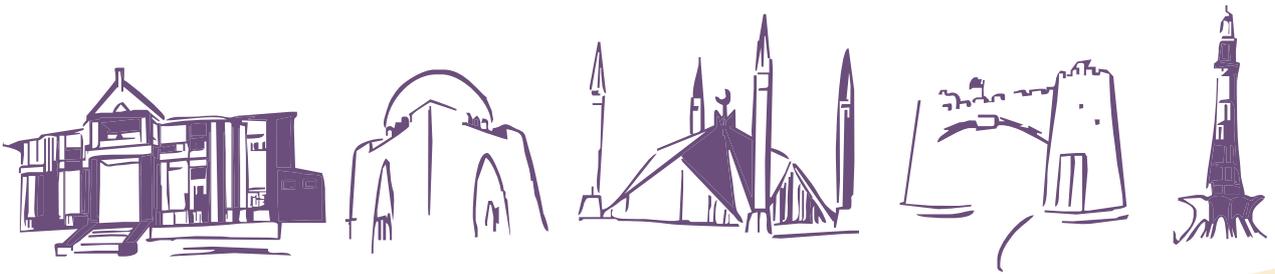




# ELECTION COMMISSION OF PAKISTAN

## Handbook for Returning and Assistant Returning Officers



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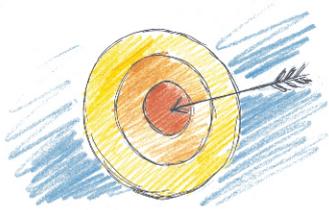


## Setting the Stage



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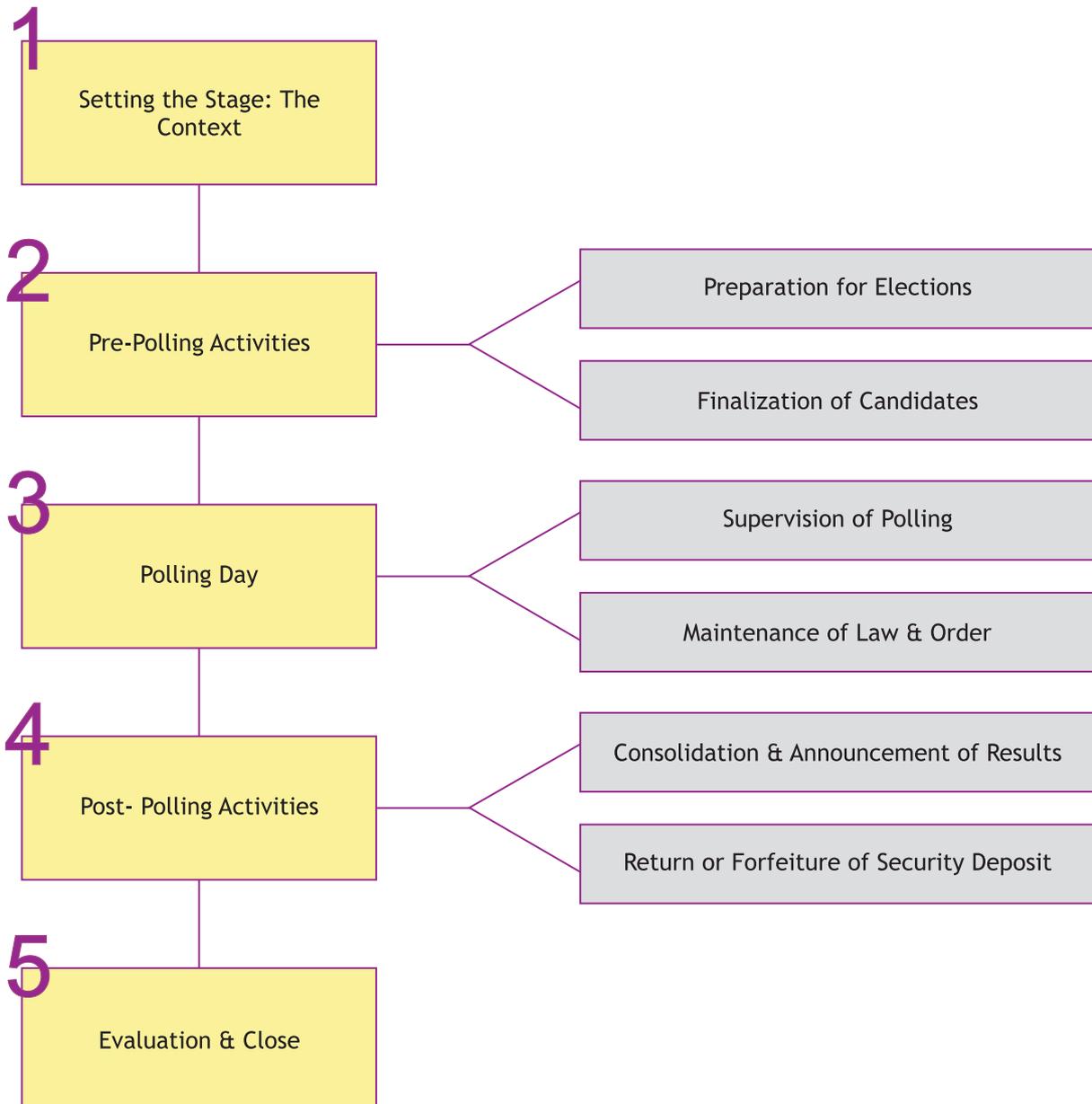
## WORKSHOP OBJECTIVES



By the end of the orientation workshop participants will be able to...

- Recognize the critical importance of the RO's role vis-à-vis the Electoral Process;
- Understand their key responsibilities and functions as Returning Officers;

## OVERVIEW





# ESSENTIALS OF DEMOCRACY

## SOURCE

THE WILL OF THE PEOPLE



## METHOD

LEADERS SELECTED THROUGH COMPETITIVE (FREE & FAIR) AND OPEN ELECTIONS



## GOAL

COMMON GOOD OF THE SOCIETY AT LARGE



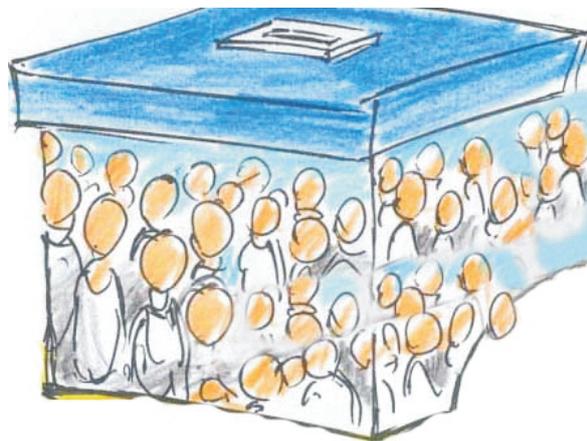


HO 1.03

## ELECTIONS

*Free, Fair & Transparent Elections are essential to democracy!*

- There must be **free competition** for votes! Every candidate must have a **right to campaign** for his/her votes.
- **All registered voters** are eligible and should be encouraged to cast their vote for the candidate of their choice.
- **Candidates should be elected through secret ballots** in order to avoid any possibility of bias. There should be no factor influencing the voters choice of vote on polling day.





