THE PUNJAB MUNICIPAL ELECTION RULES,

The 4th October, 1994

No.G.S.R.64/P.A.19/94/S.139/94- In exercise of the powers conferred by section 139 of the Punjab State Election Commission Act , 1994. (Punjab Act No.19 of 1994), the Governor of Punjab, after consultation with the State Election Commission, is pleased to make the following rules to regulate the registration of electors and conduct of elections in municipalities in the State of Punjab.

PART I

Preliminary

1. Short title and commencement.- (1) These rules may be called the the Punjab Municipal Election Rules, 1994.

2. Definitions.- (1) In these rules, unless the context otherwise requires;

(a) "Agent" means any person appointed, in writing, by a candidate at an election to be his Agent for the purpose of these rules, with the acceptance, in writing, by such person of the office of such Agent;

(b) "Backward Classes" means castes races or classes declared as Backward Classes by the State Government from time to time.

(c) "District Electoral Officer" means the District Electoral Officer appointed under section 14 of the Act;

(d) "Election" means the election of a member of a Municipality from an area delimited as a constituency for the purposes of election to that Municipality;

(e) "Election Commission" or "Commission" means the State Election Commission, established under section 3 of the Act;

(f) "Form" means a form appended to these rules;

(g) "Act" means the Punjab State Election Commission, Act, 1994;

(h) "Presiding Officer" and "Polling Officer" means the Presiding Officer and Polling Officer, appointed under section 20 of the Act, and any other person performing the duties of the Presiding Officer or Polling Officer for the time being;

(i) "Returning Officer" and "Assistant Returning Officer" mean the Returning Officer and Assistant Returning Officer appointed under section 16 of the Act;

(j) "Registration Officer" means to the Electoral Registration Officer, appointed under section 15 of the Act;

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1 Published in Punjab Govt.Gaz.(Extra),October 7,1994 at page 509

(k) "Roll" means the electoral roll for a constituency ;

(l) "Scheduled Castes" means such castes, races or tribes or parts or groups within such castes, races or tribes as have been specified under article 341 of the Constitution of India to be Scheduled Castes in the State of Punjab ;

(m) "Treasury" means a Government Treasury or Sub Treasury or a Bank to which the Government treasury business has been made over."

2[(n) "Voting Machine" means electronic voting machine]

(2) The terms not defined but used in these rules shall have the same meaning as assigned to them in the Act.

PART II

Preparation of Electoral Rolls

3. Issue of directions by the Commission.- (1) On receipt of directions from the Commission, the District Electoral Officer shall take action for preparation or revision of the roll in accordance with such directions and these rules in respect of all or any of the Municipalities in his district as the case may be.

(2) The Registration Officer of a Municipality shall prepare and revise the roll in respect of all or any constituency or part thereof of the Municipality of which he is the Registration Officer in accordance with the directions of the Commission and the provisions of these rules

(3) The Registration Officer may appoint such Officers and staff as may be necessary in consultation with the District Electoral Officer, to assist him in the preparation or revision of the Roll.

4. Form and language of Roll.- The roll for each constituency shall be prepared in such form and in such language or languages as the Commission may direct.

5. Preparation of fresh Roll.- The roll of each constituency shall be prepared by house to house enumeration of such persons who fulfil the conditions laid down under section 28 of the Act and do not suffer from any disqualification specified in section 25 thereof;

3 [prepared in the manner specified above and the roll for the Punjab Legislative Assembly in relation to the area comprised in the said constituency for the time being in operation, shall be used in any election, with such modifications, as may be necessary :

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2 Added vide notification G.S.R.39/PA dated 27.9.2006.

3. Amended by notification No.S.O.57/PA dated 4.8.2008 published on G.G.(Ewxtra),L.S.Part the dated 8.8.2008.

Provided further that nothing in these rules shall prevent the use of the current Roll for the Punjab Legislative Assembly constituency in the preparation of fresh preliminary roll for the municipal elections.

6. Preparation of roll in parts.- (1) The roll shall be divided into convenient parts which shall be numbered consecutively.

(2) The number of names included in any part of the roll shall not ordinarily exceed one thousand

(3) The last part of the roll shall contain the names of every person having a service qualification under sub-section (10) of section 29 of the Act and of his spouse, if any, who are entitled to be included in the Roll by virtue of a statement made under rule 8 shall be included in the part of the roll pertaining to the locality in which they would, according to that statement, have been ordinarily resident.

7. Order of names.- (1) The names of electors in each part of the roll shall be arranged according to house numberssubject to any general or special direction of the Commission in respect of any part that the names should be arranged in alphabetical order or that the names shall be arranged partly in one way and partly in other.

(2) The name of electors in each part of the roll shall be numbers consecutively with a separate series of numbers beginning with the number one.

8. Statement under section 29.- (1) Every person who holds a declared office or has a service qualification and desires to be registered in the roll of the constituency in which, but for his holding such office or having such qualification, he would have been ordinarily resident, shall submit to the Registration Officer of the constituency a statement in such one of the

Form 1, Form 2, Form 3 and Form 4, as may be appropriate.

(2) Every statement submitted under sub-rule (1) shall be verified in the manner specified in the Form.

(3) Every such statement shall cease to be valid when the person making it ceases to hold a declared office, or, as the case may be, having a service qualification.

9. Information to be supplied by occupants of dwelling houses.- The Registration Officer may, for the purpose of preparing the roll through house to house enumeration, issue letters of request in

Form 5 to the occupants of dwelling houses in the constituency or any part thereof; and every person receiving any such letter shall furnish the information called for therein to the best of his ability.

10. Access to certain registers.- For the purpose of preparing any roll or deciding any claim or objection to a roll, any Registration Officer and any person employed by him shall have access to any register of births and deaths and to the admission register of any educational institution, and it shall be the duty of every person in-charge of any such register to give to the said officer or person such information and such extracts from the said register as he may require.

11. Publication of Roll in draft.- As soon as the Roll for a constituency is ready, the Registration Officer shall publish it in draft by making a copy thereof available for inspection and displaying a notice in

Form 6.

(a) at his office if it within the constituency ; and

(b) at the office of the Municipality.

(c) at such other places as may be specified by him.

12. Further publicity to the Roll and notice.- The Registration Officer shall also :-

(a) make a copy of each separate part of the Roll, together with a copy of the notice in

Form 6, available for inspection at a specified place accessible to the public in or near the area to which that part relates

(b) supply free of cost two copies of each separate part of the Roll to every political party for which a symbol has been exclusively reserved by the Commission.

13. Period for lodging claims and objections.- Every claim for inclusion of name in the Roll and every objection to an entry therein shall be lodged within a period of seven days from the date of publication of the roll in draft under rule 11.

14. Form for claims and objections.- (1) Every claim shall be--

(a) in Form 7;

(b) signed by the person desiring his name to be included in the Roll; and

(c) countersigned by another person whose name is already included in the Roll in which the claimant desires his name to be included.

(2) Every objection to the inclusion of name in the Roll shall be :-
(a) in

Form 8;

(b) preferred only by a person whose name is already included in the Roll ; and

(c) countersigned by another person whose name is already included in the Roll in which the name objected to appears.

(3) Every objection to a particular entry orparticulars in an entry in Roll shall be ,—

(a) in Form 9 ; and

(b) preferred only by a parson to whom that entry relates.

15. Manner of lodging claims and objections.- Every claim or objection shall -

(a) be presented to the Registration Officer ; and

(b) be sent post to the Registration 'Officer ; and

(c) shall be accompained by a fee of rupee one which may be deposited either with the Registration Officer or in the Treasury and shall not be refundable.

16. Procedure of Registration Officer.- (a) The Registration Officer shall maintain in duplicate the three lists in

Form 10, 11, 12 and enter therein the particulars of every claim or objection as and when it is received by him ; and

(b) Keep exhibited one copy of each such list on a notice board in his office.

17. Rejection of certain claims and objections.- Any claim or objection which is not lodged within the period or in the form and manner, herein specified, shall be rejected by the Registration Officer.

18. Acceptance of claim and objections without inquiry.- If the Registration Officer is satisfied as to the validity of any claim or objection, he may allow it the without further inquiry after the expiry of one week from the date on which it is entered in the list exhibited by him under clause (b) of rule 16 :

Provided that where before any such claim or objection has been allowed, a demand for inquiry has been made in writing to the Registration Officer by any person, it shall not be allowed without further inquiry.

19. Notice of hearing claims and objections.- (1) Where a claim or objection is not disposed of under rule 17 or rule 18, the Registration Officer shall, -

(a) specify in the list exhibited by him under rule 16 the date, time and place of hearing of the claim or objection; and

(b) give notice of the hearing :-

Form 14 and to

person objected to in Form 15 ; and

(iii) in the case of an objection to an entry or particulars therein to the objector in Form 15-A.

20. Inquiry into claims and objections.- (1) The Registration Officer shall hold a summary inquiry into every claim or objection in respect of which notice has been given under rule 19 and shall record his decision thereon.

(2) At the hearing, the claimant or as the case may be, the objector and person objected to and any other person who, the opinion of the Registration Officer, is likely to be of assistance to him, shall be entitled to appear and be heard.

(3) The Registration Officer may in his discretion :-

(a) require any claimant, objector or person objected to appear in person before him;

(b) require that evidence tendered by any person shall be given an oath and administer on oath for the purpose.

21. Inclusion of names in advertently omitted,- (1) If it appears to the Registration Officer that owing to in advertence or error during preparation, the names of any electors have been left out of the Roll and that remedial action should be taken under this rule, the Registration Officer shall,--

(a) prepare a list of the names and other details of such electors;

(b) exhibit on the notice board of his office, a copy of the list together with a notice as to the place at which the inclusion of these names in the Roll will be considered, and also publish the list and the notice in such other manner as he may think fit,; and

(c) after considering any verbal or written objections that may be preferred, decide whether all or any of the names should be included in the Roll.

(2) If any statements under rule 8 are received after the publication of the roll in draft under rule 11, the Registration Officer shall direct the inclusion of the names of the electors covered by the statements in the appropriate parts of the Roll.

22. Deletion of names.- If it appears to the Registration Officer at any time before the final publication of the Roll that owing to inadvertence or error of otherwise, the names of dead persons or of persons who have ceased to be or are not, ordinarily resident in the constituency or of persons who are otherwise not entitled to be registered, that Roll, have been included in the Roll and that remedial action should be taken under this rule, the Registration Officer, shall;

(a) prepare a list of the names and other details of such electors ;

(b) exhibit on the notice- board of his office, a copy of the list together with a notice as to the time and place at which the question of deletion of these names from the Roll will be considered, and also publish the list and the notice in such other manner as he may think fit; and

(c) after considering any verbal or written objections that may be preferred, decide whether all or any of the names should be deleted from the Roll ;

Provided that before taking any action under this rule in respect of any person on the ground that he has ceased to be, or is not, ordinarily resident in the constituency, or is otherwise not entitled to be registered in that Roll, the Registration Officer shall make every endeavour to give him a reasonable opportunity to show cause why the action proposed should not be taken in relation to him.

23. Final Publication of Roll.- (1) The Registration Officer shall thereafter.-

(a) prepare a list of amendments to carry out his decision under rules 18, 20, 21 and 22 ;

(b) correct any clerical, printing mistake, error or any other inaccuracy discovered in the rolls ;

(c) publish the Roll, together with list of amendments, by making complete copy thereof available for inspection and displaying a notice,

Form 16 at his office;

(d) subject to any general or special direction, as may be given by the Commission, supply free of cost, two copies of the Roll, as finally published, with the list of amendments, if any, to every political party for which a symbol has been exclusively reserved by the Commission.

(2) On such publication, Roll, together with the list of amendments, shall be the Electoral Roll of the constituency.

(3) Where the Roll (hereinafter in this sub-rule referred to as the basic Roll), together with the list of amendments, becomes the Electoral Roll for a constituency under sub-rule (2), the Registration Officer, may, for the convenience of all concerned, integrate, subject to any general or special directions issued by the Commission in this behalf, the list into the basic Roll by incorporating inclusion of names, amendments, transposition or deletion of entries in the relevant parts of the basic Roll itself so however that no change shall be made in the process of such integration in the name of any elector or in any particulars relating to any elector as given in the list of amendments.

