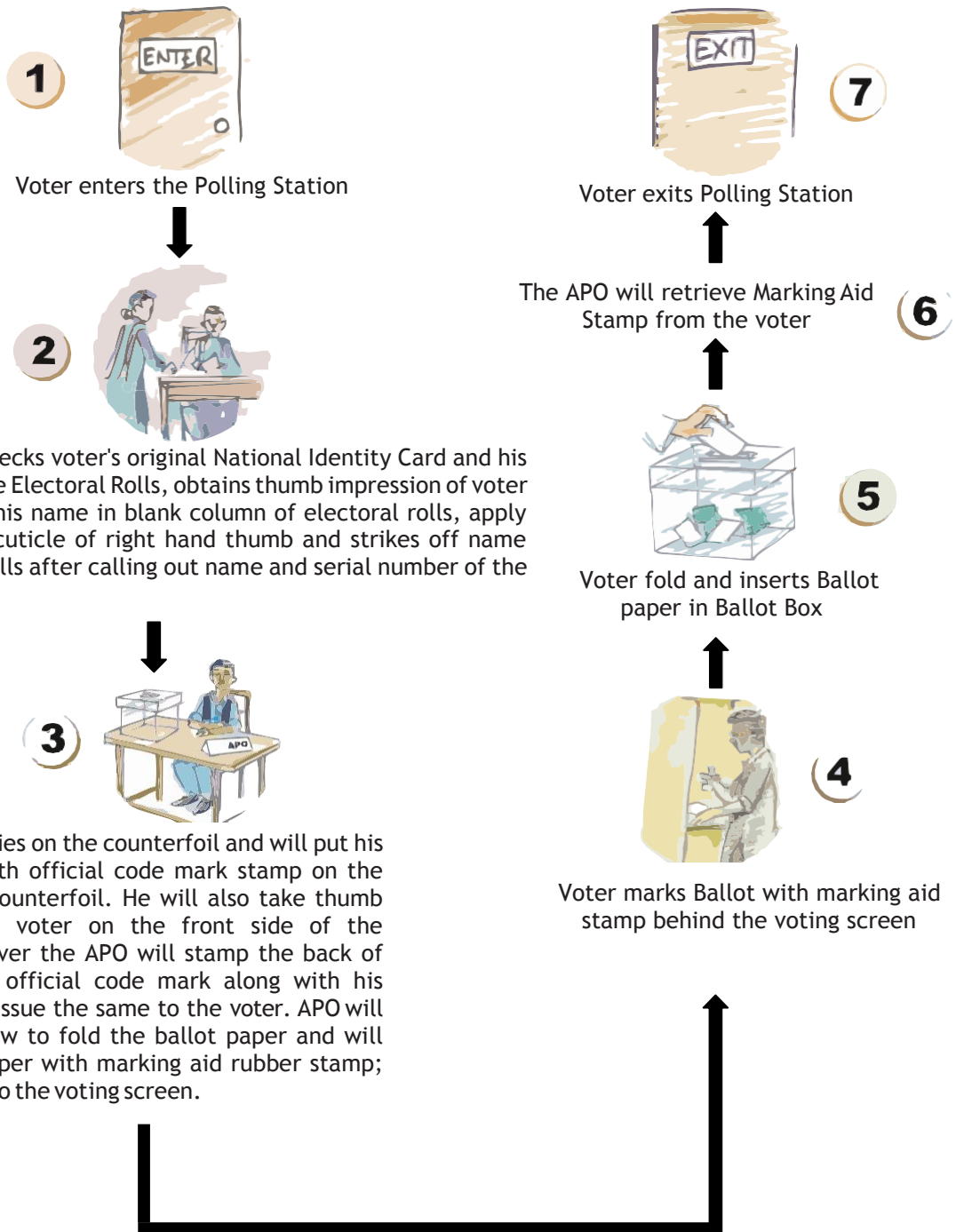


Resolution of Problems/Complaints

Overview of Poll Day



The Voting Process



- A ballot paper shall not be issued to a person, if he;
- o Fails or refuses to produce original National Identity Card
 - o Refuses to put thumb impression on the electoral roll
 - o Refuses to put thumb impression on the counterfoil of ballot paper
 - o Refuses to receive personal mark with indelible ink or bears traces of such a mark

Special Cases



Tendered Votes

If a voter comes to vote and has no mark of indelible ink on his/her cuticle of thumb but his name and number have already been marked in the electoral roll as having voted, a tendered ballot paper will be issued.