# ELECTORAL PROCESS

Announcement of Election Schedule & Appointment of District Returning Officers (DRO), Returning Officers (RO) and Assistant Returning Officers (ARO)

## PRE-POLLING

FINALIZING CANDIDATES

- Issuance of Public Notice
- Filing of Nomination Papers by Candidates
- Scrutiny of Nomination Papers
- List of Validly Nominated Candidates
- Appeals against decisions of Returning Officer
- Withdrawal of Candidature
- List of Contesting Candidates and Allotment of Symbols
- Retirement

PREPARATION FOR ELECTIONS

- Collection of Electoral Roll
- Preparation of Polling Scheme Identification of polling sites.
- Appointment of Polling Personnel
- Preparation of Communication and Logistic Plan
- Dissemination of Postal Ballots
- Dispatch of Election Material

Polling Day

## POST-POLLING

- Collection of Results & Retrieval of Election Material from Presiding Officers
- Compilation of unofficial Results
- Conveying of unofficial Result to ECP
- Final consolidation of results and submission of Form XVI & XVII to ECP/PEC
- Refund of Deposits or Forfeiture & Return of Election Expenses



HO 1.05

## ELECTION OVERVIEW 2007

- Election of **272** National Assembly seats and **577** Provincial Assembly seats will be held on the basis of adult franchise i.e. one man one vote.
- Reserved seats for Non-Muslims and women will be determined by proportional representation party list system based on the number of seats won by each political party in the National or Provincial Assembly, as the case may be.
- There will be no balloting for reserved seats for women and non-Muslims.
- Polling for National & Provincial Assemblies will be held on the same day. Counting of ballot papers will be conducted immediately after the poll at the polling stations.
- Approximately **70,000** polling stations will be in operation on polling day.
- Each polling station will contain between **2 - 4** polling booths (depending on the number of voters assigned to each polling station).
- There will be 1 Presiding Officer per Polling Station and **3** polling staff working at each polling booth.
- Carbonized copies of the Statement of the Count **will be** provided to all polling agents, present at the polling station.
- Blue Bags will be provided for return of stationary and unused Election Material.

### WHAT'S NEW?

- New transparent ballot boxes will be used for balloting.
- New screened off compartments will ensure secrecy of the vote!
- The Electoral Roll will be computerized.



HO 1.06

## WHO DOES WHAT?

Instructions: In front of the statements given below in random order tick the correct column highlighting 'who does what'

	 ECP/PEC	 District Returning Officer	 Returning Officer	 Presiding Officer	 Assistant Presiding Officer	 Polling Officer	 Police Officer	 Polling Agent	 Observer						
1	Issues Notification of Announcement of Elections														
2	Liaises between Returning Officers and the Provincial Election Commissioner														
3	Communicates to Returning Officer decisions on appeals against rejection /acceptance of Nomination Papers														
4	Approval of list of polling stations setup in a constituency.														

		<b>ECP/PEC</b>									<b>Observer</b>
		<b>District Returning Officer</b>									<b>Returning Officer</b>
		<b>Presiding Officer</b>									<b>Assistant Presiding Officer</b>
		<b>Polling Officer</b>									<b>Police Officer</b>
		<b>Polling Agent</b>									<b>Observer</b>
5	Collects Election Materials from Returning Officer										
6	Issues Ballot Papers to Voters on Election Day										
7	Approval to the appointment of polling personnel for a constituency.										
8	Ensures that each and every voter has a valid National ID Card.										
9	Receives Nomination Papers from Candidates										
10	Selects suitable buildings for Polling Stations										

	<b>ECP/PEC</b>									
	<b>District Returning Officer</b>									
	<b>Returning Officer</b>									
	<b>Presiding Officer</b>									
	<b>Assistant Presiding Officer</b>									
	<b>Polling Officer</b>									
	<b>Police Officer</b>									
	<b>Polling Agent</b>									
	<b>Observer</b>									
11	Publication of list of polling station in the gazette of Pakistan 15 days before the polling day.									
12	Ensures that election material is made available to the Returning Officer in time									
13	Delegates magisterial powers to Presiding Officers									
14	Maintains Law & Order outside the Polling Station									
15	Ensures that there are no campaign signs within 100 yards of the Polling station.									

 <p><b>ECP/PEC</b></p>	 <p><b>District Returning Officer</b></p>	 <p><b>Returning Officer</b></p>	 <p><b>Presiding Officer</b></p>	 <p><b>Assistant Presiding Officer</b></p>	 <p><b>Polling Officer</b></p>	 <p><b>Police Officer</b></p>	 <p><b>Polling Agent</b></p>	 <p><b>Observer</b></p>									
16	Ensures no campaign camps or attempts to solicit or persuade voters within 400 yards of the polling station.																
17	Supervises ALL activities and individuals at the polling station on polling day.																
18	Announces Official Country-wide Result																
19	Enlists impartial Polling Personnel to staff the Polling Stations																
20	Observes all stages of the voting and counting process and making notes about the observations.																

 <p><b>ECP/PEC</b></p>	 <p><b>District Returning Officer</b></p>	 <p><b>Returning Officer</b></p>	 <p><b>Presiding Officer</b></p>	 <p><b>Assistant Presiding Officer</b></p>	 <p><b>Polling Officer</b></p>	 <p><b>Police Officer</b></p>	 <p><b>Polling Agent</b></p>	 <p><b>Observer</b></p>									
21	Ensures that voters are struck of the Electoral Roll as soon as they have cast their vote;																
22	Provides for the security of all election materials before, during and after the vote.																
23	Ensures that only those voters who are qualified to vote and are on the Electoral Roll are permitted to vote;																
24	Conducts the count and prepares a statement.																
25	Hands over carbon copies of the unofficial result to the polling Agents.																