24. Appeals from orders deciding claims and objections.- (1) An appeal shall lie from any decision of the Registration Officer under rules 20, 21 and 22 to the Commission :

Provided that an appeal shall not lie where the person desiring to appeal has not availed himself of his right to be heard by, or to make representation to, the Registration Officer on the matter which is the subject of appeal.

(2) Every appeal under sub-rule (1) shall be,--

(a) in the form of a memorandum signed by the appellant ; and

(b) presented to the Commission within a period of fifteen days from the date of announcement of the decision or sent by registered post so as to reach the Commission within that period.

(3) The presentation of an appeal under this rule shall not have the effect of staying or postponing any action to be taken by the Registration Officer under rule 23.

(4) The decision of the Commission shall be final, but in so far as it reverses or modified a decision of the Registration Officer, shall take effect only from the date of the decision in appeal.

(5) The Registration Officer shall cause such amendments to be made in the roll as may be necessary to give effect to the decisions of the Commission under this rule.

25. Preparation of Roll on re-delimitation of constituencies.- (1) If any constituency is delimited a new in accordance with law and it is necessary urgently to prepare the Roll for such constituency, the Commission may direct that it shall be prepared ;

(a) by putting together the rolls of such of the existing constituencies or parts thereof as are comprised within the new constituency; and

(b) by making appropriate alternations in the arrangement, serial numbering and heading of the Rolls so complied.

(2) The Roll so prepared shall be published in the manner specified in rule 23 and shall, on such publication, be the electoral roll for the new constituency.

26. Revision of Rolls.- (1) The Roll for every constituency shall be revised under sub-section (2) of section 30 either intensively or summarily or partly intensively and partly summarily, as Commission may direct.

(2) Where the Roll or any part thereof is to be revised intensively in any year, it shall be prepared afresh and rules 4 to 24 shall apply in relation to such revision as they apply in relation to the first preparation of a Roll.

(3) When the Roll or any part thereof is to be revised summarily in any year, the Registration Officer shall cause to be prepared a list of amendments to the relevant parts of the roll on the basis of such information as may be readily available and publish the Roll together with the list of amendments in draft; and the provisions of rules 10 to 24 shall apply in relation to such revision as they apply in relation to the first preparation of a Roll.

(4) Where at any time between the publication in draft of the revised Roll under sub-rule (2) or of the Roll and list of amendments under sub-rule (3) and the final publication of the same under rule 23, any names have been directed to be included in the Roll for the time being in force under section 29, the Registration Officer shall cause the names to be included also in the revised Roll unless there is, in his opinion, any valid objection to such inclusion.

27. Correction of entries and inclusion of names in Electoral Role.- (1) Every application under section 31 or sun-section (1) of section 32 shall be made in duplicate in such one of the Forms 7, 9, 17 or 18 as may be appropriate and shall be accompanied by a fee of Rupee one :

Provided that the statements in Forms 2, 3 and 4 from persons having service qualification, received after the final publication of the electoral Roll shall be deemed to be applications under sections 31 and 32 and that no fee shall be deemed to have been prescribed for such application.

(2) Every such application as is referred to in sub-rule (1) shall be presented to the Registration Officer in such manner as the Commission may direct.

(3) Every application for inclusion presented in pursuance of sub-rule (2) shall be counter signed, where necessary, by another person whose name is already included in the roll in which the claimant desires his name to be included ;

(4) The fee specified in sub-rule (1) shall be--

(a) paid by means of non-judicial stamps ; or

(b) deposited in a treasury in favour of the Registration Officer concerned ; or

(c) paid in cash to the Registration Officer against receipt.

(5) Where the fee is deposited under clause (b) of sub-rule (4), the applicant shall enclose with the application a Treasury receipt in proof of the fee having been deposited.

(6) The Registration Officer shall, immediately on receipt of such application, direct that one copy thereof be pasted in some conspicuous place in his office together with a notice inviting objections to such application within a period of seven days from the date of such pasting.

(7) The Registration Officer shall after the expiry of the period specified in sub-rule (6), consider the applications and objections there to if any, received by him and shall, if satisfied, direct the inclusion, deletion correction or transportation of entries in the Roll, as may be necessary :

Provided that when an application is rejected by the Registration Officer, he shall record in writing a brief statement of his reasons for such objection.

(8) Where a claimant whose name is ordered to be included in the Roll is registered in the Roll of any other constituency, the Registration Officer shall, inform the Registration Officer of that constituency, who shall on receipt of such information strike off the name of the claimant from the Roll of that constituency.

28. Appeals from orders under rule 27.- (1) Every appeal; under section 33 shall be,-

(a) in the form of a memorandum signed by the appellant ;

(b) accompanied by a copy of the order appealed from and a fee of rupees five to be,--

(i) paid by means of non-judicial stamps ; or

(ii) deposited in a Treasury in favour of the Commission ; or

(iii) paid in such other manner as my be directed by the Commission ; and

(iv) the fee shall in no case be refunded.

(c) presented to the Commission within a period of fifteen days from the date of the order appealed from or sent by registered post so as to reach the Commission within that period ;

Provided that the Commission may condone the delay in the presentation of the appeal, if it is satisfied that the appellant had sufficient cause for not presenting it within the specified time.

(2) Where the fee is deposited under sub-clause (ii) of clause (b) of sub-rule (1), the appellant shall enclose with memorandum of appeal a treasury receipt in proof of the fee having been deposited.

3) For the purpose of sub-rule (1), an appeal shall be deemed to have been presented to the Commission when the memorandum of appeal is delivered by or on behalf of, the appellant to any officer appointed by the Commission in this behalf,

29. **Identity Cards for electros in notified constituencies.—** (1) The Commission may, with a view to preventing impersonation of electors and facilitating their identification at the time of poll, by notification in the Official Gazette of the State, direct that the provision of this rule shall apply to any such constituency or part thereof as may be specified in the notification.

(2) The Registration Officer for such notified constituency, as soon as may be, after the issue of the notification under sub-rule (1), arranged to the issue to every elector an identity card prepared in accordance with the provisions of this rule.

(3) The identity card shall-

(a) be prepared in duplicate;

(b) contain the name, age, residence and such other particulars of the electors as may be specified by the Commission;

(c) have affixed to it a photograph of the electors which shall be taken at the expense of the Government; and

(d) bear the facsimile signature of the Registration Officer:-

Provided that if the elector refuses or evades to have his photograph taken, or cannot be found at his residence by the official photographer in spite of repeated attempts, no such identity card shall be prepared for the elector and a note of such refusal or evasion or that the elector could not be found at his residence inspite of repeated attempts shall be made in the copy of the Roll maintained by the Registration Officer.

(4) One copy of the identity card prepared under Sub-rule (3) shall be retained by the Registration Officer and the other copy shall be delivered to the elector to u kept by him for production at the time of a poll.

30. **Custody and preservation of Rolls and connected papers**.- After the Roll for the constituency has been finally published, the following papers shall be kept in the office of the

Registration Officer or such other places as the Commissioner may, by order, specify until the expiration of one year after the completion of next intensive revision of Roll :-

(a) one complete copy of the Roll and complete manuscript Roll;

(b) duplicating pasting file;

(c) all claims and objections to the draft Roll with the orders of the Registration Officer thereon;

(d) all directions of the Registration Officer for correction of entries in the Roll;

(e) all orders on appeal received from the Commission;

(f) any any other connected papers;

(g) one complete copy of the Roll for each constituency duly authenticated by the Registration Officer shall be kept in the office of the District Electoral Officer for a period of six years from the date of its final publication.

31. **Inspection of Rolls and connected papers**. (1) Every person shall have the right to inspect the papers referred to in rule 30 on payment of such fee as may be specified by the Commission.

(2) Attested copies of the Roll and other election papers will be supplied to such person, as may apply for the same, on payment of such fee as may be specified by the Commission from time to time.

PART III

NOMINATION AND CONDUCT OF POLLS

32. **Definitions.-** In this Part, unless the context otherwise requires:-

(a) "Ballot Box" includes any box, bag or other receptacle used for the

insertion of ballot papers by electors;

(b) "'Counterfoil' means the counterfoil attached to a ballot paper printed under the provisions of these rules;

(c) "Electoral Roll Number' of a person means -

(i) the serial number of the entry in the electoral roll in respect of that person:

(ii) the serial number of the part of the electoral roll in which such an entry occurs; and

(iii) the name and/or the number of the constituency to which the Roll relates;

(d) "Marked Copy" of the Rolls means:- the copy of the Roll set apart for the purpose of marking the names of electors to v/hom ballot papers are issued at an election;

(e) "Polling Station" in relation to an election means a place fixed for taking Poll for that election;

(f) For the purposes or these rules, a person who is unable to write his name shall unless otherwise expressly provided in these rules, be deemed to have signed an instrument or other paper, if -

(a) he has placed a mark on such instrument or other paper, in the presence of the Returning Officer or the Presiding Officer of such other officer as may be specified in this behalf by the Commission; and

(b) An officer on being satisfied as to his identity has attested the mark as being the mark of that person.

33.Notification of symbols.— The Commission shall by notification in the Official Gazette specify the symbols that may be chosen by candidates at elections to municipalities and may amend or vary the list of symbols from time to time.

34. **Public notice of election.—** On the issue of notification by the Commission under section 35 of the Act, the Returning Officer shall give public notice of the intended election in

Form 19 by pasting the same outside his office; in the office of the municipality and at such other conspicuous place or places in the constituency as he may deem fit.

35.Eligibility for membership of a Municipality.- A person desirous of contesting of election for membership of a municipality should be:-

(i) an elector in that municipality, and

(ii) not less than twenty one years of age.

Form 20 and shall be presented to the Returning Officer by the candidate himself or his proposer during the hours of eleven O'clock of the forenoon and three O'clock of the afternoon or such other hours as may be fixed for this purpose on date/dates and places fixed for filing the nomination paper.

(2) The nomination paper of a member scheduled castes or backward classes shall be accompanied by a declaration by the candidate indicating the scheduled caste or backward class to which he belongs,

(3) The nomination paper of a candidate for a constituency reserved for scheduled castes or backward classes, shall be accompanied by a certificate issued by the Deputy Commissioner or the Sub Divisional Officer (Civil) of the area of which the candidate is ordinarily resident certifying that

the candidate belongs to scheduled castes or backward classes, as the case may be and specifying the particulars of the scheduled caste or backward class to which the candidate belongs.

(4) For every candidate, fee as specified below will be deposited either in cash with the Returning Officer along with the nomination paper or in the Treasury in the 'Head' to be specified by the Commission.

For election to:

(a)	Municipal Corporation	Rs.	200
(b)	Municipal Council Class – I	Rs.	150
(c)	Municipal Council Class-11	Rs.	100
(d)	Municipal Council Class III & Nagar Panchayats	Rs..	100

Where the fee has been deposited in Treasury receipt in respect thereof shall be attached with the nomination paper:

Provided that for scheduled castes the fee will be fifty per cent of full fee specified above

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37. **Authentication of Certificates issued by the Commission.-** A certificate issued by the commission under sub-section (3) of section 38 shall be signed by the Secretary to the Commission and shall bear its official seal.

form 21 by pasting one copy thereof outside his office.

39.Scrutiny of Nomination Papers!- The Returning Officer shall examine the nomination papers at the date, time and place appointed in this behalf, hear objections if any, made by other candidates or their authorised agents as to the eligibility of any candidate and decide these objections after such enquiry as he may consider necessary. The decision of rejecting or accepting a nomination paper shall be recorded on the nomination paper and signed by the Returning Officer and if a nomination paper has been rejected, reasons thereof shall also be briefly recorded on the nomination papers.

Form 22 and shall be displayed outside the office of the Returning Officer as soon as possible after the completion of scrutiny.

(2) The names of the candidates in the list shall be arranged in alphabetical order according to Punjabi language in Gurmukhi script.