In case of a tendered vote, the case is presented to the PrO, who rechecks the entry in the electoral roll to make sure the vote is in fact tendered. Although the tendered elector is processed in the normal manner, his/her vote is not put in the ballot box but is placed in a special tender ballot papers packet. Complete details of all tendered votes are to be taken on FORM X: Tendered Votes List.



Any polling agent/election agent or candidate has the right to challenge the vote of any person whom he believes:

- Is impersonating another voter
- Has already voted

Challenged Votes

Voting proceeds in the normal manner however the vote is not put in the ballot box but is placed in a special **Challenged Ballot Paper** packet. Details of each challenged voter are to be entered in **Form-XI (Challenged Votes List)**

- If a person applies for ballot paper for the purpose of voting, a candidate or his polling agent declares to the Presiding Officer that he has reasonable cause to believe that person has already voted in the election at the same or another polling station, or is not the person whose name is entered in the electoral roll and undertakes to prove the charge in a court and deposits with the Presiding Officer in cash a sum of one hundred rupees, the Presiding Officer may, after warning the person of the consequences and obtaining on the counterfoil, his thumb impression and if he is literate, also his signature, issue a ballot paper (Challenged Ballot Paper) to the person.
- If the Presiding Officer issues a Challenged Ballot Paper to any person, he shall enter the name and address of that person in a list to be prepared by him (Challenged Votes List) Form-XI and obtain on it the thumb impression and, if he is literate, also the signature of that person.
- The Presiding Officer shall, after the Challenged Ballot Paper has been marked and folded by the voter, place it in the same condition in a packet bearing the label "Challenged Ballot Papers", instead of being placed in the ballot box and shall include it in the count by him.