 <p><b>ECP/PEC</b></p>	 <p><b>District Returning Officer</b></p>	 <p><b>Returning Officer</b></p>	 <p><b>Presiding Officer</b></p>	 <p><b>Assistant Presiding Officer</b></p>	 <p><b>Polling Officer</b></p>	 <p><b>Police Officer</b></p>	 <p><b>Polling Agent</b></p>	 <p><b>Observer</b></p>	<p>26 Challenges the vote of any person who is impersonating a voter or who is otherwise not eligible to vote at the polling station.</p>							
<p>27 Consolidates results furnished by Presiding Officers</p>									<p>28 Submits Consolidated Results to ECP and PEC</p>							
<p>29 Announces unofficial result at the polling station.</p>																

## CONSTITUTIONAL DECREE

According to the Article 220 of the Constitution of The Islamic Republic of Pakistan 1973...

*“It shall be the duty of all executive authorities in the Federation and in the Provinces to assist the Commissioner and the Election Commission in the discharge of his or their functions”*

Therefore, the Returning Officer may ask any relevant Government Department for assistance in the conduct of fair, free and impartial elections, subject to directions issued by the Election Commission from time to time



HO 1.08

## ROLES & RESPONSIBILITIES OF ELECTION COMMISSION, PROVINCIAL ELECTION COMMISSIONER & DISTRICT RETURNING OFFICER



ECP

### Election Commission

- Issuing Notification of the following:
  - Announcement of Election schedule
  - Assigning Dates & Times to various stages of Election
  - Appointment of DROs, ROs and AROs
  - Approval for change of Polling Personnel/ Polling Station
  - Appointment of Appellate tribunal
  - Names of Returned Candidates
  - Supplying lists of symbols if allocated to political parties;
  - Delegating Magisterial Powers to Presiding Officers;
  - Announcing unofficial country-wide election Result.
  - Appointment of election tribunal.



### District Returning Officer (DRO)

- Liaising between Returning Officers and Provincial Election Commissioner;
- Coordinating and Supervising Returning Officers;
- Arranging prompt dispatch of lists of contesting candidates to Provincial Election Commissioner for printing of Ballot Papers;
- Approving & Publishing lists of Polling Stations;
- Approving appointment of Polling Personnel (Presiding Officers, Assistant Presiding Officers and Polling Officers);
- Ensuring that election material is made available to Returning Officers in time;
- Collecting election results from Returning Officers for communication to the Election Commission;
- Performing any other function and duties assigned to the DRO by the Election Commission.
- Disposal of complaints received from ECP/PEC promptly.
- Confirmation of stage set for polling a day before the poll.
- Confirmation of start of poll on Election Day.
- Supply of copies of all information/ data/ reports/ comments at the end of all stages.



### Provincial Election Commissioner

- Communicating to Returning Officer decisions on appeals against rejection/acceptance of Nomination Papers;
- Supplying to ECP lists of contesting candidates received from RO through DRO;
- Supplying of Election Material and Ballot Papers to District Returning Officers;
- Supply of lists of contesting candidate to the presses for printing of ballot papers and postal of ballot paper.
- Supply of list of polling station to the PCP press, for printing and publication in the official gazette.
- Conveying unofficial/ official result to ECP.
- Disposal of complaints.
- Provide necessary funds for conduct of elections.



HO 1.09

## ROLES & RESPONSIBILITIES OF RETURNING OFFICER & ASSISTANT RETURNING OFFICER



### Returning Officer

- Publishing public notice for election.
- Receiving Nomination Papers from Candidate within the specified time frame;
- Scrutinizing Candidate's Nomination Papers in accordance with the provisions of law;
- Selecting suitable public buildings for Polling Stations;
- Enlisting impartial Polling Personnel to staff the polling stations;
- Supplying Election Material on time for use at Polling Stations;
- Educating the polling personnel in the method of voting;
- Collecting Results of the Count from Presiding Officers;
- Communicating un-official Results to the District Returning Officer or as may be directed by the Election Commission;
- Consolidating Results furnished by the Presiding Officers;
- Submitting Consolidated Results to the Election Commission and the Provincial Election Commissioner, with the copy to DEC/AEC.
- Supply of copies of all information/ data/ reports/ comments at the end of all stages.



### Assistant Returning Officer

- Performing specific duties assigned to him/her by the Returning Officer;
- Generally assisting the Returning Officer in his/her functions under the law;

#### **The Assistant Returning Officer may NOT:**

- Receive and/or scrutinize Nomination papers;
- Consolidate results;
- Assume any of the functions of the Returning Officer of his/her own accord without prior permission from the Election Commission.



## ROLES & RESPONSIBILITIES OF POLLING PERSONNEL



### Presiding Officer (PrO)

- Checking Election Materials & reporting missing items; if any
- Setting up their polling station for maximum efficiency;
- Ensuring that only those voters who are qualified to vote and are on the Electoral Roll are permitted to vote;
- Opening & Closing Polling;
- Supervising the work of APO & PO;
- Ensuring that the ballot boxes are not tampered with;
- Ensuring secrecy of each voters' vote;
- Ensuring that observers, polling agents, candidates & voters conduct themselves correctly;
- Making security arrangements at the Polling Station and limiting access only to those who have a legal right to be there;
- Completing all relevant forms & procedures;
- Conducting the count and preparing a statement;
- Dispatching unused materials as per instructions.
- Provide copy of count to the candidates/ Polling Agents.
- Sending sensitive/ non-sensitive material to Returning Officer.
- Exercising power of first class magistrate as & when required.
- Communication of authentic copy of count promptly to the RO.



### Assistant Presiding Officer (APO)

- Issuing ballot papers to the voters;
- Affixing official stamp at the back of ballot papers and counterfoils and putting his/ her signatures.
- Ensuring that all information required in counter foils is properly entered;
- Ensuring the secrecy of each voter's votes;
- Assisting the Presiding Officer in conducting his/her duties;
- Performing any other function assigned to him/her by the PrO.



### Polling Officer (PO)

- Speaking out name and serial number of voter in the electoral roll.
- Ensuring that each and every voter has a valid National Identity Card;
- Ensuring that voters' name are struck off from the Electoral Roll before issue of ballot paper;
- Inspecting each voter for any sign of indelible ink;
- Applying indelible ink to the cuticle of the right hand thumb of each voter;
- Assisting the Assistant Presiding Officer in conducting his/her duties;
- Performing any other function assigned to him/her by the PrO or APO.



