

PANJAB UNIVERSITY, CHANDIGARH



ELECTION OF ORDINARY FELLOWS TO THE SENATE: 2020
FROM THE CONSTITUENCIES OF
REGISTERED GRADUATES

(<https://senateelections.puchd.ac.in>)

HANDBOOK OF INFORMATION FOR
PRESIDING OFFICERS AND POLLING
STAFF

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1.	Constituency	Registered Graduates
2.	Date of Election	September 26, 2021 (Sunday)
3.	Time of Election	8:00 A.M. to 1:00 P.M. and 1:30 P.M. to 5:00 P.M.

PANJAB UNIVERSITY, CHANDIGARH

INSTRUCTIONS TO THE PRESIDING OFFICERS AND THE POLLING STAFF DEPUTED FOR DUTY.

1. GENERAL

- 1.1 Polling is the most important event in the Election process. It is through the poll that electors express their choice of the candidate to represent them.
- 1.2 **Polling parties are required to put date stamp (provided in stationery) on the dates of election on Covering Letter.**
- 1.3 **Any type of Electrical/Electronic Recording devices/Gadgets, Mobile Phones, Camera are not allowed inside the Polling Booth.**

2. LEGAL PROVISION

- 2.1 Section 13, 14 & 15 of the Panjab University Act 1947.
- 2.2 The election of ordinary fellows under section 13 of Panjab University Act 1947

3. INSTRUCTIONS WITH RESPECT TO COVID-19

- 3.1. Every person shall wear face mask during the election process.
- 3.2. Social distancing shall be maintained as per the extant COVID-19 guidelines of the State Govt. and Ministry of Home Affairs.
- 3.3. Mark to demonstrate social distancing for queue shall be made on the ground.
- 3.4. Sanitizer should be provided at the entry/exit point of every polling station.

- 3.5. At any given time, only 1(one) voter shall be allowed in front of each polling official by maintaining social distance.
- 3.6. Sanitizers shall be kept inside the booth at appropriate locations with clear direction COVID-19 for use of voters
- 3.7. The following items shall be provided to every polling official and security personnel in addition to other prescribed items:
 - a. Mask
 - b. Sanitizer
 - c. Gloves
 - d. Face Shield

4. DATE AND TIME OF POLLING:

- 4.1. The recording of votes shall be through polling booths for the Registered Graduate constituency on September 26, 2021 from 8:00 a.m.to1:00 p.m. and 1:30 p.m. to 5:00 p.m.
- 4.2. Colors of Ballot boxes are as under:

CONSTITUENCY	Ballot box color	SYMBOL
Registered Graduates	Grey	*** G

NOTE: Voters who arrive at the Polling Booth upto 5:00 p.m. be allowed to cast vote. For this purpose, the Presiding Officer will close the gate of the Polling Booth after allowing the voters to come inside and issue token only to those voters who arrived at the Polling Booth up to 5:00 p.m. are permitted to vote.

5. POLLING PARTIES:

- 5.1. Polling parties for conducting the poll at polling station/booth are appointed by the Registrar cum Returning Officer, Panjab University. The order of appointment of Presiding officer, Polling officer & supporting staff for Senate elections 2020 may be checked by each polling personnel so appointed.
- 5.2. Polling Staff for each booth shall ordinarily consist of:
 - i. Presiding Officer
 - ii. Polling Officer
 - iii. Supporting Staff (as per number of votes)

6. ITINERARY:

All members of the polling party shall chalk out a plan of their timings by consulting the Election Cell well in advance, so that they may reach the respective polling booths by **11:00 a.m. on 25-09-2021(Saturday)**. The members of the polling party will travel as a party and not as individuals to their station of duty and back to Headquarter. As a means of transport arrangements have also been made to provide University/hired taxis/own cars at the approved rates. In this regard the Polling Officers may contact O.S. (Election)/ A.R. (Election) before finalizing their programme.