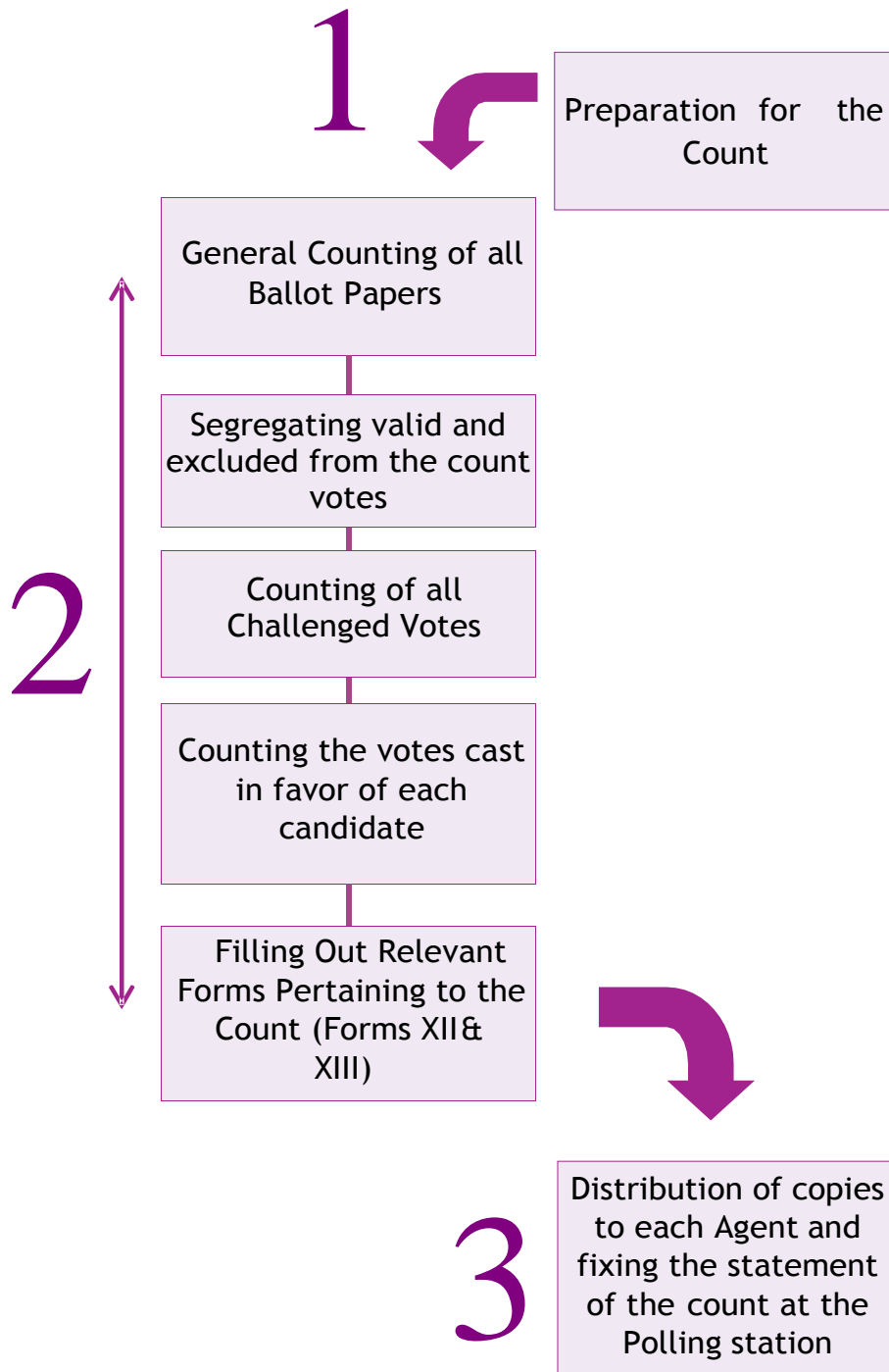
Voters who Need Assistance

There are two circumstances under which a voter may ask for assistance:

- The voter is blind
- The voter is incapacitated so that he cannot cast his vote

The law allows an incapacitated or disabled voter to receive assistance of his companion while casting his vote. The companion neither should be less than eighteen(18) years of age nor be a candidate or his agent. In such cases, the Presiding Officer must instruct the companion to mark the ballot paper as per wishes of the voter. Under no circumstances the companion will disclose voter's choice. The Presiding Officer is also instructed to keep a handwritten list of voters who need assistance along with the names and complete particulars of their companion for record keeping purpose.

Counting the votes at the Polling Station



Valid & Excluded from the count

While Counting Ballot Papers:

Exclude the following:








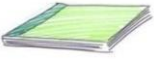

- Those with no official code mark and signature of the APO on the back
- Those that are not official ballot papers
- Those marked with a rubber stamp other than the one supplied for marking the ballot paper
- Those where any piece of paper or other object has been attached
- Those where there is no rubber stamp mark indicating a choice or where more than one symbol has been marked
- Those whose rubber stamp mark is equally divided between symbols of two candidates or is not within the space for any candidate's symbol





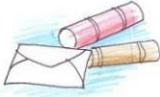



Include the following:

- Those where - due to over inking and wrong folding - the ink from the rubber stamp has made a second impression on another candidate's symbol. Include this vote only if it is clear on whose symbol the original distinct mark was put
- Those where the rubber stamp mark goes over the line between two candidates' symbols, but the majority of the stamp is on one candidate's symbol. Count the vote for that candidate
- Those where there is more than one mark for the same candidate

Packing of Election Material

All forms and materials should be packed by the Presiding Officer according to the following instructions and submitted to the RO after putting in the bag. However during the packing process he will permit Candidates, Polling agents, and accredited Observers to view this process.