HO 1.11

## ROLES & RESPONSIBILITIES OF POLICE & OBSERVERS



### Police/ Law enforcing Agencies

- Maintain Law & Order outside the polling station at all times;
- Ensure that there are no campaign signs or literature within 100 yards of the polling station and no campaign camps, or attempts to solicit or persuade voters, within 400 yards;
- Assist the Presiding Officer in maintaining law & order inside the polling station when asked to do so;
- Upon an order from the Presiding Officer, remove any person in the polling station who is acting unlawfully;
- Provide for the security of all election materials before, during and after the vote;
- Assist with the secure transport of voting materials from the polling station to the Returning Officer or the Assistant Returning Officer;



### Observer(s)

- Observe all stages of the voting and counting process, except for watching a voter mark a ballot;
- Make notes about his observations about the voting process;
- Speak to the Presiding Officer and other polling staff, and ask questions, without disrupting their work;
- Enter and leave the polling station at will.
- The Observer **MUST**:
  - Display his/her accreditation pass at all times;
  - Show neutrality at all times;
  - Obey any lawful order given by the Presiding Officer or the Assistant Presiding Officer;
- The Observer **SHOULD NOT**:
  - handle any materials, including ballot papers and the Electoral Roll;
  - interfere with or influence voters;
  - intimidate the Presiding Officer or other Polling Personnel;



## ROLES & RESPONSIBILITIES OF POLLING AGENTS



### Polling Agent(s)

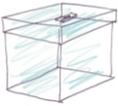
- Observe, before voting commences, that the ballot boxes are empty and properly sealed.
- Hear the name and serial number in the Electoral Roll of each voter who presents himself to vote;
- Challenge the vote of any person who s/he believes is impersonating a voter or who is otherwise not eligible to vote at the polling station;
- After the voting is concluded, observe the count and the packing by the Presiding Officer of all relevant materials & Lists in their proper packets;
- Obtain a carbonized copy of statement of count from the Presiding Officer.
- Advise the Presiding Officer in a polite manner of any misconduct or irregularities s/he observes in the conduct of the voting & counting.
- The Polling Agent **MUST**:
  - Obey any lawful order given by the Presiding Officer or the Assistant Presiding Officer;
- The Polling Agent **SHOULD NOT**:
  - directly question, or otherwise speak to, any voters while in the polling station, and not interfere with the voting process;
  - handle any materials, including ballot papers and the Electoral Rolls;



HO 1.13

## PROFESSIONAL ETHICS FOR ELECTION OFFICIALS

***As Gatekeepers of Democracy in Pakistan, Election Officials are mandated to ensure that all their actions are conducted according to the following:***

 <p><b>Integrity</b></p>	<ul style="list-style-type: none"><li>○ Never allow their sub-ordinates/ functionary to accept any gift or treat from a candidate, political party or anyone else seeking to bias election results;</li><li>○ Never succumb to the pressure to be 'lenient'. All electoral laws and procedures must be followed in letter and spirit.</li></ul>
 <p><b>Neutrality</b></p>	<ul style="list-style-type: none"><li>○ Never let your political opinions affect your electoral duties;</li><li>○ Never express your political opinions while the election is ongoing.</li><li>○ Ensure that voter has full freedom to express his/her choice in accordance with law.</li></ul>
 <p><b>Transparency</b></p>	<ul style="list-style-type: none"><li>○ Ensure that the list of contesting candidates is on display and available for viewing to any concerned individual;</li><li>○ Ensure that an elector, who is so interested, has an opportunity to file an objection to the nomination of a candidate;</li><li>○ Ensure that a list of polling stations is provided to each contesting candidate;</li><li>○ Ensure that polling agents, candidates and observers are allowed to observe the proceedings of the election;</li><li>○ Ensure that a carbonized copy of the Result of Count is provided to the Polling Agents at each Polling Station.</li></ul>
 <p><b>Fairness</b></p>	<ul style="list-style-type: none"><li>○ Always treat everyone equally regardless of their gender, ethnic origin, religion or political affiliation. This includes voters, polling agents, candidates &amp; observers</li></ul>
 <p><b>Respect for the secrecy of the Vote</b></p>	<ul style="list-style-type: none"><li>○ Ensure that the voting choice of each and every voter remains a secret;</li><li>○ Make sure that the voting screen is in place and that no individual (polling personnel/polling agents/media/observers etc) can see the voter marking the ballot paper.</li></ul>

# 2

## Pre-Polling Activities



2.01

## THE ELECTION BEGINS!

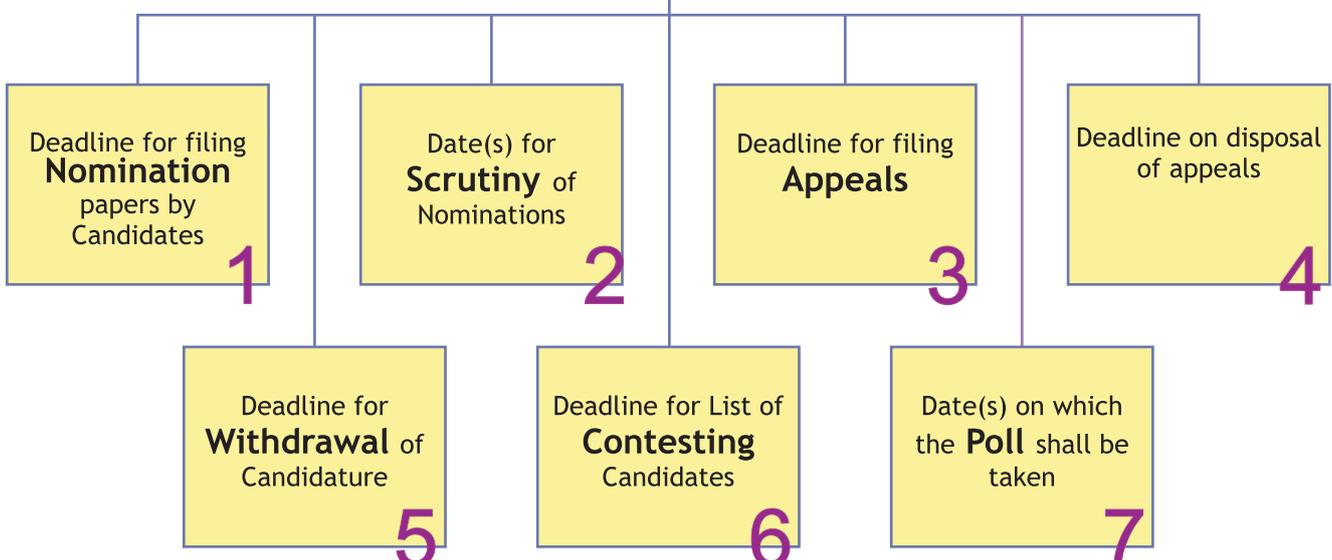
The **President** of Pakistan announces date of **Elections**!