(3) The name of each Candidate shall be shown in the said list as it appears in his nomination paper:

Provided that if a candidate considers that his name is incorrectly spelt or is otherwise incorrectly shown in the Roll or in his nomination paper or is different from the name by which he is popularly known, he may, at any time before the list of validly nominated candidates is preapred, furnish in writing to the Returning Officer the proper form and spelling of his name and the Returning Officer shall on being satisfied about the genuineness of the request, make necessary corrections or alterations in the list in

Form 22 and adopt that form and spelling in the list of contesting candidates.

41. **Withdrawal of Candidature.-** A notice of withdrawal of candidature shall be in Form 23 and on receipt of such notice, the Returning Officer shall note thereon the date and time at which it was delivered to him and publish a notice in Form 23-A,

42. **Allocation of Symbols to Candidates.-** Immediately after the expiry of the time fixed for withdrawal of candidatures, the Returning Officer shall allot to each candidate who has not withdrawan his candidature, a symbol out of the approved list of symbols in accordance with such notification, order or direction which might have been issued by the Commission in this respect.

43. **Preparation of list of Contesting Candidates.-**The list of contesting candidates shall be displayed outside the office of the Returning Officer in

Form 24 and will contain the names of the candidates in alphabetical order alongwith the particulars of the candidates and symbol allotted to each candidate.

44.Declaration of result in uncontested election.- (1) If the number of contesting candidates is equal to or less than the seats to be filled, the Returning Officer shall declare the result of the election in

Form 25 and send signed copies of the declaration to the Commission and the District Electoral Officer.

(2) If a poll becomes necessary, the Returning Officer shall supply a copy of the list of contesting candidates to each such candidate or his election agent.

45.Appointment of Election Agents.- (1) Appointment of an election agent under section 44 shall be made in Form 26 and the notice of such appointment shall be given by forwarding the same in duplicate to the Returning Officer who shall return one copy thereof to the election agent after affixing thereon his seal and signatures in token of his approval of the appointment.

(2) The revocation of the appointment of the election agent under subsection (1) of section 46 shall be made in

Form 27.

46. **Appointment of Polling Agents.-** (1) The number of polling agents that may be appointed under section 47 shall be one agent and two relief agents for one polling station.

(2) Every such appointment shall be made in Form 28 and shall be made over to the polling agent for production at the palling station.

(3) No polling agent shall be admitted in the polling station unless he has delivered to the Presiding Officer, the instrument of his appointment under sub-rule (2) after duly completing and signing before the Presiding Officer the declaration contained therein.

47.Revocation of the appointment of the Polling Agent.- (1) The revocation of the appointment of a polling agent under sub-section (1) of section 49 shall be made in

Form 29 and lodged with the Presiding Officer.

(2) In the event of such revocation, the candidate or his election Agent, may make a fresh appointment in the manner specified in rule 46.

48.Voting to be in person.- Same as hereinafter provided in rule 49 all entitled to vote in an election shall do so in person through secret ballot at the polloing station provided for them.

4[48-A. **Design of Electronic Voting Machines.-** Every voting machine shall have a control unit and a balloting unit and shall be of such designs as may be approved by the Punjab State Election Commission,

48-B.Preparation of Voting Machine by the Returning Officer.- (1) The balloting Unit of the Voting Machine shall contain such particulars and in such language or languages as the Election Commission may specify.

(2) The names of the candidates shall be arranged on the balloting unit in the same order in which they appear in the list of the contesting candidates.

4.Rules 48-A to 48-E added by Notification G.S.R 39/P.A dated 27.9.2006.

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(3) If two or more candidates bear the same name, they shall be distinguished by the addition of their occupation or residence or in some other manner .

(4) Subject to the foregoing provisions of this rule, the returning officer shall,-

(a) fix the label containing the names and symbols of the contesting candidates in the balloting unit and secure that unit with his seal and the seals of such of the contesting candidates or their election agents present as are desirous of affixing the same; and

(b) set the number of contesting candidates and close the candidate set section in the control unit and secure it with his seal and the seals of such of the contesting candidates or their election agents present as are desirous of affixing the same.

48-C.Arrangements at the Polling Station.- (1) The returning officer shall provide Th at each polling station one voting machine and copies of relevant part of the electoral roll and such other election material as may be necessary for taking the poll

(2) Without prejudice to the provisions of sub-rule (1) the returning officer may, with the previous approval of the Election Commission, provide one common voting machine for two or more polling stations located in the same premises.

48-D. **Admission to polling station,-** The presiding officer shall regulate the number of electors, to be admitted at any one time inside the polling station and shall exclude therefrom all persons other than,-

(a) polling officers;

(b) public servants on duty in connection with the election;

(c persons authorised by the Election Commission;

(d) candidates and their election agents;

(e) a child in arms accompanying an elector; and

(f) a person accompanying a blind or infirm elector who cannot move without help.

48-E.Preparation of voting machine for poll.- (1) The control unit and balloting unit of every voting machine used at polling station shall bear a label marked with.-

(a) the serial number, if any, and the name of the constituency, that is Municipality Ward Number.

(b) the serial number and name of the polling station or stations as the case may be;

© the serial number of the unit; and

(d) the date of poll.

(2) Immediately before the commencement of the poll, the presiding officer shall demostrate to the polling agents and other persons present that no voter has been already recorded in the voting machine and it bears the label referred to in sub-rule (4).

(3) A paper seal shall be used for securing the control unit of the voting machine and the presiding officer shall affix his own signature on the paper seal and obtain thereon the signature of such of the polling agents present as the desirious of atfixing the same.

(4) The presiding officer shall thereafter fix the paper seal so signed in the space meant thereof in the control unit of the voting machine and shall secure and seal the same.

(S) The seal used for securing the control unit shall e fixed in such manner that after in unit has been sealed, it is not possible to press the "result button" without breaking the seal.

(6) The control unit shall be closed and secured and placed in full view of the presiding officer and the polling agents and the ballooting unit placed in the voting compartment,)

49. Voting by Postal Ballot.- (1) The following persons shall be entitled to vote by post

(a) Service voters defined in sub-section (5) of section 29;

(b) Electors covered under sub-section 7 of section 29;

(c) Voters subject to preventive detention;

(d) Public servants on election duty.

(2) An elector covered under sub-rule (1) above, who wishes to vote by post shall send intimation in

Form 30 for the supply of postal ballot paper at least fifteen days before the date fixed for poll.

(3) The form and the language of postal ballot papers shall be such as the Commission may direct.

(4) The Returning Officer shall send postal ballot paper to the electors who have applied under sub-rule (2) by post under certificate of posting at least ten days before e date of poll except that in the case of public servants on election duty, these can also be delivered to them against personal acknowledgement on proper identification.

(5) The elector shall mark his choice on the postal ballot paper, complete such other formalities as may be necessary according to the directions sent with the ballot paper and return the ballot paper to the Returning Officer so as to reach him before the hour fixed for close of poll at the polling stations.

(6) The Returning Officer shall make a note about issue of postal ballot papers against the name of the elector on the marked copy of the electoral roll.

50. Publication of hours fixed for polling.- The hours fixed for polling under notification at the offices of the District Electoral Officer and the Returning Officer.

51. **Powers of the Presiding Officer, regarding General Superintendence**.- The Presiding Officer shall in addition to other duties imposed upon him by these rules, be the incharge of all arrangements at the Polling Station and may issue orders as to the manner in which the electors shall be admitted to the Polling Station and for the maintenance of peace and order at and in the vicinity of the Polling Station.

52.Identity mark on ballot papers.- The Commission may direct that before any ballot paper is delivered to an elector at the Polling Station, it shall be marked with such official mark as may be specified by the Commission in this behalf and also signed in full on its back by the Presiding Officer, The official mark shall be kept secret.

53.Design of Ballot Boxes.- Every Ballot box shall be of such design as may be approved by the Commission.

54.Form of Ballot Papers.- (1) Every ballot paper shall have a counterfoil attached thereto and the said ballot paper and the counterfoil shall be in such form and the particulars therein shall be in such language or languages as the Commission may direct.

(2) The names of the candidates shall be arranged on the ballot paper in the same order in which they appear in the list of contesting candidates.

(3) If two or more candidates bear the same name, they shall be distinguished by the addition of their occupation or residence or in some other manner

.

55. **Material to be supplied at the Polling Stations.-** The Returning Officer shall provide at the Polling Stations ;-

(1) necessary number of ballot boxes.

(2) sufficient number of ballot papers.

(3) copies of the relevant part of the Roll.

(4) Presiding Officer's seal for stamping the ballot papers.

(5) other necessary material.

56.Arrangements at Polling Stations.- (1) Outside each polling station, there shall be displayed ;-

(a) a notice specifying the polling area and the particulars of electors which are entitled to vote at the polling station.

(b) a copy of the list of contesting candidates.

(2) At each Polling Station shall be set up one or more voting compartments in which the electors can record their vote without being seen.

57. **Admission to Polling Stations.-** The Presiding Officer shall regulate the number of electors to be admitted at any one time inside the polling station and shall exclude therefrom all persons other than;—

(a) Polling officers;

(b) public servants on duty in connection with the election;

(c) persons authorised by the Commission;

(d) candidates, their election agents and one polling agent of each candidate;

(e) a child in arms accompanying an elector;

(1) a person accompanying a blind or infirm elector who cannot move without help;

(g) such other persons as the Returning Officer or the Presidiag Officer may employ for identificaton of electors.

58.Preparation of Ballot Boxes for Poll.- (1) Before the commencement of the poll, the Presiding Officer shall show the ballot box to be used for the poll to the polling agents who may be present at the polling station so that they may see that the ballot box is empty. The Presiding Officer, shall then secure and seal the ballot box in such a manner that the slit for insertion of ballot papers remains open and shall allow the polling agents present to affix, if they so desire, their seals. The 1-31lot box shall bear labels both inside and outside marked with

(a) the serial number alongwith the name of the constituency if any;

(b) the serial number and name of the polling station;

(c) the serial number of the ballot box (to be filled at the end of the poll on the label outside the ballot box any);

(d) the date of poll.

(2) The ballot box shall be placed in full view of the Presiding Officer and the polling agents,

(3) If It becomes necessary to use additional ballet box/boxes for the poll, the procedure as in sub-rules (1) and (2) shall be followed in respect of each such ballot box.

59. **Marked copy of electoral Roll.-** Immediately, before the commencement of the poll the Presiding Officer shall also demonstrate to the Polling Agents and others present that the marked copy of the electoral roll to be used during the poll does not contain any entry other than that made in pursuance of sub-rule (6) of rule 49.

60.Facilities for women electors.- (1) Where a Polling Station is for both men and women electors, the Presiding Officer may direct that they shall by admitted into the polling station alternately in separate batches.

(2) The Returning Officer or the Presiding Officer, may appoint a woman to serve as an attendant at any polling station to assist women electors and also to assist the Presiding Officer generally in taking the poll in respect of women electors and in particular to help in searching any woman elector in case it becomes necessary.

61. **Identification of electors and safeguards against impersonation.-** (1) Every elector, on entering the polling station, shall allow his left fore-finger to be inspected by the Presiding Officer or Polling Officer and indelible ink mark to be put on it. if any elector refuses to allow his left fore-finger to be marked with indelible ink or already has mark on his left tore-finger or does anything to remove it, he shall not be supplied any ballot paper or allowed to vote.

(2) Any reference in this rule to the left fore-finger or an elector in the case where the left forc-fingar of the doctor is missing, is to be construed as reference to any other finger of his left hand and shall in the case where the fingers of the left hand are mi ference to the fore-finger or tiny other

finger of his right hand and shall in the case, where all his fingers on both hands are missing be construed as a rference to such extremity of his left or right arm as he may possess.

(3) For identification of the elector, the Presiding Officer or a Polling Officer may require the elector to produce his identity card before the delivery of a ballot paper to him, if identity cards have been issued to electors in that constituency.