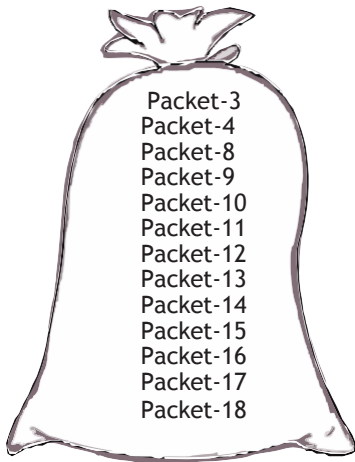
#	Material	Election Material	Packet Number	Instructions
1.		Valid ballot papers for each candidate	Packet - 1	The number of packets prepared depends on the number of candidates. Each candidate will have one packet.
2.		Ballot papers that have been excluded from the count	Packet - 2	
3.		All Packet-1 and Packet-2	Packet - 3	Packet-1 and Packet-2 be kept in packet-3
4.		Tendered ballot papers	Packet - 4	
5.		Valid Challenged Votes	Packet - 8	
6.		Challenged Votes excluded from the count	Packet - 9	
7.		All Spoiled/Stray Ballot papers	Packet - 10	
8.		Unused ballot papers	Packet - 11	
9.		Counterfoils of used ballot papers	Packet - 12	

10.		Marked Copies of the electoral rolls	Packet - 13	
11.		Tendered Votes list (Form-X)	Packet - 14	
12.		Challenged Votes list (Form-XI)	Packet - 15	
13.		Statement of the Count (Form-XII)	Packet - 16	
14.		Ballot Papers Account (Form-XIII)	Packet - 17	
15.		Misc. Papers	Packet - 18	
16.		Brass Seal	Packet - 19 (Only one Packet)	To be handed over to the RO
17.		Acquittance Roll		To be handed over to the RO

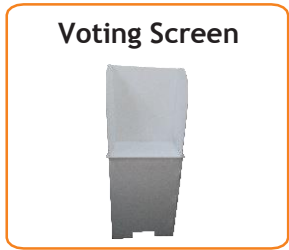
Packing Material for Return

Material is to be packed in two different color bags as specified below and the RO will receive these bag from Presiding Officer on the same day.

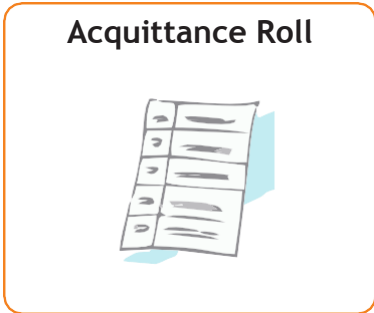
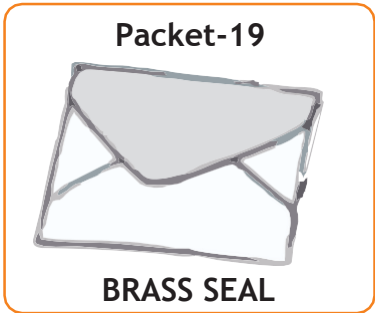
**Polling Bag
for
Sensitive Material**



**Polling Bag
for Retrieval of Unused
Election material (non-
sensitive)**



The RO will receive the brass seal directly from Presiding Officer



The background consists of a complex arrangement of overlapping triangles in various shades of purple, pink, and lavender. A large, irregular white shape is centered on the page, serving as a backdrop for the text.

5

Post-Poll Activities

Post-Poll Activities of a Returning Officer



Collection of Results & Retrieval of Election Material from Presiding Officer (PrOs)

Consolidation & Conveying Result to ECP/PEC

Disposal of Retrieved Election Materials

Deposit of Sensitive Material in Treasury/any other place specified by the ECP

Return of Election Expenses by the Candidates

Retrieval of Election Material

Each Presiding Officer will deliver following bags of election material to the Returning Officer.

1. Sensitive Material



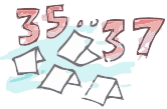

Sensitive Election Material. This bag should be retrieved and kept safely in the Local Treasury/any other place specified by the ECP

2. Non -Sensitive, Retrievable ElectionMaterial

The RO should immediately unpack this bag, prepare an inventory of returned items. The inventory as well as the retrieved stationary and other election material should be handed over to the concerned DEC against proper receipt.

The Presiding Officers will hand over the brass seal and envelope containing Statement of the Count and Ballot paper Account to RO by hand separately.