*****G = Registered Graduate**

7. REHEARSAL FOR THE POLLING OFFICERS:

In order to have a general idea of the procedure to be adopted for the conduct of election at their respective polling booths, it is compulsory for the polling officer and one members of supporting staff to attend the rehearsal as per programme given below in the **LAW AUDITORIUM** :-

Batch	Booth No.	Date of Rehearsal	Time
I	Polling Officers	As per duty list	10:00 AM
II	Supporting Staff 1		03:00 PM
III	Supporting Staff 2		10:00 AM
IV	Supporting Staff 3 & others		03:00 PM

8. POLLING MATERIAL

8.1. The Polling Officer is advised to collect Ballot Boxes from furniture Store, Stationary articles from the Stationary Store & Ballot Papers and other material from Election Cell as schedule mentioned below

8.2. The Item(s) so collected must be checked before proceeding the journey to Polling Booth.

8.3. A letter from the Returning officer not to open the Ballot Boxes by the police on return journey will be issued separately.

8.4. Polling Officer of each polling party assisted by polling staff will receive Ballot Box/es, Ballot Papers and other polling material on the date and time noted below, from the R&S Store Section against proper receipt :-

<i>Polling Parties for</i>	<i>Date</i>	<i>Time</i>	<i>Place for Collection of Material</i>
Booth Nos. 34 to 150	23-09-2021	9.00 a.m. to 4.00 p.m.	Basement, Admin. Block
Booth Nos. 151 onwards	24-09-2021	9.00 a.m. to 4.00 p.m.	
Booth Nos. 1 to 33	25-09-2021	3.00 p.m. to 5.00 p.m.	

8.5. The Polling Officer shall ensure that the Ballot Papers taken by him/her are extra than the actual number of votes allocated to the Polling Booth of his/her posting. He/she will be responsible for the safe custody of the entire polling material.

9. DUTIES OF POLLING STAFF:

9.1. **Presiding Officer:** He/She will be the overall in-charge of the Polling Booth/Party for the conduct of free and fair election and shall ensure proper law and order within the area of the booth for which he/she may seek the assistance of the district authorities, if necessary. In this connection, letters have already been issued to them.

9.2. In case, due to any exigency, the Polling Officer OR any other official fails to turn up on duty on September 25, 2021 by 11.00 a.m., he/she should inform the Registrar-cum-Returning Officer CA Vikram Nayyar by name, telegraphically/whatsapp OR on telephone **number 0172-2534976**

or 0172-2541716. In case, where the Presiding Officer himself is unable to act as such due to some extreme unavoidable situation, he/she should inform the Polling Officer well in advance, to enable him to make suitable alternative arrangements, at his own level, OR he should approach the Head of the Institution for securing a suitable person for acting as such. However, the information in regard to any change must be sent to the Registrar-cum-Returning Officer CA Vikaram Nayyar by name, telegraphically/whatsapp OR on Phone Numbers, mentioned above.

- 9.3. He/she should reach the Polling Booth assigned to him/her on 25-09-2021 by 11:00 a.m. positively.
- 9.4. He/she shall rehearse with the members of the Polling Party on the same day and shall assign duties to each member of the polling party to be performed on the day of polling i.e. on 26-09-2021.
- 9.5. The Presiding Officer may also delegate in writing any of his function/s to the polling staff at the polling booth. Such delegation, however, does not relieve him of his responsibility as he/ she is the overall in-charge of the polling booth.
- 9.6. Ensure that no unauthorized person makes entry inside that polling booth.
- 9.7. Take necessary steps required for conduct of free and fair polls.
- 9.8. **Polling Officer/Polling Party** : The Polling Officer assisted by the member/s of the polling party will collect the ballot box/es, sufficient number of Ballot Papers, covering letters, booth- wise list/s, indelible ink and other material required for the conduct of election mentioned in Para 8 above. Before leaving the headquarters for the polling station, he/she will ensure that the party has received all the items detailed above. He/She will also apply physical check to ensure that the ballot box/es are in working order, Ballot Papers and Covering letters as allotted to the polling booth are sufficient, compare all the copies of the electoral rolls carefully and get them page-marked in the same order in every respect. **Before leaving the station he/she should further satisfy himself/herself that :-**
- 9.9. The list of voters along with the supplementary list/s, addenda & corrigenda, if any, relating to the booth/s assigned to the party have been put together in correct order;
- 9.10. All deletions of names and corrections of clerical nature or other errors as per supplementary list/s, addenda & corrigenda, have been carried forward well in advance in all the copies supplied to them;
- 9.11. All the pages in every working copy of the electoral lists have been serially numbered.
- 9.12. Copies of the booth-list (list of Booths) have been issued to each member of the polling party.
- 9.13. The numbers of Ballot papers supplied to them are for the polling booth/s assigned to their constituency/ies, have been checked and are not in defective position, Serial number of Ballot Papers and Covering letters should be tallied through a random check.
- 9.14. If the Serial Numbers of Ballot Papers and Covering letters differ, they may not be issued to the electors to avoid any complication at a later stage and cancel such Ballot Papers and the Covering letters.
- 9.15. The Presiding Officer, Polling Officers and the party will entirely be responsible for the shortage of any material required for the conduct of election, particularly Ballot Papers and Covering letters etc.