62. Seating arrangement of Polling Officers and voting procedure in the polling station.- (a) The table of the first Polling Officer shall be near the entrance inside the polling station and when an elector arrives at the polling station, this Polling Officer shall check the elector's name and other particulars with the relevant entry in the Roll and then call out the serial number, name and other particulars of the elector.

(2) After his identity is established, the elector will proceed to the second Polling Officer who will mark his left fore-finger in the manner provided in rule 61.

(3) The elector will then proceed to the third Polling Officer who will hand over the ballot paper and marking stamp to him after noting particulars of the elector and obtaining his signatures on the counterfoil of the ballot paper and also mark the name of the elector in the marked copy of the electoral roll.

(4) The elector will then g to the polling compartment where he will mark his choice on the ballot paper and after coming out return the marking stamp to the third Polling Officer and insert the ballot paper in the ballot box placed in front of the Presiding Officer, after folding it property.

(5) The Commission may, if considered necessary, modify the duties of the Polling Officers as it may deem fit.

63. Tendered votes.- If a person representing himself to be a particular elecor applies for a ballot paper after another person has already voted, as such elector he shall, after such enquiry as the Presiding Officer may make, be allowed to vote, in the following manner; namely

(a) Such person shall before being supplied with tendered ballot paper,

Form 31.

(b) A tendered ballot paper shall be the same as the other ballot papers used at the polling station except that;

(I) such tendered ballot paper shall be serially the last ballot paper

is used for use at the polling station;

(ii) such tendered ballot paper and its counterfoil shall be endorsed

on the back with the words "Tendered Ballot Paper", by the Presiding Officer in his own hand and signed by him.

(b) The elector after marking the tendered ballot paper in the voting compartment and folding it, shall hand it over, to the Presiding Officer who shall place it in a cover specially kept for the purpose.

64. Challeinging of identity of elector.- (1) Any Polling Agent may challenge the identity of a person claiming to be a particular elector by first depositing a sum of rupees five in cash with the Presiding Officer.

(2) On such deposit being made, the Presiding Officer, shall enter the name and address of the elector in the list of challenged votes in

Form 32 and require him to affix his signatures in the said list.

(3) The Presiding Officer shall thereafter hold a summary enquiry and may ask the challenger to produce evidence in favour of challenge, require the person challenged to produce evidence in proof of his identity, and may also administer oath to the person challenged and any other person offering to give evidence.

(4) If after the enquiry, the Presiding Officer is satisfied that the challenge has not been established, he shall allow the person challenged to vote and if he considers that the challenge hap been established, he shall debar such person from voting.

(5) If in the opinion of the Presiding Officer, the challenge is frivolous or has not been made in good faith, the deposit shall be forfeited and in any other case it will be returned to the challenger.

65. Spoilt ballot Papers.- An elector who has inadvertantly spoilt his ballot paper in such a way that it cannot conveniently be used as a ballot paper, may, on delivering it to the Presiding Officer and satisfying him of his inadvertence, obtain another ballot-paper in place of the spoilt ballot paper and the latter shall be marked as "Cancelled". All such votes shall be put in a separate packet marked "Cancelled Votes".

66, Recording of votes of infirm electors.- (1) If the Presiding Officer is satisfied that owing to blindness, old age or other physical infirmity an elector is unable to recognise the symbol on the ballot paper or to insert the ballot paper in the ballot box, the Presiding Officer shall permit the elector to take with him a companion of not less than eighteen years of age to the voting compartment for marking and putting the ballot-paper into the ballot box on his behalf and in accordance with his wishes.

(2) No person shall be permitted to act as the companion of more than one elector at any polling station on the same day.

(3) The Presiding Officer shall keep a brief record of all such instances without indicating the manner in which the votes have been cast in

Form 32-A.

67. Returning of Ballot Papers by electors.-, (1) If an elector after obtaining any ballot-paper for the purpose of recording his vote decides not to use the same, he shall rel urn the ballot paper to the Presiding Officer, and the ballot paper so returned snail then be marked "Returned Cancelled" and kept in a separate packet set apart for the purpose and a record shall be kept by the Presiding Officer of all such ballot papers.

(2) If any ballot-paper which has been issued to any voter for the purpose of recording his vote has not been put in the ballot-box but has been left by the elector at tie Polling Station or the Polling Compartment it shall be presumed as cancelled and dealt with in accordance with the provisions of sub-rule (I) as if it has been returned to the Presiding Officer.

68. Maintenance of secrecy of voting by elector.- (1) Every elector to whom a ballot paper has been issued under the provisions of these rules, shall maintain, secrecy of voting within the polling station and for that purpose observe the voting procedure hereinafter laid down,

.

(2) The elector on receiving the ballot paper shall forthwith--

(a) proceed t o one of the voting compartments;

(b) there make a mark on the ballot paper with the instrument supplied for the purpose on or near the symbol of the candidate for whom he intends to vote;

(e) fold the ballot paper so as to conceal his vote;

(d) if required, show to the Presiding Officer the distinguishing maik on the ballot paper;

(e) insert the folded ballot paper into the ballot box ; and

(f) quit the polling station.

(3) Every elector shall vote without undue delay.

(4) No elector shall be allowed to enter a voting compartment when another ele tar is inside it.

(5) If an elector to whom a ballot paper has been issued, refuses, after warning given by the Presiding Officer, to observe the procedure as laid down in sub-rule (2), the ballot paper issued to, him shall, wether he has recorded his vote thereon or not, be taken back from him by the Presiding Officer or a polling Officer under the direction of the Presiding Officer.

(6) After the ballot paper has been taken back, the Presiding Officer shall record on its back the words "cancelled: voting procedure violated" and put his signature below these words.

(7) All the ballot papers on which the words "cancelled: voting procedure violated" are recorded, shall be kept in a separate cover which shall bear on its face the words "Ballot Paper; voting procedure violated".

(8) Without prejudice to any penalty to which an elector, from whom a ballot paper has been taken back under sub-rule (5), may be liable, the vote, if any, recorded on such ballot paper shall not be counted.

69. Commencement and closing at Poll- The Poll shall be commenced and closed at the hour fixed in that behalf under section 57 and no elector shall thereafter be admitted into the polling station after the close of the poll:

Provided that all electors present at the polling station at the hour of the close of poll shall be entitled to have their votes polled

Provided that if for any reason it was not possible to open a polling station at the hour appointed under section 57 or if by reason of disorder at the polling station or for any other reason the Presiding Officer has considered it necessary to stop the polling for a certain time, the Presiding Officer shall keep the polling station open for a further period equal to the period that elapsed between the hour appointed for the opening of the polling station and the hour at which it was actually opened or the time during which the polling was stopped as the case may be.

70. Account of Ballot Paper.- (1) The Presiding Officer shall at the close of the poll prepare a ballot account in Form 33 and if coun iately after the dose of poll, enclose

it in a sealed cover with the words "Ballot Paper Account", subscribed thereon,

(2) The Presiding Officer shall furnish to every polling agent present at the close of the poll, at true copy of the entries made in the Ballot Paper Account after obtaining a receipt from the said polling agent.

71. Sealing of other packets.- (1) The Presiding Officer shall then make into separate packets—

(a the marked copy of electoral roll;

(b) the counterfoils of the used ballot papers;

(c) the ballot papers signed in full by the Presiding Officer, but not issued to the electors;

(d) any other ballot papers not issued to the electors;

(e) the ballot papers cancelled for violation of voting procedure;

(f) any other cancelled ballot papers;

(g) the cover containing the tendered ballot papers and the list in

Form 31.

(h) the list of challenged votes; and

(i) any other papers directed by the Commission to be kept in a sealed packet.

(2) Each such packet shall be sealed with the seals of the Presiding Officer and with the seals either of the candidate or of his election agent or of his polling agent who may be present at the polling station and may desire to affix his seal thereon.

72. (1) If at any election any ballet box used at a potting station or any other place fixed for the Poll is unlawfully taken out of the custody of the Presiding Officer or is in any way tampered with or is intentionally or unintentionally destroyed, lost or damaged, the Presiding Officer will immediately submit report of facts to the Returning Officer who will forward it to the Commission with his comments and if the Commission is satisfied, on receipt of the report of the Presiding Officer through the Returning Officer, that in consequence thereof the result of the poll on that polling station cannot be ascertained; the Commission nay—

(a) declare the polling at that polling station to be void;

(b) appoint a day and fix the ;ours for taking a fresh poll at the polling station ; and

(c) notify the day so appointed and the hour so fixed in the manner prescribed under these rules;

(2) The provisions of these rules shall apply to every fresh poll as they apply to the original poll.

73. Procedure for adjournment of poll.- (1) If a poll at any station is adjourned for reasons provided in sections 58, 59 and 60, the provisions of the foregoing rules shall as far as applicable, apply as if the poll was closed at the hour fixed in that behalf under section 57.

(3) The provisions of the foregoing rules shall apply to in relation to the conduct of adjourned poll as they apply in relation to the poll before it was so adjourned.

PART IV

Counting of Votes

74. Programme for counting of votes.- (1) The Commission may direct as to whether the counting of votes is to be done at the polling station itself after the close of poll or at a different date time and place.

(2) When the counting is to be done at the polling station itself, the Presiding Officer of the Polling Station shall be designated as the Assistant Returning Officer for the purpose.

(3) Where the counting is to be done at a different date , time and place than the polling station, the Commission may appoint an Assistant Returning Officer to conduct the counting of votes of one or more constituencies.

(4) The counting of postal ballot papers will be done by the Returning Officer.

(5) The Returning Officer will appoint such number of persons as he may deem necessary, to be known as Counting Supervisors and Counting Assistants to assist him and Assistant Returning Officers in counting of votes.

(6) It counting is to be done at the polling station, then the Assistant Returning Officer will commence counting immediately after the close of the poll and the preparation of the ballot paper account.

(7) If the counting is to be done at a different place, date and time, the Presiding Officer will seal the ballot boxes and election papers in accordance with these rules and such further directions as may be issued by the Commission and deposit these at the place fixed for this purpose by the Returning Officer for safe custody.

(8) Reference to "Returning Officer" in rules, 76 to 80 and rules 82 and 83 shall also be construed as reference to "Assistant Returning Officer."

75. Intimation of time and place for counting of votes. The i Returning Officer shall, at least, one week before the date or the first of the dates, fixed for poll, appoint the place or the places where counting of

votes will be done and the date and time at which the counting will be done and shall give notice of the same in writing to each candidate or his election agent;

Provided that if for any reason, the Returning Officer finds it necessary to do so, he may after the date, time and place so fixed and inform, by giving notice of the same, in writing, to each candidate or his election agent.

76. Appointment of counting agents and revocation of such appointments.- (1) Each contesting candidate shall, subject to such general or special direction as the Commission may issue in this behalf, appoint one counting agent for each polling station, one counting agent for the table of the Assistant Returning Officer if counting is to take place at a place different from the polling station and one counting agent for counting of postal ballot papers by the Returning Officer

(2) Every such appointment shall be made in Form 34 in triplicate, one copy of which shall be forwarded to the Returning Officer, the second to the Assistant Returning Officer and the third shall be made over to the Counting agent for production at the place of counting.

(3) No Counting Agent shall be, admitted into the place fixed for counting unless he has delivered to the Returning Officer his copy of appointment letter after duly completing and signing the declaration contained therein and receiving from the Returning Officer an authority for entry into the place fixed for counting.

Form 34-A and logded with the Returning Officer and in the event of any such revocation, the candidate or his election agent may make a fresh appointment in his place.

77. Admission to the place fixed for counting.- (1) The Returning Officer shall exclude from the place fixed for counting of votes all persons except,—

(a) such persons to (be known as Counting Supervisors and Counting Assistants) as he may appoint; to assist him in counting;

(b) persons authorised by the Commission;

(c) public servants on duty in connection with election; and

(d) candidates, their ejection agents and counting agents;

(2) No person who has been employed by or on behalf of, or has been otherwise working for a candidate in or about the election, shall be appointed under clau5e (a) of sub-rule (1).

(3) The Returning Officer shall decide which counting agent or agents shall watch the counting at any particular counting table or group of counting tables.

