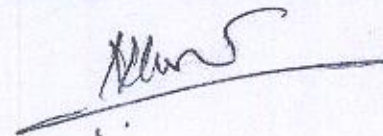


**Office of the Electoral Officer, BCA, Patna**  
**Instructions regarding Poll Process for BCA By-Election 2023**

1. Poll Process will start from 10:00 am on 05.08.2023 at Darbar Hall, Hotel Maurya, South Gandhi Maidan, Patna and it will be concluded with the distribution of the certificates to the winning candidates on the same day. Duration of poll will be from 10:00 am to 02:00 pm. After poll counting will be started.
2. Contesting candidate himself may remain in the space earmarked for them near the Polling Station from where the polling process is visible (But not the actual polling) right from the start of the polling to the end of counting or he may appoint duly authorized one day before a polling agent to remain present in the polling station in the space earmarked for this during the period of poll. However, both cannot remain present at the same time. He may appoint the polling agent as his counting agent also or may appoint some another person as his counting agent for being present during counting but when a counting agent is appointed only he will be present during the counting. If the candidate does not appoint polling agent or counting agent he will be permitted to remain present during the poll process as also the counting himself. If the candidate appoints a polling agent or/and a counting agent he will appoint in the format annexed with this instructions and ensure that its copy be made available to the Electoral Officer, BCA By-Election in his office in Room No. 311 of Hotel Maurya, South Gandhi Maidan, Patna by 2:00 pm on 04.08.2023. He will hand over its second copy to his polling agent/counting agent who will show it to the Presiding Officer before entry into the Polling Station.
3. In BCA Patna By-Election, votes shall be cast through ballot paper. Proxy voting will not be allowed. Ballot papers for the three posts of BCA will be prepared separately. Secrecy shall be maintained while voting. Each voter will be supplied three ballot papers one for each post. Before supplying the ballot papers to the



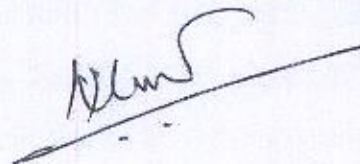


voters, the Presiding Officer will put his full signature on the reverse side of the ballot paper.

4. Three separate Ballot Boxes will be placed before the Presiding Officer for the three posts. Name of the respective post will be affixed on each of the Ballot Boxes. These will be sealed as per procedure of sealing in front of the candidates or their authorized representatives.

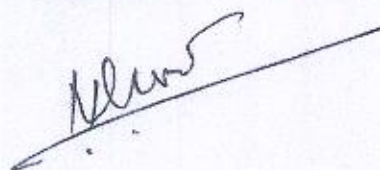
The voter will mark ✓ (Tick mark) in the box against the name of the candidate he desires to vote for. If he marks ✓ in more than one box or on the line between two boxes, his vote will not be treated as a valid vote and it will be rejected at the time of counting. So voter should ensure to mark ✓ in the box against the name of the candidate of his choice. Voter will be allowed to enter in the voting compartment one by one after security checking and no voter will be allowed to enter the voting compartment so long as another voter is there inside it for the purpose of recording his vote.

5. The Presiding Officer shall regulate the number of voters who may enter in the polling station at a time and shall remove all other persons from there except:
  - (a) Polling Officers.
  - (b) Persons deputed by Electoral Officer in connection with By-election of BCA Patna.
  - (c) One polling agent for each candidate during time of poll in the space earmarked for this purpose while polling only.
  - (d) One counting agent for each candidate during counting in the space earmarked for this purpose while polling only.
  - (e) If candidate has not appointed polling agent/counting agent then the candidate himself can remain present in the spaces earmarked for these during the polling and the counting.
  - (f) Child in the lap of the voter.