- 9.16. In case the Polling Officer feels shortage of Ballot Papers during the course of polling, he/she is advised to make the arrangement for the same well in time from the other local or nearby (out station) Polling Booth or he/she should contact i) **Sh. Sanjeev Kamboj, Assistant Registrar (Election Cell) on Phone numbers, 9417112128 and ii) Sh. Jagtar Singh, O.S.(Election Cell), 8283808003** for the purpose.
- 9.17. Ensure the videography of the Polling Booth by the designated videographer approved by the University.

Note: a. The Ballot Box/es and Ballot Papers for different constituencies bear different colours & symbols (refer Para 4) and the name of the constituency is indicated on the Ballot Box and the Ballot Paper. Before issue of Ballot Papers for the constituency, the Presiding Officer should instruct the electors to drop the Ballot Paper in the relevant Ballot Box (pla-card of that constituency should be placed in front of relevant Ballot Box).

b. The members of the Polling party will be responsible for the safe custody of Ballot Box/es, Ballot Papers and all other items of the polling material from the time of issue till these are handed over at the headquarter.

10. APPOINTMENT OF STAFF:

One Peon and other Supporting Staff on requirement as per criteria fixed by the University may be engaged and paid the Honorarium etc. at the rate fixed by the University. The payment will be made by the Polling Officer out of the advance against proper receipt duly countersigned by the Presiding Officer.

11. SETTING UP OF THE POLLING BOOTH:

- 11.1. The Polling Booth, as far as possible, be set up in a quiet corner of the building, Necessary furniture may be obtained from the Head of the institution, who has already been requested.
- 11.2. With the aid of screens or any other material one or more than one enclosures may be set up in a corner of a room where the voters may mark the Ballot Papers in secrecy. Where regular screens are not available, an enclosure may be created by borrowing black-boards, charpais and bed sheets etc.
- 11.3. The Polling Party shall report its arrival to the Presiding Officer on September 25, 2021 by 11:00 a.m. and have the arrival report certified on **Form 'A' (Arrival Report)** given for the purpose.
- 11.4. The members of the party will assist the Presiding Officer in setting up the booth and also in the conduct of election. On their arrival at the place of polling, they will make sure that—
- (i) there is adequate space for the voters to wait outside the Polling Booth;
 - (ii) there is separate waiting space for men and women, if possible;
 - (iii) there is separate entrance and exist for voters;
 - (iv) the flow of voters from the time they enter the Polling Booth till the time they leave, is smooth and there is no crisscross movement within the Polling Booth.
 - (v) there is proper electricity is available in the booths.

- 11.5. The Nominated member of videography is contacted as per list provided.
- 11.6. Proper instructions are issued for continuous videography of the event

12. IDENTIFICATION OF BALLOT BOX:

Paste or tie outside each box a *Tag Label* meant for the purpose duly filled in and completed in all respects. Refer to para 4 and see the color pattern The Polling Officer must put Polling Booth number of slip and box

13. HIRE OF FURNITURE:

At some places, the institutions may not be in a position to provide necessary furniture. In such cases the Polling Officers should make necessary arrangements themselves and meet the expenses out of the advance placed at their disposal. Proper receipts must be obtained for each item of expenditure.