(4) Any person who during the counting of votes misconducts himself or fails to obey the lawful directions of the Returning Officer may be removed from the place where the votes are being counted by the Returning Officer or by any Police Officer on duty or by any person authorised in this behalf by the Returning Officer.

78. Maintenance of secrecy of voting.- The Returning Officer shall, before he commences the counting, read out the provisions of section 113 to such persons as may be present.

79. Scrutiny and opening of ballot boxes.- (1) The Returning Officer my have all the ballot boxes, used at a polling station, opened and the ballot papers in such box or boxes counted simultaneously.

(2) Before any ballot box is opened at a counting table the counting agents present at the table, shall be allowed to inspect the paper seal or such other seal as might have been fixed thereon and to satisfy themselves that it is intact.

(3) The Returning Officer shall satisfy himself that none of the ballot boxes has been tampered with.

(4) If the Returning Officer is satisfied that any ballot box has in fact been tampered with, he shall not count the ballot papers countained in that box and shall fallow the procedure laid down under rule 73 in respect of that polling station.

80. Counting of votes.- (1) The ballot paper taken out of each ballot box shall

be arranged in convenient bundles and scrutinized. 9

(2) The Returning Officer shall reject a ballot paper,—

(a) if it bears any mark or writing by which the elector can be identified,

or

(b) if it bears no mark at all, or, to indicate the vote if it bears a mark elsewhere than on or near the symbol of one of the candidates on the face of the ballot paper, or

(c) if it bears a mark made otherwise than with the instrument supplied for the purpose, or

(d) if votes are given on It in favour of more than one candidate,

or

(e) if the mark indicating the vote thereon is placed in such manner as to make it doubtful as to which candidate, the vote has been given, or

(f) if it is a spurious ballot paper, or

(g) if it is so damaged or multilated that its identity as a genuine ballot paper cannot be established, or

(h) if it bears a serial number, or is of a design, different from the serial numbers, or as the case may be, the design of the ballot papers authorised for use at the particular polling station; or

(I) if it does not bear both the mark and the signature which it should have borne under the provisions of rule 52

Provided that where the Returning Officer is satisfied that any such defect as is specified in clause (h) or clause (I) has been caused by any mistake or failure on the part of a Presiding Officer or Polling Officer, the ballot paper shall not be rejected on the ground of such defect;

Provided further that a ballot paper shall not be rejected merely on the ground that the mark indicating the vote is indistinct or is made than once with the intention that the vote shall be for a particular candidate clearly appears from the way the ballot paper is marked.

(3) Before rejecting any ballot paper under sub-rule (2). the Returning Officer shall allow each counting agent present a reasonable opportunity to inspect the ballet paper but shall not allow him to handle it or any other ballot paper.

(4) The Returning Officer shall endorse on every ballot paper which he rejects the word "Rejected" and the grounds of rejection in abbreviated form either in his own hand or by means of a rubber stamp and shall initial such endorsement,

(5) All ballot papers rejected under this rule shall be boundled together.

(6) Every ballot paper which is not rejected under this rule, shall be counted as one valid vote:

Provided that no cover containing tendered ballot papers shall be opened and no such ballot paper shall be counted.

(7) After the counting of all ballot papers contained in all the ballot boxes used at a polling station has been completed,—

Form 35 and announce the votes polled by each candidate.

81 Counting of votes received by post.- (1) At the time fixed for counting of postal ballot papers, the Returning Officer shall open the covers in which the postal ballot papers have been received and examine the postal ballot papers and other papers contained in the cover:

Provided that no postal ballot paper received after the expiry of the time fixed in that behalf shall be opened and no vote contained in any such cover shall he counted.

(2) A postal ballot paper shall be rejected on the following grounds namely :-

(a) if it bears any mark (other than the mark to record the vote) or writing by which the elector can be identified; or

(b) if no vote is recorded thereon.; or

(c) If votes are given on it in favour of more candidates that one ; or

(d) if it is a suprious ballot paper; or

(e) if it is so damaged or mutilated that its identity as a genuine ballot paper cannot be established; or

(f) if it is not returned in the cover sent alongwith it to the elector by the Returning Officer.

(3) A vote recorded on a postal ballot paper shall be rejected if the mark indicating the vote is placed on the ballot paper in such manner as to make it doubtful to which candidate the vote has been given.

(4) A vote recorded on a postal ballot paper shall not be rejected merely on the ground that the mark indicating the vote is indistinct or made more than once with the intention, that the vote shall be for a particular candidate, clearly appears from the way the ballot paper is marked.

(5) The Returning Officer shall count all the valid votes given by postal ballot in favour of each

Form 35 and announce the same,

82. Recount of votes.- (1) A candidate or, in his absence, his election agent oi any of his counting agents may apply in writing to the Returning Officer to recount the votes either wholly, or in part stating the grounds on which he demand such recount.

(2) On such an application being made, the Returning Officer shall decide the matter and may allow the application in whole or in part or may reject it in to if it appears to him to be frivolous or unreasonable.

(3) Every decision of the Returning Officer under sub-rule (2) shall be in writing and contain the reasons therefor.

(4) If the Returning Officer decides under sub-rule (2) to allow a recount of the votes either wholly or in part, he shall—

(a) do the re-counting in accordance with rule 80, or rule 81, as the case May be;

Form 35 to the extent necessary after such recounting; and (c) announce the amendments so made by him.

(5) After the total number of votes polled by each candidate has been announced under sub-rule (7) of rule 80, or sub-rule (5) of rule 81 or sub-rule (4) of this rule, the Returning Officer shall complete and sign the result sheet in

Form 35 and no application for a recount shall be entertained thereafter:

Provided that no step under this sub-rule shall be taken on the completion of the counting until the candidates and election agents present at the completion thereof have been given a reasonable apportunity to exercise the right confered by sub-rule (1) of this rule.

83. Intimation of result of counting to the Returning Officer.- After completion of cotnting, the Assistant Returning Officer shall forthwith send the result sheet in

84. Declaration of result of election and return of election.- (a) The Returning Officer(s) shall enter the result of the counting of postal ballot papers and the result of counting of votes polled at all the polling stations in a constituency as received from the Assistant Returning Officer or Officers final result sheet in

Form 35A and announce the particular:;

(b) shall declare in Form 36 the candidate to whom the largest number of valid votes has been given, to be elected under section 69 and send signed copies thereof to the Commission and the District Electoral Officer and

85. Grant of certificate of election to returned candidate.- As soon as may be after a candidate has been declared by the Returning Officer under the provisions of section 54 or section 69, to be elected, the Returning Officer shall grant to such candidate a certificate of election in

Form 38 and obtain from the candidate an acknowledgement of its receipt duly signed by him and immediately send the acknowledgement by registered post to the Commission.

86. Sealing of used ballot papers.- The valid ballot papers of each candidate and the rejected ballot papers shall be bundled separately and the several bundles made up into a separate packet or packets for each candidate which shall be sealed with the seals of the Returning Officer and of such of the candidates, their election agents or counting agents as may desire to affix their seals thereon, and on the packets so sealed containing valid ballot papers of the candidates shall be recorded the following particulars, namely

(a) the name of the constituency;

(b) the particulars of the poolling station which the ballet papers have been used; and

(c) the date of counting.

On the packet of the rejected ballot papers, in addition to particulars (a), (b) and (c) above, shall be recorded with the words "Rejected Ballot Papers"

PART V

Election Petitions

87. Election Petition.- An election petition under section 76 shall be presented to the election Tribunal.

88. Contents of the Petition.- (1) The petitioner shall set forth in the petition full particulars of any material irregularities or corrupt practices which he alleges, including a statement if possible with regard to the commission of each such irregularity or corrupt practice.

(2) Where any corrupt practice is alleged in an election petition, the petition shall be accompanied by an affidavit in

Form 39 in support of the allegations of such corrupt practice and the particulars thereof.

89. Deposit of Security for an election petition.- (1) At the time or before, presenting an election petition, the petitioner or petitioners shall deposit, in the treasury a sum of Rupees five hundred in cash or in Government promissory notes of equal value, as security for all costs that may become payable by him or them.

(2) if the petitioner by whom the deposit referred to in sub-rule (1) withdraws his election petition, and in any other case, after final orders have been passed on the election petition, the deposit shall, after such amount as may be ordered to be paid as costs, charges and expenses has been deducted, be returned to the petitioner by whom it was made, and if the petitioner dies during the course of the enquiry into the election petition, any such deposit, if made by him, shall after the amount of such costs, as may be ordered to be paid have been deducted, be returned to his legal representative.

(3) All applications for the refund of a deposit shall be made to the Election Tribunal who shall pass orders thereon in accordance with these Rules.

90. Petition to be dismissed on non-compliance of provisions of the Act and the rules.- If any of the provisions of the Act and rule 88 and rule 89 have not been c)plied with, the Election Tribunal shall pass an order dismissing the Election Petition and such order shall be final.

91.Transmission of order to the prescribed authority and its publication.- On receipt of an order, made by the Election Tribunal, under section 87 or section 88, the Commission shall, besides publishing the order in the Official Gazette, also forward copy thereof to the Secretary to Government, Punjab, Department of Local Government.

PART-VI

Miscellaneous

92. Return of deposits made by candidates at the time of nomination.- (1) If a candidate by whom or on whose behalf the deposit referred to in sub-rule(4) of rule 36 has been made, withdraws his candidature within the time specified in the notice issued under rule 34, or if the nomination of any such candidate is refused, the deposit shall be returned to the person by whom it was made) and if any candidate dies before the commencement of the poll, any such deposit, if made by him, shall be returned to his legal representative or if not made by the candidate, shall be returned to the person by whom it was made.

(2) If a candidate by whom or on whose behalf the deposit referred to in sub-rule (1) has been made is not elected, and the number of votes polled by him does not exceed one-eighth of the total number of votes potted, the deposit shall be forfeited.

Explanation.— For the purpose of this sub rule, the number of ballot papers counted other than rejected ballot papers shall be deemed to be total number of votes polled,

(3) If a candidate by whom or on whose behalf the deposit referred to in sub rule (1) has been made is elected or is not elected the deposit shall, if it is not forfeited under sub rule (2) be returned to the candidate or the person, who has made the deposit in his behalf, as the case may be, as soon as may be, after the publication of the result of the election in the Official Gazette

Provided that, if a candidate is, duly nominated at a general election in more constituencies than one, no more than one of the deposits made by him or on his behalf shall be returned and the remainder shall be forfeited to the State Government.

93. Maximum election expenses.- The Commission may, from time to time, by a notification in the Official Gazette, fix maximum election expenses which can be incurred by the candidate for election from one constituency and may fix different maximum limits of election expenses for election to a Municipal Corporation, a Municipal Council of Class-I, II and Ill and a Nagar Panchayat.

94. Submission of return of election expenses.- Every contesting candidate at an election shall, within thirty days from the date of declaration of the result of the election, submit to the Commission an account of his election expenses in such proforma as may be specified by the Commission.

95. Resignation incase of election from more than one constituency.- (1) Where a candidate has been elected from more than one constituency, he may resign from membership of the municipality from all but

one constituency within a period of fifteen days from the date of notification 5(of his elections results] in the Official Gazette:

(2) The resignations shall be addressed in writing to the Commission and Secretary to Government, Punjab, Department of local Government, so as to reach within the time specified in sub rule (I).

---

5. Substituted for the words 'of his elections' vide notification No. S.O. 57/PA. dated 4.8.2008 Published in PGG(Extra) L.S. Part Ill dated 8.8.2008

(5) In the event of failure of a candidate who has been elected from more than one constituency to comply with the provisions of sub-rules (1) and (2) he shall be deemed to have resigned his membership of the municipality from all the constituencies from which he had been elected.

96. Custody of ballot boxes and papers relating to elections.- After the completion of the election, all the ballot boxes and papers relating to election shall be fowarded to the District Electoral Officer, who shall keep these in his custody till the expiry of one year from the date of election and shall then subject to any direction to the contrary of the Commission or Election Tribunal or a Competent Court, cause them to be destroyed.

