

**EVENT/FUNCTION TO BE PERFORMED**

sl no	TIME	tick	On 12th May 2024::AT THE DISTRIBUTION CENTRE
1	7 am		reaching Distribution center
2	7 to 10am		Receiving polling material with your team
3	10am		checking polling material with your team as per check list
4	10-11 am		Perform CRC in CU at receiving center
5	2:00 PM		OPEN PDMS APP
6	2pm	PDMS	Started from Dispatch centre yes/no in PDMS app

***ON 12th - BEFORE DAY OF POLL- AT THE POLLING STATION***

7	3 to 5 apm	PDMS	reached PS- in PDMS APP
8	5:00 PM	PDMS	polling party has reachged the PS- yes/no in PDMS APP
9	5 to 6 pm		Arrange posters outside, meet BLO, Police personnel
10	5-6 pm		appointment of Agents & relief agents - Form 10 , issue i.d. cards
11	5-6 pm		Take signs of polling agents on Annexure-13 :: entry passes issued to polling agents
12	5 -6pm		sitting arrangements-voting compartments
13	6-8 pm		Fill the covers- put them in respective packs
14	6-8pm		make ready for mock poll Kits-2
15	6--8 pm		setting up of polling station
16	6--8 pm	PDMS	web cam installed- yes/no -upload photo in PDMS app
17	6--8 pm	PDMS	voting compartments arranged-yes/no - upload photo in PDMS app
18	6--8 pm	PDMS	Posters displayed at the PS- yes/no - upload photo in PDMSapp



**ON 13th - ON THE DAY OF POLL:: MOCK POLL**

19	4am		<b>Get up by 4 am and Finish your naturals</b>
20	5.15 AM		Connect EVMs to make them ready
21	5.30 or 5 . 45 am		start Mock poll procesure-
22	5.30-6.30	PDMS	MOCK POLL started
23	5.30-6.30	PDMS	mock poll started for both PC & AC- yes/no
24	5.30-6.30	PDMS	2 or more polling agents present- yes/no
25	5.30-6.30	PDMS	press CLEAR button- next CRC-- Switch off CU
26	6.30 - 7 am		Fill Mock poll certificates-2 copies (1PC+1AC)
27	6.30 - 7 am		Put stamp on Mock poll slips- Seal mock poll slips putting in Black cover- agents sign on cover-Use pink seal here
28	6.30 - 7 am		Sealing of CU--VVPAT with green paperseal,spl tag, address tags
29	6.30 - 7 am		MOCK poll comleted-yes/no
30	6.30 - 7 am	PDMS	mock poll certificate is filled- yes/no
31	6.30 - 7 am	PDMS	mock poll cleared in CU & and shown total = 0 --- yes/no
32	6.30 - 7 am	PDMS	removal of mock poll slips
33	6.30 - 7 am	PDMS	Mock poll slips removed from PC VVPAT AND sealed in black cover- yes/no
34	6.30 - 7 am	PDMS	mock poll slips removed from AC VVPAT AND sealed in black cover- yes/no
35	6.30 - 7 am	PDMS	sealing of PC EVM completed--yes/no
36	6.30 - 7 am	PDMS	Sealing of AC EVM completed - yes/ no
37	6.30 - 7 am	PDMS	PC EVM replaced during Mock poll - yes / no
38	6.30 - 7 am	PDMS	AC-EVM replaced during Mock poll- yes/no
39	6.30 - 7 am		Fill declaration by PO- Annexure-6 before commencement of poll 2 copies- take agents sign on them
40	6.30 - 7 am		put the black cap on close button



**On 13th May 2024:: ACTUAL POLL 7 am to 6 pm**

41	6.55 am		Show the total to the agents and ensure '0' to each candidate in CU
42	6.55 am		Inform polling agents about secrecy in voting. Read Annexure-I (in P.No.81, point128 in PO handbook.)
43	6.55 am		inform the polling agents how the Voting process will go on
44	6.55-7 am		Show marked copy to the Agents about PB, EDC, ASD & Proxy entries
45	6.55 - 7 am		APO should write 'Total in the Control Units AC & PC have been checked and found to be Zero'
46	7:00 AM	PDMS	Actual poll starts - yes/no
47	7.7.30AM	PDMS	Check all the polling personnel duties whether they rightly doing or not
48	7-9 am		voter turnout- 9 am- Male Female, 3rd Genders
49		PDMS	voter turnout- 11 am- Male, Female, 3rd Genders
50		PDMS	voter turnout- 1 pm- Male, Female, 3rd Genders
51		PDMS	voter turnout- 3 pm- Male, Female, 3rd Genders
52		PDMS	voter turnout- 5 pm- Male, Female, 3rd Genders
53		PDMS	voter turnout- 7 pm- Male, Female, 3rd Genders
54	5.45PM		Announce ending of poll time and inform police not to allow after 6 pm
55		PDMS	number of tokens issued at 6 pm
56	6:00 PM		open black cap- press ' <b>CLOSE</b> ' button
57			Press ' <b>TOTAL</b> ' button- show total to the agents- record in 17C
58	6.00 pm		close of poll
59	6.05 pm		Declaration by PO - Annexure-6 at the end of the poll
60	6-6.15 pm		Check 17A- APO should write "The last Sl.No. of voter in Electrolal roll voted at the close of poll is _____) Time..... Date....
61	6-6.15 pm		Take agents signs, OPOs signs, Pr Officer signs at the end of 17A register
62	6-6.15 pm		Switch off Cus both PC and AC
63	6-6.15 pm		remove connection from EVMs
64	6-6.30		Seal the Carrying cases with address tags in the presence of Agents, Micro observer



65	6-6.30		Take agents sign on declaration after sealing of voting machine-Annexure-6 Part-IV
66	6-6.30		allow agents to put their own seal on tags
67	6-7pm		Complete PO Diary 2 copies of 17 C, Pos report , EVM papers
68	6-7pm		hand over 17C ballot paper account to Agents.
69	6-7pm		Total votes recorded in CU, 17 A and form 17 C is tallied and found equal
70	6-7pm	PDMS	Close button pressed
71	6-7pm	PDMS	EVM sealing completed
72	6-7pm	PDMS	sealing of EVMs and filling of Forms
73	6-7pm	PDMS	Safely reached reception Centre

***AT THE RECEPTION CENTRE***

74			Hand over ALL PACKETS AT THE RECEPTION CENTRE
75			Take receipts-Annexure-22 Form 21 (prepare in duplicate) keep one copy with you
76			Collect Duty certificate