14. DISPLAY OF NOTICES:

14.1. Following Notices with regards to **INSTRUCTIONS TO VOTERS** may be displayed outside the polling booth, at a conspicuous place:

- (a) Two Big Posters
- (b) Two Notifications
- (c) Two Samples of Ballot Paper of each Constituency

14.2. All these arrangements should be completed by 12.00 noon on 25-09-2021 and a certificate to this effect as per specimen given below, be obtained from the Presiding Officer, who would also check up the locking system of the Steel/Wooden Ballot Box/es and see that the same is/are working properly.

14.3. The Presiding officer/Polling Officer with help of Principal must ensure that electricity backup must be made in case of electricity failure.

14.4. No candidate/supporters are allowed display the banner or hording or name plates/tags on clothes within the periphery of 200 mtrs from polling booth. The Presiding Officer may take round of the building/premises to see the physical position.

Note: Canvassing within one hundred meters of the polling station is an offence. Use of mobile phone within the polling station is prohibited.

Do not give any special treatment to any VIP or celebrity coming to cast vote

CERTIFICATE BY THE PRESIDING OFFICER

Certified that Polling Booth No. _____

(Name of Building)

has been set up on 25.09.2021 by 12.00 noon, as per instructions and the Ballot Box/es have been found in a satisfactory condition.

15. VIDEOGRAPHY

The entire event of the Senate Election taking place on 26.09.2021 shall be videographed. The event shall be covered through NON-STOP recording by single video camera such as:

- Preparation of Ballot Boxes and fixing of seal
- Polling agents
- Persons entering polling booth for casting of vote
- Closing of polls
- Sealing and locking of ballot boxes

After videographing the entire process, the person authorized for videography will hand over the Memory Card to presiding officer/polling officer and shall obtain receipt to that effect.

16. PREPARATION OF BALLOT BOX/ES AND FIXING SEAL:

16.1 The Ballot Box/es be ready for the polling about 15 minutes before the hour fixed for the commencement of the poll under videography. Before sealing it/these, the Presiding Officer should allow it to be inspected by the contesting candidate/s or his/her authorized agent/s who are voters and are present for inspection. In token of having inspected the Ballot Box/es their signatures be obtained on the paper seal. The Presiding Officer should also affix his/her signatures on the paper seal. The letters of appointment of the agents are to be kept by the Polling Officer in his custody. Two types of Ballot Box/es will be provided:

- (i) Assembly type steel box/es; and
- (ii) Wooden ballot box/es.
- (iii) Videography of each event is MUST

The sealing arrangement of each type of the Ballot Boxes is different and should clearly be understood at the time of rehearsal.

16.2 In case of wooden box/es there are three lids, i.e. one provided in middle and two on both sides over the slits provided on the surface. After the Ballot Box/es has/have been inspected by the candidate/s or their authorized agent/s, if present, it should be closed and the lock provided in the front portion should be sealed and secured permanently with the seals of the Returning Officer and Presiding Officer. The candidate or his authorized agent/s may also affix their own seals if they so desire. The lock provided to slit meant for “Ballot Papers” will remain open till such time the polling continues. The slit meant for “CHALLENGED VOTES” should merely be locked and may be opened as and when any challenged vote is to be dropped therein.

17. POLLING AGENT/S:

At the Polling Booth, a candidate or his authorized agent/s who must be a voter of any of the three constituencies may be allowed to be present during the course of polling. Every polling agent/s must produce before the Presiding Officer, the appointment letter/s issued by the candidate that he has appointed him as such. It may be checked that the appointment is meant for the particular polling

booth only. Polling Agents are to affix their signatures on the appointment letter/s in the presence of the Presiding Officer. All such appointment letter/s are to be preserved by Presiding Officer and thereafter the same may be sent along with Forms A & B to the Returning Officer through the Polling Officer.

18. PERSONS ENTITLED TO ENTER THE POLLING BOOTH:

18.1 The following persons may be permitted to enter the Polling Booth:-

- a. Polling Staff.
- b. The Candidate/s or his/her authorized agents
- c. Persons authorized by the Returning Officer, in writing.
- d. Only voters who have come for polling, by turn.
- e. The Presiding Officer may permit any person from time to time for the identification of the voters.
- f. Persons deputed for videography of election
- g. Observer appointed by University having letter issued by Returning Officer.