Within **30 days** of the announcement, the **Election Commission** calls upon each **constituency** to elect a **representative** and issues Election Schedule

The **Election Commission** appoints **DROs, ROs & AROs**

The Election commission appoints Appellate tribunal

The **Election Schedule** includes:



## PRE-POLLING ACTIVITIES OF RETURNING OFFICERS



*Returning Officers have two categories of Pre-Polling Responsibilities which are implemented simultaneously during this time-period.*

1

### Finalization of Election Candidates

- a Issuance of Public Notice
- b Filing of Nomination Papers by Candidates
- c Affixing list of Nomination of the candidates at Notice board for the information of public
- d Scrutiny of Nomination Papers
- e List of Validly Nominated Candidates
- f Revised list of validity Nominated candidates on the order of the appellate tribunal
- g Withdrawal of Candidature
- h List of Contesting Candidates and Allotment of Symbols
- i Retirement of contesting candidates

2

### Preparation for Election Day

- a Collection of Electoral Rolls
- b Preparation of Polling Scheme
- c Appointment of Polling Personnel / imparting training
- d Preparation of Communication and logistic Plan
- e Dispatch of Postal Ballots
- f Dispatch of Election Material



HO 2.03

## ISSUANCE OF PUBLIC NOTICE

After the publication of notification of schedule of elections by the Election Commission (under sub-section (1)) of section II of the Representation of People Act of 1976, a PUBLIC NOTICE (in the format shown below) shall be published by the Returning Officer at a prominent place or places within the constituency. The Public Notice shall invite nominations and specify the time by when and the place at which nominations papers shall be received. The dates provided by the Returning Officer should be in consonance with the dates announced earlier by the Election Commission.

### **PUBLIC NOTICE**

*Whereas the electors of National/Provincial Assembly Constituency No.*

*\_\_\_\_\_ Have been called upon by the Election Commission to elect a person from the said Constituency, I \_\_\_\_\_ Returning Officer, in pursuance of the provisions of sub-section(3) of section II of the Representation of the People Act, 1976 do hereby give public notice, that the following dates have been appointed by the Election Commission for election to the National/Provincial Assembly from the above said Constituency:*

<i>a</i>	<i>Last date for filing Nomination Papers</i>	
<i>b</i>	<i>Scrutiny of Nomination Papers</i>	
<i>c</i>	<i>Last date for filing of appeals before the Tribunal against the rejection/acceptance of Nomination Papers by the Returning Officers</i>	
<i>d</i>	<i>Last date for deciding appeals by the Tribunals</i>	
<i>e</i>	<i>Last date for withdrawal of Candidature</i>	
<i>f</i>	<i>Publication of the revised list of Candidates</i>	
<i>g</i>	<i>Polling Day</i>	

*2. Notice is also hereby given under sub-section (4) of section 11 of the Representation of the People Act 1976, that the nomination papers shall be received by me in my office at*

*\_\_\_\_\_ (place) during the office hours between \_\_\_\_\_ O'clock in the morning and \_\_\_\_\_ O'clock in the afternoon from \_\_\_\_\_ to \_\_\_\_\_ 2007*

*Returning Officer,*

*Place \_\_\_\_\_*

*Date \_\_\_\_\_*

*Number and name of the Constituency*



## NOMINATION OF CANDIDATES

		Tip
1	 <p>Any voter of a constituency may propose or second the name of any duly qualified person to be a member for that constituency. It is necessary that the proposer and seconder be registered voters of the constituency where their proposed candidate is contesting from. The voter however can propose or second one candidate only.</p>	<p>The person nominated should be registered as an elector in any electoral area in Pakistan (for National Assembly for general seats and for seats reserved for Non-Muslims) or any electoral area in the Province (for Provincial Assembly).</p>
2	 <p>Nomination papers are to be <b>personally</b> filed by candidates. Printed forms will be supplied to interested persons by the Returning Officer for a sum of Rs. 10/- each.</p>	<p>A person may be a candidate for two or more seats at the same time in the same house or in different houses. But if s/he is elected to more than one seat, s/he shall within a period of thirty days after declaration of result resign all but ONE of his/her seats.</p>
3	 <p>Prospective Candidate has to sign a declaration and indicate: <i>Serial number in electoral rolls, Electoral area of registration, Tehsil/ Taluka along with District/Agency to which s/he belongs, NIC number.</i> Similar information is required from both proposer and seconder. A certified copy of electoral roll or an extract of the relevant entries from the electoral roll is required to be filed by the candidate with respect to his/her own entry.</p>	<p>The Returning Officer should verify these details provided by the candidate, proposer and seconder from the authenticated copies of the Electoral Roll. Additionally, the RO should ensure that an authentic form of oaths i.e. one prescribed under the law and supplied by the Election Commission should be signed by the candidate.</p>
4	 <p>Returning Officer must acknowledge receipt of the nomination paper, specifying the date and time on the receipt as well as the name of the person presenting it. The receipt should be handed over to the person presenting the nomination. A candidate can not file more than five nomination papers from a constituency.</p>	<p>The RO should also verbally inform the person who presents the nomination paper, of the time and date at which scrutiny shall be held.</p>

**5**

Returning Officer must acknowledge the receipt of security deposit and provide details on relevant register.

**The Security deposit in case of NA Rs 4000/- and in case of PA Rs. 2000/-**

**6**



The RO will send by telefax a list containing the names of the persons nominated to the Election Commission and the Provincial Election Commissioner with a copy to DEC/ AEC.

**RO should ensure that s/he has obtained relevant contact information from ECP beforehand.**

**7**



A notice of every nomination paper containing the particulars of the candidate nominated should be affixed at a conspicuous place in the RO's office

**Any voter may raise an objection on any candidate, who has filed a nomination paper by RO. All objections will be considered during the scrutiny.**

## SUBMISSION OF NOMINATION PAPERS

*Every nomination has to be made in a separate prescribed form which is to be signed by both the proposer and seconder. The following are required for a complete nomination for either National or Provincial Assembly (General) seats:*

- 1.** *Nomination Form I: Election to the General Seats*
- 2.** *Declarations and Oath by the Person Nominated*
- 3.** *Statement of Assets & Liabilities*
- 4.** *Verification*
- 5.** *Deposit (for National Assembly = Rs 4000 & for Provincial Assembly = Rs. 2000)  
If a candidate is nominated on more than one nomination paper in the same constituency, it is not necessary for him/her to make more than one deposit)*

**Note:**

**Candidates for reserved seats (non-Muslim and women) are not selected via open election. In order to be nominated, different forms (i.e. Form I-A and Form I-B) are to be filled out and submitted to the Returning Officer.**



HO 2.06

## DECLARATIONS BY CANDIDATES

When submitting a nomination, the following declarations on oath are necessarily to be signed by EACH candidate.