97. inspection of election papers and supply of certified copies thereof.- (1) Every person shall have the right to inspect the election papers other than ballot papers, counterfoils of the used ballot papers and the marked copy of the Electoral Rolls on payment of such fee as may be specified by the Commission.

(2) Attested copies of the election papers except of ballot papers, counterfoils of the used ballot papers and the marked copy of the Electoral Rolls, will be supplied to such person, as may apply for the same, on payment of such fee as may be specified by the Commission from time to time.

98. Power of the Commission to Issue instructions.- The Commission may, from time to time, issue instructions to carry out the purposes of the Act and of these rules. The instructions so issued by the Commission shall be complied with by all concerned.

99. Final authority for the interpretation of the rules.- It any question arises regarding the interpretation of the rules, otherwise than in connection with the election petition, which has actually been presented, it shall be referred by the person or the official concerned to the State Government whose decision shall be final

100. Overriding effect.- Subject to the provisions of the Act these rules shall have overriding notwithstanding anything inconsistent therewith contained in any other rules for the time being in force relating to matters covered under these rules or matters incidental thereto.

101. Repeal.- The Municipal Election Rules, 1952, hereby repealed:

Provided that such repeal shall not affect the previous operating of the corresponding provisions of the Municipal Election Rules so repealed or any other thing duly done or suffered thereunder.

FORM 1
(See rule 8)

Statement as to place of ordinary residence by a person holding a Declared Office.

Full name_____

Father's/Husband's Name_____ Years_____

Age_____

Office held_____

I hereby declare that I am a citizen of India and that but for my holding the above-mentioned office, I would have been ordinarily resident at (full postal address_____

_____

_____

I further declare that my wife/husband (name)_____

_____aged _____ years,

ordinarily resides with me (and is a citizen of India).

This cancels any previous statement as to place of ordinary residence made by me.

Signature

Place_____

Date_____

FORM 2

(See rule 8)

Statement as to place of ordinary residence by a member of the Armed Forces.

I hereby declare that I am a citizen of India and that but for my service in the Armed Force; I would have been ordinarily resident at—

House No_____Street/MohaUa_____

Locality_____

Town_____Tehsil_____

District_____State_____

My full name_____

Service No._____ Rank _____

Service/Corps/Regiment_____

Name and address of record office_____

Age on last birthday_____ years

I further declare that my wife_____

age _____years, ordinarily resides with me and is a citizen of India.

This cancels any previous statement as ordinary place of residence made by me.

Date_____199. Signature_____

Record Office, Verified and found correct.

Folio No._____

Place____ ._____ _____

Date _____

(For use in the Election Office)

(Signature)_____

(Designation)_____

Officer-in-charege Records.

Statement received on the _____ 199.

Registered in the electoral roll for the_____

Constituency (No.) Service voters' part, at

Serial No._____

Dated_____199. (Electoral Registration Officer)

*Delete if not possible,

FORM 3
(See rule 8)

Statement as to place of ordinary residence by a member of an armed police force of a State, who is serving outside that State

I hereby declare that I am a citizen of India and that but for my service outside the State in the armed police force mentioned below, I would have been ordinarily resident at—

House No_____Street/Mohalla_____
Locality_____
Town_____Tehsil_____
District_____State_____ My full name_____ Rank _____
Buckle No._____
Name of armed police force
Name and address of the office of the Commandant,
Age last birthday_____ years

*I further declare that my wife _____age____ years, ordinarily resides with me and is a citizen of India.

This cancels'any previous statement as to'ordinary place of residence made by me.

_____

_

Signature

Date_____199.
*Delete if not possible

Commandant Office.

Folio No._____

Place____ ._____ _____

Date _____

Varified and found Correct.

(Signature)_____

(Designation)_____

Commandant_____.

FORM 4

(See rule 8)

Statement as to place of ordinary residence by a person employed under the Government of India in a post outside India.

Full Name_____

Father's/H us band's Name _____

Age_____ years.

Description of post held outside India _____

_____

I hereby declare that I am a citizen of India and that but for my being employed under the Government of India in the above- mentioned post, I would have been ordinarily resident at (full postal address) _____

_____

I further declare that my wife (name)_____

Aged _____years, ordinarily resides with me (and is a citizen of India).

This cancels any previous statement as to place of ordinary residence made by me.

Place_____ Signature_____

Date_____

Verified_____

Signature_____

Designation of the Head of Office._____

Place_____

Date_____

(for use in Election Office)

Statement received on the _____ 199

Registered in the electoral roll for the _____ Contituency (No.) Service voters' part, at Serial No._____

Electoral Registration Officer,

Date_____

FORM 5
(See rule 9)
Letter of request

Place_____
Date_____

To
The occupant of _____

Sir/Mad am,

The preparation of the electoral roll for the Municipal Constituency in which you are residing has been taken in hand. It will greatly facilitate my work if you will kindly complete the statement below after reading the attached instructions and hand it over to my assistant who will call for it.

Electoral Registration Officer of the_____
Municipal Constituency.

STATEMENT

Names and particulars of adult citizens ordinarily residing in the above premises.

Name of Citizen Particulars as to father or husband Age on 1" Jan. 19

1.
2
3
.
4.
5
,
e
t
c
.

Signature_____

Date_____

INSTRUCTIONS

1. Enter the names of all persons who have completed 18 years of age on or before the 1st of January of this year and who are ordinarily residing in the premises.

2. Only the names of those who are citizens of India should be entered.

3. Enter against Serial No. 1 in the first column, the name of the head or other senior member of the family, provided he or she has the qualifications mentioned in paragraphs l and 2 above.

4. "Ordinarily residing" does not mean that the person should be actually in the house when you are filling in the form. The persons who normally live in the house should be included even though they may be temporarily absent, e.g., on a journey or on business or in hospital. On the other hand, a guest or visitor, who normally lives elsewhere but happens to be in the house at the time should not be included.

5. All ordinary residents of the house should be included, whether thsy are members of the

family or not, but do not enter the name of any person who is a member of the Armed Forces of India or is employed under the Government of India in a post outside India or the name of such person's wife if she ordinarily resides with him.

6 in the case of every male citizen, enter in the second column the name of his father preceded by the words "san of".

7, In the case of every female citizen, enter in the second column;

(I) the name of the husband preceded by the words "wife of", if she be married;

(ii) the name of the late husband preceded by the words "widow of", if she be a widow; and

(iii) the name of the father preceded by the words "daughter of", if she be unmarried.

8. in the third column enter the age of the citizen as accurately as possible, giving only the number of complete years and ignoring the months.

FORM 6
(See rules 11 and 12)
NOTICE OF PUBLICATION OF ELECTORAL ROLL IN THE DRAFT

To

The Electors of the_____

Municipality.

Constituency_____

Notice is hereby given that the electoral roll has been prepared in accordance with the Punjab Municipal Elections Rules, 1994, and a copy thereof is available for inspection at my office, arid at ----------during office hours.

The qualifying date-for the preparation of the electoral roll is _____

If, with reference to the above said qualifying date, there be any claim for the inclusion of a name in the roll or any objection to the inclusion of name or any objection to particulars in any entry, it should be lodged on or before the 199 ----------in Form or as may be appropriate.

Every such claim or objection should either be presented in nay office at _____or sent by post to the address given below so as to reach me not Iter than the aforesaid date.

Electoral Registration Officer

Date_____

(Address) -_____

FORM 7

[See rules 14(1) and 27)

CLAIM APPLICATION FOR INCLUSION OF NAME

To

The Electoral Registration Officer.

_____Constituency_____ Municipality,

Sir,

I request that '[my name may kindly be] included in the electoral roll for the above constituency; in part No_____

My name (in full)_____Sex_____

My father's/Mother's/Husband's name_____

Particulars of my place of 2[residence are as under]

House No_____Street/Mohalla_____

Town _____District_____

I, hereby deslare t to the bast of my knowledge and belief that

(i) I am a citizen of India

(ii) My ags oa the first day of January last was_____

years and_____months.

(iii) I am ordinarily resident at the address given above;-

(iv) I have not applied for the inclusion of my name in the electoral roll for any oil ter constituency;

(v) My name has not been included in the electoral roll for this or any other constituency

or

my name may have been included in the electoral roll in_____ constituency of_____ Municipality in which I was ordinarily resident of earlier at the address mentioned below and if so, I request that the same may be excluded from that electoral roll.

Place_____

Date_____

Signature or thumb impression of claimant.

I am an elector in the electoral roll in which the claimant applied for

_____

1 Substituted by Notification 5.0 57/13.A.19/ dated 4.8.2008, Published in P,G.G.(Extra) C.S. Part III dated 8.8.2008.

2 Substituted by Notification SO. 57/P.A.19/ dated 4.8.2008, Published in P.G.G.(Extra) C.S. Part Ill dated 8 .8. 2008.

inclusion and my name is enrolled at Serial No in_____Part No_____of the roll. I support this claim and countersign it.

Signature of the elector _____Name (in full)_____;

Intimation of action taken

Form 7 of Shri/Shrimati/Kumari_____

address*_____ has been

(a) (accepted and his/her name has been included in the electoral roll vide

Serial No_____ in part No, (b) rejected for the reason.

_____

Date_____ Electoral Registration Officer

(Address)_____(Perforation)_____

Receipt for application

Received the application in Form from Shri/Shrimati/Kumari_____

Address_____

Date_____ Electoral Registration Officer

Address),,,_____

*To be filled in by the applicant

FORM 8

[See Rule 14(2)

Objection To Inclusion of Name

The Electoral Registration Officer

_____Constituency.

Sir,

I object to the inclusion of the name of _____ at Serial No._____

i

n

Part No. _____ of the electoral roll for the following reasons(s):

_____

I hereby declare that the facts mentioned above are true to the best of my knowledge and belief.

My name has been included in the electoral roll for this constituency as follows:

Name in full _____Sex_____

Father's/Husband's/Mother's Name_____

Serial No._____

Pa,t No _____

_____

Signature/thumb/impression of objector.

(Full postal address)

Date_____

I am an elector included in the electoral roll in which the same objected to appreans and my name is enrolled at serial No_____ in Part No_____ of the roll. I support this objection and countersign it.

_____

Signature of the elector

Name (in full)]

_____Perforation)_____

Intimation of action taken

Form 7 lodged by Shri/Shrimati/Kumari _____Address_____

has been:

(a) accepted and the name of Shri/Shrimati/Kumari_____ as appearing at Serial No _____ _in part No.__ _____has been deleted.

(b) rejected for the reason_____

Date_____ Electoral Registration Officer,

(Address)_____

_____Perforation_____

Receipt for Application

Form 7 from

Shri/ Shrimati/Kumar_____

Adress _____

Date:_____

Electoral Registering Officer

Address_____

FORM 9

[See rules 14(3) and 27]

Objections to particulars in an entry

To

Electoral Registration Officer,

_____Constituency.

I submit that the entry relating to myself which appears at Serial

No. _____ _____ in Part No. _____the electoral roll as_____

is not correct. It should be corrected to read as follows

_____

Signature of thumb Impression of elector

Place_____

Date_____.

_____(Perforation)_____

Intimation of action taken

Form lodged by Shri/Shrimati/Kumari_____ Address-_____ has been : -

(a) accepted and the relevant entry has been corrected to read as follows

_____

(b) rejected for the reason_____

-'

Electoral Registration Officer

Date_____

(Address)_____

_____(Perforatin)_____

Receipt of Application

Received the application in Form from Shri/Shrimati/Kumari*_____

Address*_____

Date_____

Electoral Registration Officer

(Address)_____

_

*To be tilled by the applicant.