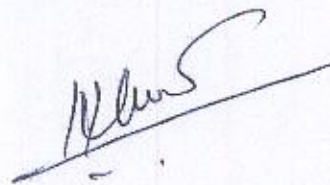
- (g) Duly authorized person one day before for accompanying a blind or infirm (differently abled, Divyang) voter who cannot move without assistance. A doctor's certificate is required for such voter in this case.
- (h) Such other person as the Electoral Officer or the Presiding Officer may employ for the purpose of identification of the voters.
- (i) Hon'ble Observer appointed by the competent authority will oversee the overall arrangements made for peaceful and fair conduct of election but he in no circumstance shall enter the voting compartment as per his own desire as per rule.
6. Closing and sealing of the Ballot Boxes prior to the commencement of the poll:
- i. Just before the commencement of the poll the Presiding Officer shall allow the Candidates or their polling agents (as the case may be) present at the polling station to inspect the ballot Box to be used for the poll to show that the box is empty.
  - ii. After that the following label will be pasted on the inner and outer portion of the box.
    - a) Number of the ballot box.
    - b) Name of post.
    - c) Name of the Polling Station.
  - iii. The Presiding Officer shall fix in the Ballot Box the paper seal on which the candidate or polling agent present there may also put their signature if they so desire. Then the Presiding Officer will prepare the ballot box and bring it into balloting position.
7. Identification of the voter:
- (a) The Presiding Officer shall first compare the name of the voter with that which appears in the final Electoral Roll. He will also check that clarification and order vide memo no. 23/BCA Elec. dt 22.07.2023 of Electoral Officer has been properly complied with by the voter or not.

A handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to be 'K. S. S.' or similar.



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

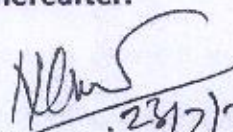
8. Presiding Officer will put his signature on the reverse of the ballot paper for every post and hand it over to Polling Officer 2<sup>nd</sup> for issuance to the voter. When a voter enters in the Polling Station with authorization letter of the respective DCA, he will hand over his authority letter to the Presiding Officer in original. The Presiding Officer will check properly whether the authority letter is in compliance of the instructions issued in memo no. 23/BCA Elec. dt 22.07.2023 of the Electoral Officer BCA Patna. First Polling Officer will assist him in ascertaining the facts after comparing with the final Electoral Roll. After the identification of the authorized voter, the first Polling Officer will enter his name in the Register prescribed and will take his signature in the Register kept for this purpose. Thereafter, the First Polling Officer will apply indelible ink on the left forefinger of the voter. Thereafter, the voter will go before the 2<sup>nd</sup> Polling Officer, who will supply three ballot papers after taking signature of the voter on the counterfoil of every ballot paper. 2<sup>nd</sup> Polling Officer will also instruct the voter on how to fold ballot paper vertically. After receiving the three ballot papers the voter will enter into the Voting Compartment and will vote as prescribed above. After marking by polling his vote, he will fold the ballot paper and insert in the ballot box of the respective post.
9. After polling is complete successfully then counting will start after due interval for making arrangements before candidates or their counting agents, post by post by the counting personnel appointed by the Electoral Officer. If any marked ballot paper for any post has been mistakenly inserted in a wrong box, matter shall be brought to the notice of the Electoral Officer for decision. After counting, result sheet will be prepared post wise and candidate having largest number of votes will be declared winner, post wise.





In case two or more candidates against a post secure equal number of votes, then the result will be decided by draw of lot among such candidates and candidate in whose favor the lot is drawn, shall be declared the winner. The lot shall not be drawn by toss of coin, but in the manner as prescribed by the Electoral Officer.

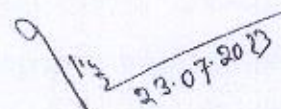
10. After counting of all posts and announcement of the results by the Electoral Officer, Certificates will be issued to the winning candidates by the Electoral Officer under his signatures.
11. The By-poll process will be declared as complete and closed thereafter.

  
23/7/2023  
Electoral Officer  
BCA, Patna.

Memo No. 24/BCA Elec. 2023

Date: 23.07.2023

Copy forwarded to CEO, BCA, Patna for uploading the instructions on official website of BCA, Patna.

  
23.07.2023

By order: Additional Electoral Officer  
BCA, Patna