Consent to Nomination



Eligibility for Election (according to set criterion)



True faith and resolve to uphold the allegiance to and uphold sovereignty and integrity of Pakistan



Belief in the finality of Prophet hood of Muhammad (P.B.U.H) [Only valid for Muslim Candidates]



No existing loan above Rs. 2 Million unpaid for more than one year.



No default in payment of taxes



No default in payment of utility expenses exceeding ten thousand rupees for over six months



Declaration of Party Affiliation, if any



Details of pending cases of criminal offence (if any) six months prior to filing nomination



Educational qualification



Occupation



National ID Card Number



National Tax Number



Income Tax Statement [for the past three financial years]



Land Revenue Statement [for the past three financial years]



HO 2.07

## RECEIPT

*At the end of every nomination form is a receipt which should be filled out and returned to the candidate by the Returning Officer.*

### RECEIPT

(To be filled in by the Returning Officer)

Serial Number of Nomination Paper \_\_\_\_\_

The nomination of Mr./Miss/Mrs. \_\_\_\_\_ a candidate for election to general seat from \_\_\_\_\_ \*National Assembly/Provincial Assembly of the Punjab/Sindh/North-West Frontier Province/Baluchistan was delivered to me at my office at \_\_\_\_\_ (hours) on \_\_\_\_\_ (date) by \_\_\_\_\_ (person).

All nomination papers will be taken up for scrutiny at \_\_\_\_\_ (hours)

On \_\_\_\_\_ at \_\_\_\_\_ (date) (place)

Date \_\_\_\_\_

Returning Officer

## DEPOSITS

The Returning Officer is to maintain a register in Form II in which s/he shall enter the particulars of every cash deposit or of the bank draft accompanying the nomination paper.

### Form II

[See Rule 4(1)]

Form of Deposit Register for \_\_\_\_\_ \*National/Provincial Constituency

Sl No	Candidates Name	S. No. of nomination filed	Amount Deposited	Particulars of the Bank or Treasury if received, or in cash or through bank draft of the receipt issued in Form III	Signature of the Returning Officer	Disposal of the cash deposit/Bank draft (and remarks, if any)
1	2	3	4	5	6	7



## CREDITING DEPOSITS

The deposits received should be credited to National Bank of Pakistan, a Government Treasury or a sub-treasury under the head of account:

*“300000 Deposits and Reserves-B Not Bearing Interest 3500000 Departmental and Judicial Deposits 3501000 Civil Deposits 0 3501010 Deposits in connection with Elections”*

A receipt should be issued on Form III of every cash deposit or of bank draft.

### Form III [See Rule 4(2)]

#### COUNTERFOIL

Sl No \_\_\_\_\_

Sum received in cash/bank draft \_\_\_\_\_

Deposited by \_\_\_\_\_

S. No. in the Deposit Register \_\_\_\_\_

Date: \_\_\_\_\_ Signature of the  
Returning Officer

#### RECEIPT

Sl No \_\_\_\_\_

Received a sum of Rs \_\_\_\_\_

(figure) \_\_\_\_\_ (in  
words) in cash/bank draft from \_\_\_\_\_

\_\_\_\_\_ a candidate for election as a  
member of the \* National/Provincial Assembly and  
entered in the Deposit Register under

Sl. No. \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_ Signature and seal  
of the Returning  
Officer



HO 2.10

## SCRUTINY OF NOMINATION PAPERS

		Tip
<b>1</b>		Scrutiny shall be held on dates pre-determined by ECP and publicly announced by the Returning Officer.
		<b>Tip</b>
<b>2</b>		The dates for the scrutiny are decided by ECP as well as published in the form of a Public Notice by the Returning Officer.
<b>3</b>		Candidates, Election Agents, Proposers, Seconders and any Elector who has filed an objection to the nomination of a candidate may be present at the time of scrutiny.
<b>4</b>		One other person who may be an advocate authorized by the nominated candidate may also be present at the time of scrutiny.
<b>5</b>		The Returning Officer will examine the nomination papers carefully. Ensuring that all information is available and valid.
<b>6</b>		Any objections to the nomination of a candidate shall be decided by the Returning Officer during scrutiny.
<b>1</b>		The Returning Officer may conduct a summary inquiry if s/he thinks fit in order to decide whether to accept or reject a nomination.
<b>2</b>		The inquiry may be conducted on the Returning Officer's own motion or upon objection to the nomination by an elector.
<b>3</b>		The Returning Officer <b>may not reject</b> a nomination paper on the ground of any defect which is not of a substantial nature and may allow such defects to be remedied. These include errors with regard to: <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Serial Number in Electoral Roll</li> </ul> The RO <b>will reject</b> a nomination paper if s/he is satisfied that: <ul style="list-style-type: none"> <li>○ Candidate is not qualified to be elected</li> <li>○ Proposer or Secunder is not qualified to subscribe a nomination paper</li> <li>○ Any provisions of Section 12 or 13 of RP Act 1976 is not complied with</li> <li>○ The signature of Proposer or Secunder is not genuine</li> </ul>
<b>4</b>		The Returning Officer may, for the purpose of Scrutiny, require any agency or authority to produce any document or records.
<b>5</b>		The rejection of a nomination paper shall not invalidate the nomination of a candidate by any other valid nomination paper. The Returning Officer may give opportunity to the Candidate or his agent to provide any document to him during stipulated period.
<b>6</b>		In case of an appeal against the Returning Officer's decision reasons for rejection of a nomination paper are extremely important and should always be duly recorded. A certified copy will be provided to the candidate on request according to law in time.



## WOULD YOU APPROVE THE NOMINATION?

The following nominations have been submitted to you. Would they be approved post-scrutiny?

1



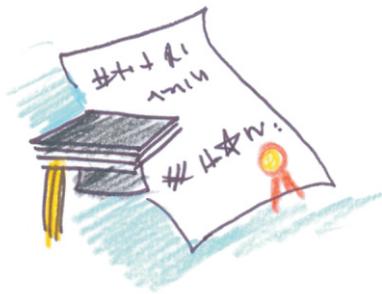
Najam, a nominated candidate, was born in Pakistan. He moved to Tanzania when he was 17 years old and assumed citizenship. He has moved back to Pakistan and is now planning to apply for Pakistani Nationality.

2



Shahnaz, a nominated candidate, is 24 years, 8 months and 28 days old at the time of filing of nomination papers. She will turn 25 before the date set for polling.

3



Rubina, a nominated candidate, has completed her degree in agro-chemistry from the State University in Timbuktu. Her degree is a BSc, however the degree certificate is in a foreign language which cannot be understood.