19. PROCEDURE FOR RECORDING OF VOTES:

19.1 Each elector shall receive the covering letter and Ballot Paper from the Polling Officer after giving his identification by providing any of the following:

1. Passport,
2. Driving License,
3. Service Identity Cards with photograph issued to employees by Central/State Govt./PSUs/Public Limited Companies,
4. Passbooks with photograph issued by Bank/Post Office,
5. PAN Card,
6. Smart Card issued by RGI under NPR,
7. MNREGA Job Card,
8. Health Insurance Smart Card issued under the scheme of Ministry of Labour.
9. Pension document with photograph,
10. Official identity cards issued to MPs/MLAs/MLCs, and
11. Aadhaar Card.

Note:

- **During the process of identification of voter, the voters will require to lower the facemask for identification, when required.**
- **Those who would be held guilty for casting bogus votes would be liable to criminal prosecution.**
- **No physical contact should be done with the documents of identification by the polling party.**

20. USE OF INDELIBLE INK:

20.1 Indelible ink be marked on the **forefinger of the left hand** of every voter for Registered Graduates Constituency.

20.2 Marking should be done with cotton buds, use one side for one voter and other side for different voter, discarding the bud afterwards.

21. IDENTIFICATION OF:

21.1 Challenged Vote:

A candidate or his polling agent can formally challenge the identity of a voter by declaring and giving an undertaking to prove that by claiming to be a particular voter, he/she has committed an offence of impersonation. In such a case, the person who challenges the identity of the voter shall deposit a sum of Rs.10/- with the Polling Officer. After such amount is paid, the Presiding Officer shall make the elector so challenged to enter his/her name and address on Form 'C' meant for the purpose and affix his signatures thereto. The Presiding Officer, shall in the first instance ask the challenger to produce evidence to show that the person challenged is not the voter which he/she claims to be. If the challenger fails to adduce prima facie evidence in support of his/her challenge, it should be disallowed and the person so challenged be allowed to vote. The Presiding Officer shall also require the person so challenged to produce evidence of his/her identity within the premises of the polling booth during the polling hours. If he/she is unable to do so, the Presiding Officer would not permit him/her to cast vote. The Presiding Officer should hold on the spot enquiry as he thinks necessary regarding the merits of every such challenge made and if he is satisfied that the challenge is frivolous and is not made in good faith, he should forfeit to the University, the amount of Rs.10/- deposited by the challenger. If, however, he is satisfied that the objection was bonafide, he shall refund the amount deposited by the challenger at the close of the poll and deposit the challenged vote/s in the box/es through the slit in a sealed envelope provided for the purpose.

21.2 Tendered Vote:

It may happen that a person representing himself/herself to be a particular elector comes forward to vote after another person has already voted as such elector. The Presiding Officer should put such questions to him/her as he may think necessary to satisfy himself about his/her identity. If he is satisfied about his/her identity, the Polling Officer will record his/her remarks on proforma 'E' meant for the purpose giving reasons alongwith the supporting proof for admitting the voter and will issue a Ballot Paper after making necessary entries in the said proforma and to obtain the signatures of the voter therein. These proforma should be sent separately in the envelope, provided for the purpose duly sealed with the seal of the Presiding Officer.

22. RECORDING OF VOTES BY THE POLLING STAFF ON DUTY:

If an official detailed for election duty is a voter, may cast his/her vote at the polling centre where he/she is posted on duty on production of an authority letter issued to him/her by the Registrar/Returning Officer, even though he/she is registered for another centre.