FORM10
(SeeRule16)
List of claims

Date of receipt	Serial Number	Name of claimant	1Name of father/husband/mother	Place of residence	Date, time and Place of hearing
1	2	3	4.	5	6

FORM 11
(Seerule16)
List of objections to inclusion of names

Date of receipt	Serial Number	Full name if objector	Particulars of name objected to			Reasons in brief for objection	Date, time and place of hearing
			Part No.	Serial No.	Name In full		
1	2	3	4	5	6	7	8

FORM12

(SeeRule16)

List of objections to particulars in entries

Date of receipt	Serial Number	Name in full of elector objecting	Part No.and Serial No. of entry.	Nature of objection	Date, time and place of hearing
1	2	3	4	5	6

FORM No.13
(See rule 19)
Notice of hearing of a claim

Duplicate
Original copy
To
Full Name and
Address of claimant_____
_____
_____

Reference: Claim No._____

Take notice that your claim for the inclusion of your name in the electoral roll will be heard at _____ (place) at_____O'clock on the _____day of_____19, You are directed to be present at the hearing with such evidence as you may like to adduce.

Place_____ _____

Date_____

Electoral Registration Officer

FORM 13

(See rule 19)

Notice of hearing of a claim

Duplicate

To be served on the claimant

To

(Full Name and address of claimant)_____

_____

_____

Reference: Claim No._____

Take notice that your claim for the inclusion of your name in the electoral roll will be heard at _____ (place) at_____O'clock on the _____day of_____19, You are directed to be present at the hearing with such evidence as you may like to adduce.

Place_____

Date_____ Electoral Registration Officer

CERTIFICATE OF SERVICE OF NOTICE

Received notice of the date of hearing

Date:_____

Claimant

Certified that the notice on the claimant has been duly served by me this_____ day of_____ on (name)_____ personally/by affixation on residence.

Place_____

Date _____

_____

Serving Officer.

Note.- If this notice is served by post, attach receipt here.

FORM 14

(See Rule 19)

NOTICE TO THE OBJECTOR

Duplicate

Office copy

To

(Full name and address of objector)_____

Reference:- Objection No._____

Take notice that your objection for the inclusion of the name of

_____

Will be heard at _____ (place) at _____ O'clock on the_____ day of _____199. You are directed to be present at the hearing with such evidence as you may like to adduce.

Place_____

Date_____

_____

Elector Registration Officer

FORM 14

(See Rule 19)

NOTICE TO THE OBJECTOR

Original

To Be served on the objector

To

(Full name and address of objector)_____

Reference:- Objection No._____

Take notice that your objection for the inclusion of the name of

_____

Will be heard at _____ (place) at _____ O'clock on the_____ day of _____199. You are directed to be present at the hearing with such evidence as you may like to adduce.

Place_____

Date_____

Electoral Registration Officer.

FORM 15

(See Rule 19)

(NOTICE TO THE PERSON IN RESPECT OF CLAIM OBJECTION HAS BEEN MADE)

Duplicate

(Office Copy)

To

Full name and address of person_____

object to_____

Reference: Objection No._____

Take notice that the objection for the inclusion of your name at Serial No. in part _____ of the electoral roll for_____ constituency tiled by.

(Full name and Address of Objector)_____

Will be hear that_____ (place) at _____ O'clock on

The__ _____ day of_____ 199 . You are directed to be present at the hearing with such evidence as you may like to adduced. The ground of objection (in brief) area:-

(a)

(b)

(c)

Place_____

Date_____

Electoral Registration Officer

FORM 15

(See Rule 19)

(NOTICE TO THE PERSON IN RESPECT OF CLAIM OBJECTION HAS BEEN MADE)

Original

To be served on the objector

To

Full name and address of person_____

Objected to_____

Reference: Objection No._____

Take notice that the objection for the inclusion of your name at Serial No. in part _____ of the electoral roll for_____ constituency filed by.

(Full name and Address of Objector)_____

Will be hear that_____ (place) at _____ O'clock on

The__ day of_____ 199 . You are directed to be present at the hearing with such evidence as you may like to adduced. The ground of objection (in brief) area:-

(a)

(b)

(c)

Place_____

Date_____

Electoral Registration Officer

CERTIFICATE OF SERVICE OF NOTICE

Received Notice of the date of hearing

Date_____

Person objected to,

Certified that the notice on the person, the entry relating to whose name has been objected to, has been duly served by me this_____ day of _____on (name)_____ personally/by affixation on residence.

Place_____

Date_____

__

Serving Officer**.**

N.B.- If this notice is served by post, attach the receipt here

FORM 15-A
(SEE RULE 19)

Notice of Hearing of an Objection to Particulars in An Entry

Duplicate
Office copy
To
(Full name and address of objector _____
Reference :- Objection No,_____

Take notice that your objection to certain particulars in the entry relating to you will be heard at_____ (place) at _____ O'clock on the day of _____ 19 .You are directed to be present at the hearing with such evidence as you may like to adduce.

Place_____

_
Date

_____

Electoral Registration Officer

FORM 15-A
(SEE RULE 19)
Notice of Hearing of an Objection to Particulars in An Entry

Original
To be served to the objector
To
(Full name)_____
and address of objector _____
Reference :- Objection No,_____

Take notice that your objection to certain particulars in the entry relating to you will be heard at_____ (place) at _____ O'clock on the_____day of _____ 199 .You are directed to be present at the hearing with such evidence as you may like to adduce.

Place_____

_

Date

_____

Electoral Registration Officer

CERTIFICATE OF SERVICE OF NOTICE

Received Notice of the date of hearing

Date_____

Objector

Certified that the notice on the person, the entry relating to whose name has been objected to, has been duly served by me this_____ day of _____on (name)_____ personally/by affixation on residence.

Place_____
Date_____
__

_____

Serving Officer.

N.B.- If this notice is served by post, attach the receipt here.

FORM 16

(SeeRule23)

Notice of Final Publication of Electoral Roll

It is hereby notified for public information that the list of amendments to the draft electoral roll for the_____ constituency of_____Municipal Corporation/Council/Nagar Panchayat has been prepared with reference to_____ as the qualifying copy of the said roll together with the said list of amendment has been published and will be available for inspection at my office.

Place_____

Date_____

_____

Electoral Registration Officer

Adress_____

FORM 17

(See rule 27)

Application for transposition of entry in electoral roll

To

The Electoral Registration Officer,

_____Constituency.

Sir,

I submit that the entry at Serial No._____ in Part No, _____of the electoral roll for the above mentioned constituency relating to (myself, namely)_____ son/wife/daughter of_____ should be transposed to Part No, _____of the roll, because I have changed my place of ordinary residence which is within the same constituency.

I declare that I am an elector of this constituency being enrolled at Serial No._____ in Part No._____ of the roll.

Place_____

Date_____

Signature/thumb-Impression

Full Postal Address_____

_____ (Preforation)_____

Intimation of action taken

Form 17 of Shri/Shrimati/Kumari_____

_____Adress_____has been_____

(a) accepted and the name of Shri/Shrimati/kumar_____ has been transposed to part no._____

(b) rejected for the reason_____

Date_____

_____

Electoral Registration Officer

(Address)_____

_____ (Preforation)_____

Form 17 from

Shri/Shrimati/Kumari_____

Address_____

Date:_____

Electoral Registration Officer

(Address)_____

To be filled in by the applicant.

FORM 18

(See Rule 27)

Application for Deletion of Entry in Electoral Roll

To

The Electoral Registration Officer,

_____constituency,

Sir,

I submit that the entry at Serial No,_____in Part No. _____ of the electoral roll for the above mentioned constituency related to Shri/Shrimati/Kumari_____

son/wife/daughter of_____ requires to be deleted as the said person is dead/is no longer ordinarly resident in this locality/is not entitled to be registered in the electoral roll for the following reasons:-

_____

_____

I hereby declare that the facts mentioned above are true to the best of my knwoledge and belief.

I declare that I am an elector of this constituency, being enrolled at Serial No, _____ in Part No. ---------- of the roll.

Date _____

Place_____

_____

Signature/Thumb-impression of Objector

Full Postal Address_____

*strike out the inappropriate words.

_____(Perforation)_____

Intimation of action taken

Form 18 lodged by Shri/Shrimati/Kumar_____Address_____has been_____

(a)accepted and the name of Shri/Shrimati/Kumari_____as appearing at Serial No.in Part No._____has been dated.

(b)rejected for the reason_____

Date:_____

Electoral Registration

_____

Officer

Address_____

_____(Perforation)_____

Receipt for application

Received the application in

Form 18 from Shri/Shrimati/Kumari*_____
Address_____
Date_____

_____

Electoral Registration officer
Address_____ *To be filled by applicant.

FORM 19

[See Rule 34]

NOTICE OF ELECTION

Notice is hereby given that:

(1) an election is to be held of a member to Municipal Corporation/council/Nagar Panchayat from constituency No.

(2) nomination papers may be delivered by a candidate of his proposer to me at _____ between 11 A.M. and 3 P.M. on any day (other than public holiday) not later than_____

(3) forms of nomination paper may be obtained at the place and times aforesaid,

(4) the nomination papers will be taken up for scrutiny at_____ on----------

---at_____

(5) notice of withdrawal of candidature may be delivered by a candidate or his proposer or his election agent (who has been authorized in writing by the candidate to deliver it) to me before 3 P.M. on the _____

(6) in the event of the election being contested, the roll will be taken on_____ between hours of _____ and_____

Place_____

Date_____

Returning Officer.

FORM 20

[See Rule 36]

NOMINATION PAPER

I nominate as a candidate for election to the Municipal Corporation/Municipal Council/Nagar Panchayat_____ from constituency No_____.

Candidate's Name_____father's/husband's name_____His postal Adress _____

His name is entered at Serial No._____ in Part No. ____-_____ of the election roll for_____ constituency No._____

My name is_____ and it is entered at Serial No._____in Part No. _____ of the electoral rolls for_____ constituency No._____

Date _____

(Signature of proposer)

I, the above mentioned candidate, assent to this nomination and hereby declare:

(a) that I have completed_____years of age;

(b) that I am (set up) at this election by the _____ party;

(C) that the symbols I have chosen are in order of preference

(i) _____ (ii) _____and_____ (iii)

(d) that my name and my father's/husband's name have been correctly spelt out above in _____ (name of the language).

(e) that to the best of my knowledge and belief, I am qualified and not also disqualified for being chosen to fill the seat in the Municipal Corp oration/Council/Nagar Panchayat.

I further declare that am a member of the _____*_caste/which is Scheduled *caste/backward Class_____ Date_____ in relation to_____ (area in that State).

(Signature of the Candidate)

I have examined this nomination paper in accordance with Section 38 and decide as follows:

Returning Officer

Date_____

_____Perforation)_____

Receipt for Nomination paper and Notice of Scrutiny

(To be handed over to the person presenting the nomination paper)

Serial No. of nomination paper_____

The nomination paper of _____ a candidate for election from the _____constituency was delivered to me at my office at _____ (hour) on _____)date)* by the candidate/proper.

All nomination papers will be taken up for scrutiny at_____ (hour) On_____ (date) at _____ _____ (place).

Returning Officer

Dated_____

FORM 21

[SeeRule38]

NOTICE OF NOMINATION

Election to the Municipal Corporation/Council/Nagar Panchayat_____ From _____ Constituency. Notice is hereby given that the following nominations in respect of the above election have been received ucto 3 P.M. today:-

Sr.No of nomination paper	Name of candidate	Iname of father/ husband	Age of candidate	adress	Party Affiliation	Particulars of castes for candidates belonging to scheduled Cates	Electoral roll number of candidate	Name of Proposer	Electoral roll number of proposer
1	2	3	4	5	6	7	8	9	10

Place_____

Date_____

Returning Officer

FORM 22
(See Rule 40)
List of Validly Nominated Candidates

Election to the _____Municipal Corporation/Council/NagarPanchayat.

Serial Number	Name Name of Candidate	Name of Father/ Husband	Address of Candidate	Party affiliation
1		3	4	5

Place_____

Date_____

_

Returning Officer

FORM 23
(See Rule 41)
Notice of withdrawal of Candidate

Election to the Municipal Corporation/Council/Nagar Panchayat
The Returning Officer

I_____ a candidate validly nominated at the above election do hereby give notice that I withdraw my candidature.