4



Parvez, a nominated candidate, has a bank loan of Rs. 2.4 million against his wife's name that has not been paid back for over a year.



HO 1.12

## DISQUALIFICATION OF CANDIDATES

According to law a candidate may be disqualified if s/he is:



Not (or has ceased to be) a citizen of Pakistan



Less than 25 years of age at the time of filing the nomination



Not enrolled as a voter in the relevant electoral area



Does not have (at minimum) a graduate (bachelors) degree.



Of unsound mind and has been declared so by a competent court



Found guilty of a corrupt or illegal practice under any law being in force within the period of the last five years



In the service of Pakistan, a Provincial or Local Government or any statutory body or any body owned and controlled by the government



Propagating any opinion prejudicial to the integrity, ideology, sovereignty or security of Pakistan



Defaulter of utilities of more than ten thousand for over six months



Defaulter of bank/co-opt societies loan of over two million or more rupees for more than one year



Has been convicted for moral turpitude or giving false evidence



Dismissed (removed or compulsorily retired) from the service of Pakistan.

For further details Articles 62 & 63 of the Constitution of Islamic republic of Pakistan at appendix "A may be referred"



## VALIDLY NOMINATED CANDIDATES

1 After completion of the scrutiny process, the RO will **prepare a list of validly nominated candidates**, i.e. those candidates whose nomination papers have been accepted.



2 The List of Validly Nominated Candidates shall be drawn in **Form IV** (supplied to RO by PEC).



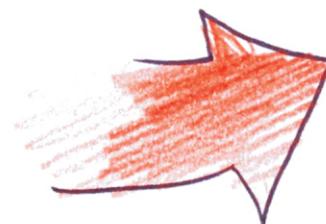
3 A copy of Form IV will be affixed on the **notice board** in the RO's office for information of the general public.



4 The RO will also send a copy of the list of validly nominated candidates to **PEC/DEC/AEC** by Telefax



5 The prepared list will be **revised** by the RO if an appeal against his/her decision has been accepted by the Appellate Tribunal





HO 2.14

## FORM IV: LIST OF VALIDLY NOMINATED CANDIDATES

### FORM IV

[See rule 6(1)]

#### LIST OF VALIDLY NOMINATED CANDIDATES

\*National Assembly

Election to the Provincial Assembly of the Punjab

Sindh

The North-West Frontier Province

Baluchistan.

From \_\_\_\_\_ \* Constituency

Serial No.	Name of Candidate	Name of Father/Husband	Address of Candidate
1	2	3	4

Place \_\_\_\_\_

Date \_\_\_\_\_

Returning Officer



## APPEALS AGAINST SCRUTINY DECISIONS



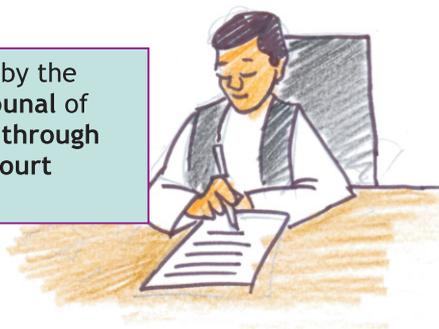
1

An **appeal** may be submitted against the decision of an RO in the case of **both** rejection or acceptance of a particular nomination form. The appeal may be submitted by the candidate, his/her advocate or any other concerned individual authorized by him or an elector who had filed an objection to the nomination of a candidate.



2

The appeal will be submitted by the appellant to the Appellate Tribunal of the constituency of nomination **through the Registrar of the High Court** concerned.



Judiciary

3

The **Tribunal** (consisting of 2-3 judges of the High Court) will take a decision on the appeal within the time frame stipulated by the Election Commission.



4

RO will **revise** List of Validly Nominated Candidates, if so required, in the light of the decision of the Tribunal.



5

**Revised List of Validly Nominated Candidates** will be prominently placed on the RO's notice board.





## WITHDRAWAL OF CANDIDATURE



1

Any validly nominated candidate may **withdraw his/her candidature** before or on the date fixed by the Election Commission.



2

A **written notice** for withdrawal should be submitted to the RO. The notice must be signed by the candidate him/herself.



3

The notice may be **submitted** to the RO by the candidate him/herself or through an advocate duly authorized by the candidate.



4

Before accepting the notice, the RO must ensure that the **candidate's signature** is valid. A notice of withdrawal, once registered with the RO cannot be recalled or cancelled.



5

A copy of the **withdrawal notice** should be prominently affixed in the ROs office. The RO should also inform the PEC/DRO about the candidate's withdrawal.





## ALLOTMENT OF SYMBOLS TO CONTESTING CANDIDATES

**1**

After the withdrawal date has passed, the Returning Officer shall allot **Election Symbols** to the remaining contesting candidates.

### Tip

Only symbols as prescribed by the Election Rules can be allotted.

**2**

The Election Commission will have previously allotted certain symbols to **political parties** and **all** candidates from a particular political party will have **one symbol**.

Party Symbols shall only be allotted to candidates who produce a certificate of nomination duly signed by the President or General Secretary of the Party.

**3**

Independent candidates may be allotted any symbols from the list of symbols not allotted to political parties according to their choice.

No two candidates in any one constituency may have the **SAME symbol**. If a symbol is demanded by more than one independent candidate in the constituency, allotment of symbols will be decided by the RO by drawing of lots.

**4**

RO shall draw a **List of Contesting Candidates** in Form V in Urdu Alphabetical order indicating the symbols allotted to each candidate. A copy of this list should be affixed in a prominent place in the ROs office.

A copy of this list must be sent to the DRO by the quickest possible means for transmission to ECP/PEC for printing of ballot papers with a copy to the DEC/AEC as well as contesting candidates.



HO 2.18

## FORM V: LIST OF CONTESTING CANDIDATES

<Replace with updated form>

**FORM V**  
[See rule 7(1)]  
**LIST OF CONTESTING CANDIDATES**

Election to the { \*National Assembly  
~~Provincial Assembly of the Punjab~~  
~~Sindh~~  
~~the North West Frontier Province~~  
~~Balochistan~~

From ..... NA-255, Karachi XVII ..... \*\*Constituency.

Serial No.	Name of the contesting candidates in the Urdu alphabetical order	Address of the contesting candidates	Symbol allocated
1.	2.	3.	4.
1.	اللہ بخش خان Allah Bakhsh Khan	134, Jacob Lines, Karachi	Table
2.	ریاض احمد صدیقی Riaz Ahmad Siddiqui	House No 15-c, Lane 3, Bahadur Abad, Karachi	Scissors
3.	کلیم اللہ سہارنپوری Kaleemullah Saharanpuri	Mohallah Rajpootan, Sanghar Road, Nawabshah	Spectacles
4.	ملک محمد نعیم Malik Muhammad Naeem	155-A, Sanat Nagar, Lahore	Bus
5.	نرگس زبیر ہاشمی Nargis Zubair Hashmi	54, Hatim Road, MACHS, Karachi.	Computer
6.			
7.			
8.			
9.			
10.			
etc.			