Consolidation of Results

	Action	Tip
1	 Consolidation proceedings should be held as soon as possible after poll. RO should give a written notice to all contesting candidates and their election agents of the day, time and place fixed for consolidation of results.	It is essential that opportunity is provided to contesting candidates and their Election Agents to witness this process to add transparency to the process.
2	 RO will open polling bags received from PrOs and shall examine each ballot paper excluded from the count by the PrOs. The same procedure will be repeated (separately) for all challenged votes.	The RO shall examine the ballot papers excluded from the count by PrO very carefully.
3	 If RO finds that a ballot paper should not have been excluded he will count it in favor of the contesting candidate for whom it has been casted.	If any contesting candidate or election agent wants to see such ballot papers it may be shown to him. The Ballot Papers rejected by the RO under sub-Rule (4) of Rule 41 shall be shown separately in consolidated statement.
4	 The RO shall not re-count the valid ballot papers in respect of any polling station unless - (a) the count by the presiding officer is challenged in writing by a contesting candidate or his election agent and the returning officer is satisfied about the reasonableness of the challenge; or (b) he is directed to do so by the Commission.	<ul style="list-style-type: none"> • The Commission may, before conclusion of the consolidation proceedings, direct the Returning Officer to recount the ballot papers of one or more polling stations. • The recounting shall be held once only.

Examination of Ballot Papers

The RO shall examine the ballot papers excluded from the count by the PrO and if he finds that on the ballot paper:

1. There is no official mark and signature of the APO
2. There is writing or any mark other than the impression of ink from the thumb of the voter, the official mark of the PrO and the prescribed mark
3. A piece of paper or another object of any kind is attached
4. There is no prescribed mark to indicate the contesting candidate for whom the elector has voted
5. It is not clear from the mark which candidate the elector has favoured.

He shall reject that ballot paper accordingly and exclude from the count.

Equality of Votes

After consolidation, in case of equality of votes between two or more contesting candidates, the RO shall forthwith draw a lot in respect of such candidates and the candidate on whom the lot falls, shall be declared elected. The lot shall be drawn in presence of all present contesting candidates and their election agent during the consolidation. The record of the proceedings of the lot is to be kept by the RO in writing the RO shall obtain signatures of all contesting candidates, and Election Agents as witnesses of the proceedings.

FORM-XIV

[See rule 41(1)]

**CONSOLIDATED STATEMENT OF THE RESULTS OF THE COUNT FURNISHED BY
THE PRESIDING OFFICERS**

Ward Number _____ Cantonment Board _____

Sr. No.	Polling Station	Number of valid ballot papers (including challenged votes) cast in favour of						Total per polling station			Number of tendered votes
		'A'	'B'	'C'	'D'	'E'	'F'	Valid	Rejected	Total	
1	2	3	4	5	6	7	8	9	10	11	12

- 1.
- 2.
- 3.
- 4.
- 5.

Grand Total: _____

Name & signature of Returning Officer

Place: _____

Date: _____

FORM-XV
[See rule 43(3)]
RETURN OF ELECTION

Name of Cantonment Board _____
Ward Number _____

Sr. No.	Name of the contesting candidates	Number of valid votes polled in favour
1.		
2.		
3.		
4.		
Etc.		

B. Total Number of valid votes polled: _____
Total number of rejected votes: _____
Total number of tendered votes: _____

C. I declare that Mr./ Miss./ Mrs. _____ son/
daughter/ wife of _____ has duly
been elected as member of the Board.

Name & signature of Returning Officer

Place: _____

Date: _____

Preservation of Election Material



RO shall immediately after preparing the consolidated statement, and return of elections, reseal packets and statements opened by him for the purpose of consolidation, the RO may obtain the signature of the candidates/election agents on the the packet and shall supply attested copies of consolidated statements and the return of elections, as they may desire.



All packets 1 to 18 as mentioned earlier in "Packing of Election Material" will be preserved



The officer authorized by the Commission shall retain the documents contained in the packets, for a period of one year from the date of their receipt and thereafter shall, unless otherwise directed by the Commission or a Tribunal, cause these to be destroyed.

