

**OFFICE OF THE RETURNING OFFICER,  
INDIA ISLAMIC CULTURAL CENTRE,  
87-88, LODHI ROAD, NEW DELHI - 110003**  
ARRANGEMENTS ON POLL DAY-ATTENTION VOTERS

1. Voters will access the polling station through gate No.5 on the rear side adjacent to IIC and entry will be by showing ICC identity card.
2. In case a voter could not bring his/her ID card of ICC, he/she will have to produce one of the 7 documents to Facilitation Official at the gate. After his/her membership is confirmed from the record, he/she will be allowed to proceed to polling station. The candidates/their agents may remain present there to observe the procedure and in case of any doubt R.O/A.R.O should be intimated to resolve the issue. In no case peace should be disturbed.
3. Identification/verification by any candidate, of a voter, without Identity Card for allowing him to cast vote shall, in no case be allowed.
4. No vehicle will enter the premises. However, wheel chair will be available for infirm voters.
5. Entry of voter will be from gate No. 5. They will enter the polling station via downstairs near the auditorium.
6. After voting, voter will exit from gate No.4.
7. Candidates may set up their camp office in front of gate No. 4.
8. There will be no parking opposite gate No. 1, 2 and 3 on Lodi Road.
9. At gate No. 3 assistance will be provided to patient on wheel chair, and VIP voters like ex/sitting MP/MLA/MLC/Governor/C.M/Judges of HC/S.C etc. In case of doubt, the R.O will decide the matter. It will be managed by the officials employed from outside. The candidates may seek assistance in advance for their known VIPs.

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ARRANGEMENTS ON COUNTING DAY-ATTENTION –ANDIDATGES/AGENTS

PRILIMINARY STEPS

1. The counting of votes will commence from 10.00 a.m. onwards on 7.1.2019.
2. Postal ballot papers will first be counted. First cover “A” and “B” sent by the voter will be opened. All the envelops will be destroyed then and there so that name of the voter who has sent the ballot is not traceable.
3. Total ballot papers received and all the 3 parts thereof will be tallied.
4. Similar action will be taken in respect of votes polled on 6.1.2018.
5. Ballot papers will be segregated and stacked into 3 part ie. Executive Council (E.C); Board of Trustees(BOT) and President/Vice President.
6. Bundles of 50 votes in each category will be prepared and then counting will begin as under.
7. Before commencing the counting of votes, right hand side corner of ballot paper bearing the serial number of ballot paper will be cut off.

PROCEDURE FOLLOWED FOR COUNTING

1. The R.O will read the name of the candidate/S.No. and the counting staff will record the vote received in the counting sheet. Across the wire mesh, the candidates/their representatives shall sit and for their own record they may note the votes. After counting of 50 votes, only serial number of the candidate who receives the vote, will be called.
2. The view of the ballot paper taken up by the R.O will be shown in the TV monitor and in case of any disagreement, it can be verified.
3. Progressive of votes secured will be announced after every 100 votes and objection, if any, should be raised then and there and no request for recount will be entertained thereafter.
4. After counting postal ballots for a category like E.C/B.O.T/President/Vice-President, votes polled on 6.1.2019 will be taken up for that category.
5. Counting of votes of E.C will be taken up first, followed by BOT and finally Vice-President / President ( 3 Categories in all).