

Memo No. : 18

Date: 26.09.2019

Office of the Electoral Officer BCA Patna

Instructions Regarding Poll Process for BCA Election 2019-22

- 1. Poll Process will start from 10:00 am on 29.09.2019 at Lumbini Hall, Hotel Maurya, South Gandhi Maidan, Patna and it will be finished with the distribution of the certificates to the winning candidates on the same day. Duration of poll will be from 10:00 am to 02:00 pm. After poll counting will be started.**
- 2. Contesting candidate himself may remain in the polling Station right from the start of the polling to the end of counting or he may appoint polling agent to remain present in the polling station during poll. However both cannot remain present at the same time. He may appoint the polling agent as his counting agent also or may appoint some another person as his counting agent for being present during counting. If the candidate does not appoint polling agent or counting agent he will be permitted to remain present all along the poll process himself. If the candidate appoints a polling agent or/and a counting agent he will appoint in the format annexed with this instructions and ensure that its copy be made available to the Electoral Officer BCA Election in his office in Room No. 309 of Hotel Maurya, South Gandhi Maidan, Patna by 6:00 pm on 28.09.2019 or by 09:00 am on 29.09.2019. He will hand over its second copy to his polling agent/counting agent who will show it to the Presiding Officer before entry into the polling station.**

3. In BCA Patna Election, vote shall be cast through ballot paper. Ballot papers for five posts of BCA have been prepared separately. Secrecy shall be maintained while voting.

Each voter will be supplied five ballot papers one for each post. Before supplying the ballot papers to the voters, the Presiding Officer will put his full signature on the reverse side of the ballot paper.

4. Five Ballot boxes will be placed in the voting compartment for five posts. Name of the post will be shown on the Ballot Boxes. A voter will be supplied five ballot papers each for one post.

The voter will mark ✓ in the box against the name of the candidate. If he marks ✓ in more than one box, his vote will not be a valid vote and it will be rejected at the time of counting. So voter should ensure to mark ✓ in the box against the name of the candidate of his choice. Voter will be allowed to enter in the voting compartment one by one and no voter will be allowed to enter the voting compartment so long as another voter is there for the purpose of recording his vote.

5. The Presiding Officer shall regulate the number of voters who may enter in the polling station at a time and shall remove all other persons from there except.

(a) Polling Officers.

(b) Persons deputed by Electoral Officer in connection with Election of BCA Patna.

(c) One polling agent for each candidate during time of poll.

(d) One counting agent for each candidate during counting.

(e) If Candidate has not appointed polling agent/counting agent then the candidate himself can remain Present.

- (f) Child in the lap of the voter.**
- (g) Person accompanying a blind or infirm voter who cannot move without assistance.**
- (h) Such other person as the Electoral Officer or the Presiding Officer may employ for the purpose of identification of the voters.**

6. Closing and sealing of the Ballot Boxes prior to the commencement of the poll:-

- i. Just before the commencement of the poll the Presiding Officer shall allow the Candidates or their polling agents (as the case may be) present at the polling station to inspect the ballot Box to be used for the poll to show that the box is empty.**
- ii. After that the following label will be pasted on the inner and outer portion of the box.**
 - a) Name of post.**
- iii. The Presiding Officer shall fix in the Ballot Box the paper seal on which the candidate or polling agent present there may also put their signature if they so desire. Then the Presiding Officer will prepare the ballot box and bring it into balloting position.**

7. Identification of the voter:-

- (a) The Presiding Officer shall first compare the name of the voter with that which appears in the "Name of the office bearers of full Members of Bihar Cricket Association published on 13.09.2019/20.09.2019. He will also check that clarification and order vide memo no. 16 dt 25.09.2019 of Electoral Officer has been properly complied with by the voter or not.**

(b) The Presiding Officer can ignore any clerical or typographical mistakes while identifying a voter.

8. Presiding Officer will put his Signature on the reverse of the ballot paper for every post and hand it over to polling Officer 2nd for issuance to the voter. When a voter enters in the polling station with authorization letter of the respective DCA, he will hand over his authority letter to the Presiding Officer. The Presiding Officer will check properly whether the authority letter is in compliance of the instructions issued in memo no (16) dt 25.09.2019 of the Electoral Officer BCA Patna. First Polling Officer will assist him in ascertaining the facts after comparing with the “Names of office Bearers of full Members of Bihar Cricket Association”. After the identification of the authorized voter, the Polling Officer 1st will enter his name in the Register prescribed and will take his signature in the register. There after the Polling Officer. 1st will apply indelible ink on the left fore finger of the voter. Thereafter the voter will go before 2nd Polling Officer, who will supply five ballot papers after taking signature of the voter on the counterfoil of every ballot paper. Polling Officer 2nd will also instruct the voter on how to fold ballot paper vertically. After receiving the five ballot papers the voter will enter into the voting compartment and will vote as prescribed above. After marking, he will fold the ballot paper and insert in the ballot box of the respective post.
9. After polling, counting will start before candidates or their counting agents, post by post by the counting personnel appointed by the Electoral Officer. If any marked ballot paper for any post has been mistakenly inserted in a wrong box, matter shall be brought to the notice of the Electoral Officer for

decision. After counting, result sheet will be prepared post wise and candidate having largest number of votes will be declared winner, post wise.

In case 2 or more candidates against a post secure equal number of votes, then it will be decided by draw of lot among such candidates and candidate in whose favor the lot is drawn shall be declared the winner.

10. After counting of all posts and announcement of the result by the Electoral Officer, Certificates will be issued to the winning candidates by the Electoral Officer.

11. The poll process will be declared as closed thereafter.

Electoral Officer
BCA Patna

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