Return of Election Expenses

1. The limit for election expenses for Cantonment Board Elections of General Seats and Special Seats is Rs. 200,000.
2. Within seven days after the publication of the results, the returned candidates shall submit to the RO a statement of election expenses set out in Form-XVI.
3. Every contesting candidate shall submit to the RO a statement of election expenses in form XVI within forty-five days of the publication of result.
4. Form XVI shall be accompanied by an affidavit set out in Form-XVII and signed by the contesting candidate.
5. The Returning Officer shall immediately inform the Commission about the returned candidate who has submitted statement of election expenses under Rule-52 for publication of his name in the official Gazette.
6. The documents retained under sub-rules (3) of rule 47 except the ballot papers, shall be open to public inspection at such time and subject to such conditions as may be specified by the Commission upon an application made in this behalf and on payment of such fee as may be fixed by the Commission.
7. Copies of, or extracts from documents under rule 47 may be obtained by any voter of the cantonment, on written application and payment of fee determined by the Commission.

FORM -XVI

[See rule 52 (1)]

RETURN OF ELECTION EXPENSES

1. Cantonment Board _____
 Election for* _____
 *(General seat/OR reserved seat for peasants, youths, workers, women and non-Muslims)
 Ward No. _____

2. i. Name of candidate _____
 ii. Name of the election agent _____
 i. Address of the candidate _____

 ii. Address of the election agent _____

Part-A: Account of election expenses

Date of expenditure	Nature of expenditure	Amount of Expenditure			Name and address of the person to whom payment is outstanding	Name and address of the payee	Bill number if any
		Amount paid (a)	Amount outstanding (b)	Total of (a) & (b)			
1	2	3	4	5	6	7	8

Part-B: Account of Disputed Claims

Date of Claim	Name and address of the claimant	Nature of Claim	Amount of claim	Reasons for non-payment
1	2	3	4	5

Part-C: Account of money etc. received from any person

Date of Receipt	Name and address of the persons from whom money etc. was received	The amount received	Specific purpose for which money was received
1	2	3	4

Name & signature of candidate

NIC No. _____

Place: _____

Date: _____

FORM -XVII

[See rule 52 (2)]

AFFIDAVIT TO BE SWORN BY A CANDIDATE

I, _____ S/O, D/O, W/O _____ having been a candidate for election to Cantonment Board _____ on (General seat/OR reserved seat for peasants, youths, workers, women and non-Muslims) _____ make oath and declare on solemn affirmation that:

1. In the aforementioned elections, all expenses incurred, all moneys, securities received, all payments made, all claims settled and all accounts maintained in the course of or in connection with the election were incurred, received, made, settled and maintained by me or within my knowledge and under my control and direction.
2. All information given and all entries made in the return of election expenses and all vouchers, bills and other documents lodged by me with that return are within my knowledge and belief, true and genuine.