23. CLOSING OF BALLOT BOX/ES:

23.1 After the polling is over, the presiding officer shall close the slits of the Ballot Box/es and finally seal and secure them in the presence of the official/s of the University and candidate/s or the authorized

Polling Agent/s, if any. The Ballot Box/es sealed with the seal of the Returning Officer and Presiding Officer shall be, handed over to the Polling Officer against a receipt, whose duty shall be to bring the Ballot Box/es, alongwith his party, back to Chandigarh and **DEPOSIT THE SAME IN THE GYMNASIUM HALL, PANJAB UNIVERSITY, CHANDIGARH BEFORE 5.00 P.M. ON 27.09.2021 POSITIVELY.**

23.2 The counting of votes for the Registered Graduate constituency will start on the date, time and venue mentioned against below:–

<i>Sr. No.</i>	<i>Name of Constituency</i>	<i>Date</i>	<i>Time</i>	<i>Venue</i>
1.	Registered Graduates	28.09.2021	10:00 a.m.	Gymnasium Hall, Panjab University, Chandigarh

- Note:** a. Samples of the seal (**impression of the seals**) affixed on the Ballot Box/es may be sent through the Polling Officer under a sealed cover.
b. Seal of the Returning Officer shall be sent through Polling Officer under a cover meant for the purpose duly sealed by the seal of the Presiding Officer and the same should be deposited alongwith the Ballot Box/es.

24. FILLING OF FORMS:

Presiding officer shall fill in the following forms:–

- (i) **FORM A:** Arrival Report, Certificate of preparation of Booth etc.
- (ii) **FORM B:** Ballot Paper Account and Sample of Presiding Officer's Seal.
- (iii) **FORM C:** List of Challenged Votes, if any.
- (iv) **FORM E:** Tendered Votes, if any

Note: All these forms must be sent in the concerned envelope, duly sealed with the seal of the Returning Officer and the Presiding Officer.

- (v) Unused Ballot Papers must be sent constituency wise in a sealed envelope separately mentioning number thereon.

25. USE OF ADDITIONAL BALLOT BOX/ES:

If you find at any time that the Ballot Box in use is getting filled in even after it has been shaken up and the Ballot Papers have been pressed into position through the slit by means of the pusher, you may prepare another box during the course of poll. When you place the second box for reception of Ballot Papers, the first box should be closed and sealed in the manner stated above, immediately and kept aside safe. There should be only one box in use at any point of time and the second box should be put into service only when the first in use, is full and is properly sealed. The event should be videographed.

26. LOCKING SYSTEM OF THE STEEL BALLOT BOX:

The locking system of the steel box should clearly be understood and each member is advised to check up the same to avoid any complication at later stage.

27. CLERICAL AND PRINTING ERRORS IN THE BOOTH LIST(S) TO BE OVER LOOKED:

Sometimes the particulars of a voter are incorrectly printed in the voter list. Merely clerical or printing errors in the electoral roll may be overlooked provided that the Presiding Officer is otherwise satisfied that the person claiming to be the voter is **identical with such voter**.

28. ELIGIBILITY OF A VOTER NOT TO BE QUESTIONED:

So long as the identity of a voter is established and his/her name is included in the list of voters for the booth, he/she has the right to vote. Hence, no question can be raised about the eligibility of such a person to be a voter.

29. PROGRESS OF POLL NOT TO BE INTERRUPTED:

In order to avoid interruption in the polling process, the Presiding Officer should himself/herself deal with the cases of Challenged/Tendered votes at his/her personal level.

30. CONTINGENCY:

Sufficient amount has been placed at the disposal of each Polling Officer of the Polling Party. The Polling Officer will make the payment to the Presiding Officer and the other staff members as per payment chart against proper receipt on the proforma supplied for the purpose duly countersigned by the Presiding Officer.

30.1 The account of adjustment of advance shall be rendered and the unspent balance if any shall be deposited by the Polling Officer with the S.B.I. Counter on or before **31st October, 2021** failing which the full amount shall be deducted from his/her salary for the month of **November 2021** positively.

30.2 The payment of T.A. Bills shall not be made unless the adjustment of account of the advance is rendered and unspent balance, if any, deposited as per (i) above.

31. T.A. & D.A.:

For purpose of T.A., the University staff will be deemed to have left the Headquarter on 24-09-2021 except for far off places.

32. Observer:

The University has appointed Observers for polling booths. The Presiding/Polling officer must extend necessary help in observation of the booths to these appointed observers.

CA Vikram Nayyar
Registrar-cum-Returning Officer
Panjab University

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