Place_____
Date_____

Signature of (validly nominated candidate)

This notice was delivered to me at my office at_____ (hour) on_____ (date)
by_____ (name) the _____

Date_____ **Returning Officer**

Receipt of Notice of Withdrawal
(To be handed over to the person delivering the notice)

The notice of withdarwal of candidature by _____ a (validly nominated candidate) at the election to the_____ was delivered to me by the at my office at _____(hour) on _____(date).

Returning Officer

FROM 23-A
(See Rule 41)
Notice of withdarwal of Candidature

Election to the Municipal Corporation/Council/Nagar Panchayat_____

Notice is hereby given that the following validly nominated candidate/candidates) at the above election, withdraw his candidature/their candidatures today:-

Name of (validly nominated Candidate)	Address of (validly nominated candidate)	Remarks
1.		
2.		
3.		
etc.		

Date_____ **Returning Officer**

FORM 24

(See Rule 43)

List of Contesting Candidates

Election to the Municipal Corporation/Council/Nagar Panchayat_____ from_____ Constituency -

Serial No.	Name of Candidate -	Address of Candidate	Party affiliation	Symbol allotted
1	2	3	4	5
1.				
2.				
3.				
4.				
Etc.				

Place_____

Date_____

Returning Officer

FORM 25

(See Rule 44)

(For Use Vacancy when Seat is Uncontested)

Declaration of the result of election:

Election to Constituency No. _____of_____

Municipal Corporation Council/Nagar Panchayat. In pursuance of the provision contained in Section 54 of the Puijab State Election Commission Act, 1994. I declare that _____ (Name) sponsored by_____Address_____ (name of the recognised/registered political party) has been duly elected to fill the seat in this municipality from the above constituency.

Place_____

Date_____

Signature

Returning Officer

FORM 26

(See Rule 45)

Appointment of Election Agent

Election to the Municipal Corporation! Council/Nagar Panchayat_____

To

The Returning Officer:

I_____of_____ a candidate at the above election of hereby appoint _____of as my election agent from this day at the above election

Place_____

Date_____

Signature of candidate

I accept the above appointment

Place_____

Date_____

Signature of election agent

(Approved)

Signature and Seal of the Returning Officer

FORM 27

[See Rule 45(2)]

Revocation of appointment of Election Agent Election to the Municipal Corporation/Council/Nagar Partchayat_____

To

The Returning Officer

I,_____ a candidate at the above election, hereby revoke the appointment of_____my election agent.

Place_____

Date_____

Signature to Candidate

FORM 28

(See Rule 46(2)]

Appointment of Polling Agent

Election to the Municipal Corporation/Council/Nagar Panchayat who is a Candidate at the above election do hereby appoint _____ (Name and address)_____ as a polling agent to attend polling station No. _____, at place fixed for the poll_____at_____.

Place_____

Date_____

Signature of candidate/election agent

I agree to act as such polling agent

Place_____ _____

Date_____

Signature of polling agent

Declaration of polling agent to be signed before Presiding Officer

I hereby declare that at the above election I will not do anything forbidden by the Punjab State Election Commission Act, 1994 which I have read/has been read over to me.

Date_____ Signature of Polling Agent/ Election Agent

Signed before me.

Date_____ Presiding Officer.

FORM 29

[See Rule 47]

Revocation of appointment of Polling Agent

Election to the Municipal Corporation/Council/Nagar Panchayat

To

The Presiding Officer,

I, _____ (the election agent of_____) a candidate at the above election, hereby revoke the appointment of _____ my/his polling agent.

Signature of person revoking

Place_____

Date_____

FORM 30

[See Rule 49(2)]

Letter of intimation to Returning Officer

To

The Returning Officer for

Constitueny No._____ of _____

Municipal Corporation/Council/Nagar Panchayat,

Sir,

I intend to cast my vote by post at the ensuing election to the Municipality from_____ constituency No._____. My name is entered a serial No. _____ in Part No. _____ ____ of the electoral roll for the constituency.

The ballot paper may be sent to me at the following address:

_____

_____

_____

Place _____

Date _____

Yours faithfully,

FORM 31
(See Rule 63)
List of Tendered Voters

Election to the Municipal Corporation/Council/Nagar Panchayat from Constituency_____

Number and name of Polling Station_____

Serial No.	Part number Serial Number and Name of Elector	Address of Elector	Serial number of tendered ballot paper	Serial No. of ballot paper issued to the person who has already voted	Signature or thumb impression of person tendering vote
1	2	3	4	5	6

Date_____

Signature of Presiding Officer

FORM 32

[See Rule 64(2)]

List of Challenged Votes

Election to the Municipal Corporation/Council/Nagar Panchayat from

Constituency_____

Polling Station Number and Name of Polling Station

Serial No.	Name of Elector	Serial Number of		Signature or thumb impression of the person challenged	Address of the person challenged	Name of Identified, If any	Name of Challenger	Order of Presiding Officer	Signature of challenger on receiving refund of deposit
		Part of Roll	Electors Name in that paer						
1	2	3	4	5	6	7	8	9	10
2									
3									
4									
5									
6									

Date_____

Signature of Presiding Officer

FORM 33

(See Rule 70)

Part 1— Ballot Paper Account

Election to the Municipal Corporation/Council/Nagar Panchayat from Constituency _____

No. and name of Polling Station _____ Serial No.

_____ Total No. _____

From To

1. Ballet paper received _____
2. Ballet papers unused (i.e. not issued to voters)
   (a) With the signature of Presiding Officer
   (b) Without the signature of Presiding Officer_____ Total : (a+b) _____
3. *Ballot papers used at the Polling Station _____
   (1-2=3) _____
4. Ballot Papers used at the polling station but NOT INSERTED INTO THE BALLOT BOX:

(a) Ballot papers cancelled for violation of voting procedure under Rule 68_____

(b) Ballot papers cancelled for other reasons_____

(c) Ballot papers used as tendered ballot papers_____

Total; (a+b+c)_____

5. *Ballot papers to be found in the ballot box
   (3-4)=5)
   *(Serial numbers need not be given)

Date_____

Signature of the Presiding Officer

Part-11 Result of Counting

[.Name of candidate	Number of valid votes/cast
1	
2	
3	
etc.	
II Rejected Ballot Papers	
II TOTAL	

Whether the total number of ballot papers shown against item No. III above tallies with the total shown against item No. S of Part I or any discrepancy noticed between these two totals.

Place _____ **Signature of the Counting Supervisor**

Date_____

Place_____ **Signature of the Returning Officer**
Date_____

FORM33-A

[SeeRule66(3)]

List of Blind and Infirm Voters

Election to the Municipal Corporation/Council/Nagar Panchayat_____ Constituency _____ (State)

Number and name of Polling Station_____ in Constituency No,_____

Serial No.	Part No. and Serial No.of elector	Full name of elector	Full Name of companion	Address of companion
1	2	3	4	5

Date_____ Signature

FORM 34
[See Rule 76(2)]

Election to the Municipal Corporaton/Council/Nagar Panchayat from _____constituency.

To

The Returning

officer.

I, _____a candidate/the election agent of _____ who is a candidate at the above election, do hereby appoint the following persons as my counting agents to attend the counting of votes at _____

SR NO.	Name of counting Agent	Address of the Counting Agents
1		
2		
3		
4		

We agree to act as such counting agents agents.

1.

2.

3.

4,

Place_____ Date _____

Signature of candidate/Section

Signture of counting agents.

DECLARATION OF COUNTING AGENTS

(To be signed before the Returning Officer)

We hereby declare that at the above election we will not do anything forbidden by Section 113 which we have read/has been read over to us.

1

,

2

.

3.

etc.

Date_____ Signed before the

Date_____

Returning Officer

Signature of Counting agent.

FORM 34A

[See Rule 76(4)]

Revocation of Appointment of Counting Agent

Election to the Municipal Corporation/Council/Nagar Panchayat_____

To

The Returning Offfter

I_____the election agent of _____ a candidate at the above election hereby revoke the appointment of_____ my/his coounting agent.

Signature of person revoking

Place_____

Date_____

FORM 35

[See Rule 80(7)(b), 81(5), 83 and 83]

(Result of counting of votes at the Polling Station)

FORM OF ACCOUNT OF BALLOT PAPERS

Election to the Municipal Corporation/Council/Nagar Panchavat from the _____constituency.

Polling Station_____

Sr, No.	Name of Candidate	Number of valid ballot papers polled	Number of rejected ballot papers
1	2	3	4
1			
2			
3			
4.etc.			

Total number of valid votes recorded In ballot-papers contained in the ballot-boxes at the polling station_____

Total number of rejected votes_____

Total votes polled_____

Place_____

Date_____

Signature of the Assistant Returning Officer

FORM 35-A

[See Rule 84(1)]

Final Result Sheet

(To be used for recording the result of voting at Polling Station in the contituency)

Election to the Municipal Corporatios/Council/Nagar Panchayat from the _____constituency.

PART I

Total No. of Electors in Municipality Constituency No. of the Constituency

Seriol No. of Polling Station	No. of valid votes cast in favour			Total valid votes	No. of rejected votes	Total No. of tendered votes
		A	B		C	
(If there are more than one Polling Stations in the constituency)						
(1)						
(2)			(			
(3)						
Etc.						
Total No, of votes recorded at Polling Stations						
No. of votes recorded on postal ballot papers						
Total votes polled						

Place_____

Date_____

Form 35-A

PART II— Result of Counting

1. Name of candidate	Number of valid votes cast
1	
2.	
3.	
4.	
5.	
Etc	
II. Rejected Ballot Papers	
III. TOTAL	

Whether the total number of ballot papers shown against item No. Ill above tallies with the total shown against item No. 5 Part I or any discrepancy noticed between these two totals.

Place_____

Date_____

Signature of Returning Officer

FORM 36

[See Rule 84(b)]

For use when seat is contested

Declaration of the result of Election under_____

Election to the_____

Constituency No._____ of_____ Muncipal

Corporation/Council/Nagar Panchayat_____

In pursuance of the provisions contained in section 69 of the Punjab State Election Commission Act, 1994.

Rule 84 of the Punjab Municipal Election Rules, 1994, I declare that_____

(Name) _____ (Address) Sponsored by_____

(name of the recognised/registered political party) has been duly elected to fill the seat in that Municipality from the above constituency.

Place_____

Date_____

Signature

Returning Officer

FORM 37
[See Rule 84(c)]
Return of Election

Election to the _____from the_____Constituency

Return of Election

Serial No	Name of candidate	party affiliation	Number of votes Polled

Total number of electors_____

Total numbers of valid votes polled _____

Total number of rejected votes _____ total number of tendered votes _____.

I, declare that, _____(name) of _____ (address) has been duly elected from_____ constituency.

Place_____

Returning Officer Date_____

FORM 38

(See Rule 85)

Certificate of Election

I, Returning Officer for Constituency No. _____ of _____ __

Municipal Corporation/Council/Nagar Panchayat hereby certify that I have on the _____ date of _____19_____ declared Shri _____ of_____sponsored by _____(name of the recognised/registered political party) to have been duly elected by the said constituency in the General Election/Bye-election to be a member of the aforesaid Municipality and that in token thereof. I have granted to him this certificate of election.

Place_____ Returning Officer.

Date_____ Seal

FORM 39

[See Rule 18(2)]

I, _____the petitioner in the accompanying election petition calling in question the election of Shri/Smt. _____ respondent No. _____ in the said petition make solemn affirmation/oath and say-

(a) that the statement, made in paragraphs _____of the accompanying election petition about the commission of the corrupt practice of*_____ and the particulars of such corrupt practice mentioned in paragraphs _____of the same petition and in paragraphs _____ of the Schedule annexed thereto are true to my knowledge;

b) that the statements made in paragraphs _____ of the said petition about the commission of the correct practice of* _____ and the particulars of such corrupt practice given in paragraphs _____ of the said petition and in paragraphs _____of the Schedule annexed thereto are true to my information:

(c)

(d)

Etc.

Signature of dependent

Solemnly affirmed/sworn by Shri/Shrimati _____ at this day of _____ 199.

Before me.

Magistrate of the first class/Notary/Commissioner of Oaths.

*Here specify the name of the corrupt practice.