Name & signature of candidate

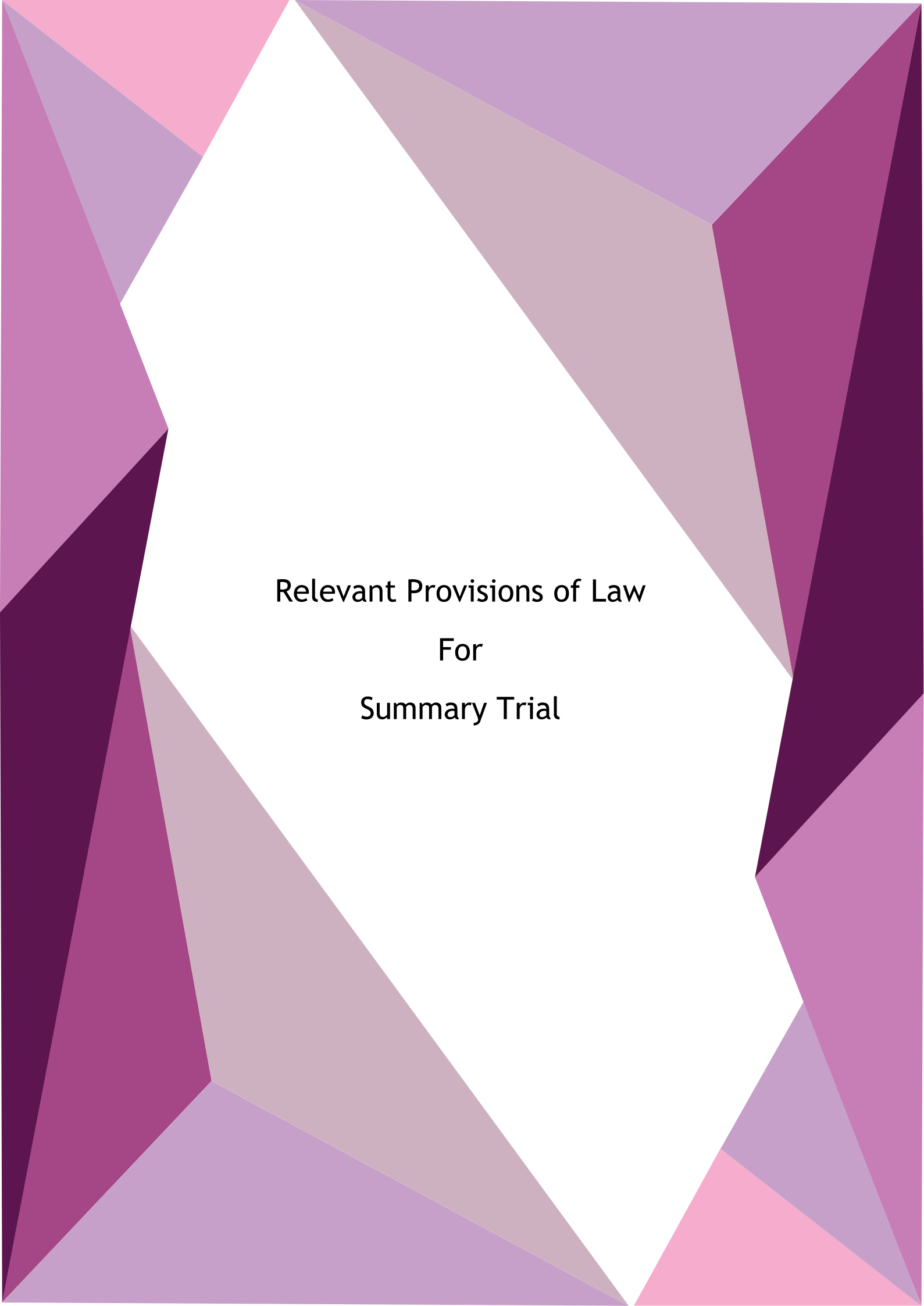
NIC No. _____

Sworn/ declared on solemn affirmation before me this _____ day of (month) _____ (year) _____ by _____ who is personally known to me/ who has been identified by _____ who is personally known to me.

Signature with seal of Oath Commissioner

Place: _____

Date: _____

The background of the slide is an abstract composition of various-sized triangles in shades of purple, pink, and brown. The colors range from light lavender to deep magenta and dark purple. The triangles are arranged in a non-repeating, geometric pattern that creates a sense of depth and movement. The central text is placed within a white, irregularly shaped area that is formed by the negative space of the surrounding triangles.

Relevant Provisions of Law
For
Summary Trial

The Code of Criminal Procedure 1898

Section 190, 260, 262, 263, 264 and 265

190. Cognizance of offences by Magistrates. [(1) All Magistrates of the first class, or any other Magistrate specially empowered by the Provincial Government on the recommendation of the High Court, may take cognizance of any offence-

- (a) upon receiving a complaint of facts which constitute such offence;
- (b) upon a report in writing of such facts made by any police officer;
- (c) upon information received from any person other than a police officer, or upon his own knowledge or suspicion.

that such offence has been committed which he may try or send to the Court of Sessions for trial.]

[{2) A Magistrate taking cognizance under sub-section (1) of an offence triable exclusively by a Court of Session shall, without recording any evidence, send the case to the Court of Session for trial.]

