

ALL BENGAL STATE GOVERNMENT COLLEGE TEACHERS' ASSOCIATION

Election Notice

Instruction Regarding post-polling duties of Presiding Officers

1. Seal the envelope (used as ballot box) containing used ballots in presence of polling agent/s just after the scheduled time of closure of polling i.e., 04:00 pm.
2. Seal the envelope containing unused ballots.
3. Prepare tally sheet (Proforma enclosed) and the other documents as supplied by the election commission should be kept ready.
4. Open the sealed envelope (used as ballot box) containing used ballots in presence of polling agent/s.
5. Count using tally mark. Presiding officer should put his signature on the tally sheet and result sheet.
6. Sign the Tally sheet & Result sheet by the polling agent/s.
7. Segregate the counted ballot separately in envelopes and seal the envelopes. Signature/s of polling agent/s should be on the sealed envelopes.
8. Keep the cancelled ballots (if any) in separate envelope & seal. Signature/s of polling agent/s should be on the sealed envelope.
9. Send the result sheet as PDF document (.pdf) or image (.jpeg) to chairman.electcom.absgcta@gmail.com.
10. ***Do not send the result sheet either as document or as excel sheet.***
11. Send all the envelopes as mentioned under 2, 7, 8 and 9 to the Election Commission on or before 15th January 2016.
12. Also it is instructed to Presiding Officer that he may appointed one Polling Officer if necessary and Presiding Officer may cast his vote in his own Booth although he is member of other Constituency