CHAPTER XXII -OF SUMMARY TRIALS

260. Power to try summarily (1) notwithstanding anything contained in this Code, -

- (b) any Magistrate of the first class specially empowered in this behalf of the [Provincial Government], and
- (c) any Bench of Magistrate invested with powers of a Magistrate of the first class and especially empowered in this behalf by the [Provincial Government],
may, if he or they think fit, try in a summary way all or any of the following offences:
 - a) offences not punishable with death, transportation or imprisonment for a term exceeding six months;
 - b) offences relating to weights and measures under section 264, 265 and 266 of the Pakistan Penal Code;
 - c) hurt, under section [clause (i) of section 337A] of the same Code;
 - d) theft, under section 379, 380 or 381 of the same Code, where the value of the property stolen does not exceed [ten thousand rupees];
 - e) dishonest misappropriation of property under section 403 of the same Code, where the value of the property misappropriated does not exceed [ten thousand rupees];
 - f) receiving or retaining stolen property under section 411 of the same Code where the value of such property does not exceed [ten thousand rupees];
 - g) assisting in the concealment or disposal of stolen property, under section 414 of the same Code, where the value of such property does not exceed [ten thousand rupees];
 - h) mischief, under section 427 of the same Code;
 - i) house-trespass, under section 448, and offences under sections 451, (453, 454L 456 and 457 of the same Code;
 - j) insult with intent to provoke a breach of the peace, under section 504, and criminal intimidation, under section 506 of the same Code;
 - k) offence of personation at an election under section 171-F of the same Code;]
 - l) abetment of any of the foregoing offences;
 - m) an attempt to commit any of the foregoing offences, when such attempt is an offence;
 - n) offences under section 20 of the Cattle-Trespass Act, 1871:

- (2) When in the course of a summary trial it appears to the Magistrate or Bench that the case is

one which is of a character which renders it undesirable that it should be tried summarily, the Magistrate or Bench shall recall any witnesses who may have been examined and proceed to rehear the case in manner provided by this Code.

262. Procedure [prescribed in Chapter XX] [(1) in trials under this Chapter the procedure prescribed in Chapter XX shall be followed except as hereinafter mentioned.]

Limit of imprisonment. (2) No sentence of Imprisonment for a term exceeding three months shall be passed in the case of any conviction under this Chapter.

263. Records in cases where there is no appeal. In cases where no appeal lies, the Magistrate or Bench of Magistrates need not record the evidence of the witnesses or frame a formal charge; but he or they shall enter in such form as the [Provincial Government] may direct the following particulars:-

- a) the serial number;
- b) the date of the commission of the offence;
- c) the name of the report or complaint;
- d) the name of the complainant (if any);
- e) the name, parentage and residence of the accused;
- f) the offence complained of and the offence (if any) proved, and in case coming under clause (d), clause (e), clause (f), or clause (g) of sub-section (1) of section 260 the value of the property in respect of which the offence has been committed;
- g) the plea of the accused and his examination (if any);
- h) the finding, and, in the case of a conviction, a brief statement of the reasons therefore;
- i) the sentence or other final order; and
- j) the date on which the proceedings terminated.

[264. Record in appealable cases. In every case tried summarily by a Magistrate or Bench in which an appeal lies, such Magistrate or Bench shall record the substance of the evidence and also the particulars mentioned in section 263 and shall, before passing any sentence, record a judgment in the case.]

265. Language of record and judgment . (1) **Records made under section 263 and Judgments** recorded under section 264 shall be written by the presiding officer, either in English or in the language of the Court, or, if the Court to which such presiding officer is immediately subordinate so directs, in such officer's mother tongue.

Bench may be authorized to employ clerk. (2) The Provincial Government may authorize any Bench of Magistrates empowered to try offences summarily to prepare the aforesaid record or judgment by means of an officer appointed in this behalf by the Court to which such Bench is immediately subordinate, and the record or judgment so prepared shall be signed by each member of such Bench present taking part in the proceedings.

(3) If no such authorization be given, the record prepared by a member of the Bench and signed as aforesaid shall be the proper record.

(4) the Bench differs in opinion, any dissentient member may write a separate judgment.



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