Notice is hereby given that the poll shall be taken between the hours of ..... 0800 to 1700 hours .....

On (date) 10-10-2006 .....

Place ..... Karachi .....

Date ..... 18-9-2006 .....

Returning Officer /  
Additional District and  
Session's Judge III  
Karachi East

Strike off the words not applicable.  
\*\*Insert the No. & Name of the constituency.



## WHAT WOULD YOU DO?

1



Zaid, a contesting candidate, decides not to contest the election due to personal reasons. The withdrawal date, however, has passed a week ago

2



Nasreen, a contesting candidate for a National Assembly seat, dies of a sudden heart attack two days before polling day.

3



Mirza Hussain, an RO for constituency NA 148, Lahore III was scrutinizing nomination papers in the presence of authorized persons when a quarrel between two candidates turned into a riot. As a result one supporter of a candidate was killed and further scrutiny of nomination papers became impossible.

4

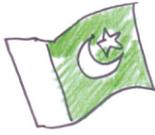


Only three candidates filed nominations for a Provincial Assembly Constituency. The nomination paper of one candidate was rejected and his appeal was also turned down. Of the remaining two candidates, one later withdrew his candidature.



HO 2.20

## CODE OF CONDUCT FOR CANDIDATES

1		Political parties shall not propagate any opinion or act in any manner prejudicial to the ideology, sovereignty, integrity or security of Pakistan.
2		Criticism of other political parties, when made, shall be confined to their policies, programs, past activities and future plans. Criticism of all aspects of private life unconnected to public office or activities is to be refrained from. Criticism based on unverified allegations or distortion is to be avoided.
3		No candidate or any person on his/her behalf shall, openly or in secret, promise or give a donation to any institution irrespective of their respective constituency. Nor shall s/he commit to undertake any development project in the respective constituency.
4		All parties and candidates shall avoid corrupt practices and offences under the election law such as bribing or intimidation of voters.
5		No party or candidate shall canvass within 400 yards of a polling station
6		No public meetings shall be held 48 hours prior to the close of the poll.
7		Organized demonstrations or picketing before houses of any individuals as a protest against their opinions or activities shall not be resorted to under any circumstances.

8		No individual's land will be used without his/her permission for campaigning purposes including erecting flag staffs, suspending banners and/or writing slogans.
9		Political parties/candidates should ensure that their supporters do not create disturbance at public meetings or processions organized by another political party.
10		Party/Candidate will inform the local administration of the venue and time of any proposed meeting well in time to allow the police to make necessary arrangements for controlling traffic and maintaining law & order. Any restrictive or prohibitory orders vis-a-vis public meetings should be followed strictly. Any exception should be applied for and obtained well in time.
11		A party/candidate organizing a procession will decide beforehand the route(s) to be taken as well as a time and place where the procession will terminate. Advanced intimation is to be given to the police and there should be no deviations from the program. All traffic regulations should be strictly followed and care should be taken that traffic is not hampered.
12		All political parties/candidates are required to cooperate with the officers on election duty in order to ensure peaceful and orderly polling.
13		All authorized workers for a political party/candidate shall be authorized and provided suitable badges and ID cards.
14		Parties/Candidates should carry out a comprehensive plan for education of voters in the manner of marking the ballot paper and casting of votes.
15		<p>No person or political party shall affix hoardings, posters or banners larger than the sizes prescribed by law i.e.</p> <p>Posters 2'x3'</p> <p>Hoardings 3'x5'</p> <p>Banners 3'x9'</p>



HO 2.21

## ELECTORAL ROLL

The Electoral Roll is a List of Registered Voters prepared, revised and updated under the Electoral Rolls Act, 1974 (XXI of 1974)

### حتمی انتخابی فہرست 2007

(مرد)

انتخابی علاقے کا نام F-10/4 پٹوارحلقہ / پٹے دارحلقہ اسلام آباد تحصیل / تعلقہ اسلام آباد ضلع اسلام آباد

7	6	5	4	3	2	1
پتہ	یکم جنوری 2007 کو عمر	شناختی کارڈ نمبر	والد کا نام	نام	گھرانہ نمبر	سلسلہ نمبر
مکان نمبر B-60، سٹریٹ نمبر 39، سیکٹر F-10/4، اسلام آباد۔	38 سال	61101-1887754-1	سید سلیمان بخاری	سید محمد حسین شہزاد بخاری	1	23

Tally with voter's address from the back of the NIC

Tally with voter's date of birth on the front of the NIC.

Tally with father's name on the front of the voter's NIC.

Tally with NIC number from the front and the back of the voter's NIC.

Tally with voter's name on the front of the voter's NIC.



## COLLECTION & DISSEMINATION OF THE ELECTORAL ROLL

			Tip
1		Take over <b>3</b> copies of the Electoral Rolls for the constituency from the Assistant Election Commissioner.	<b>Ensure that you have obtained the Electoral Rolls at least three days before the first day of scrutiny.</b>
2		If you are the RO for <b>both</b> a National Assembly as well as a Provincial Assembly Constituency, ensure you have the electoral rolls for <b>all</b> such constituencies as well as any supplementary lists.	<b>Examine the electoral rolls and make sure that no electoral area has been left out and no roll of an area falling outside your constituency has been included, in case of shortage, if any, matter may be referred to the AEC for necessary action.</b>
3		Make sure that the Electoral Rolls are duly signed and authenticated by the concerned Registration Officer (District AEC).	<b>If there is any doubt report the matter to your DRO/DEC.</b>
4		Keep a master copy of <b>all</b> Electoral Rolls and put two copies of the <b>relevant sections</b> of each electoral roll in the bag of election materials for <b>each</b> polling station.	<b>Take care that the electoral rolls are not wrongly distributed and that the two copies which are supplied to polling stations are identical.</b>
5		The rolls which are sent to the polling station will be further sub-divided into whole number of pages and distributed to each polling booth by the concerned presiding officer	<b>The copies of the electoral rolls sent to the Presiding Officers should bear the signature and seal of the Returning Officer as proof of authenticity.</b>



HO 2.23

## PREPARATION OF POLLING SCHEMES

A central responsibility of the Returning Officer is to prepare the Polling Schemes for the upcoming elections.

A Polling Scheme has **2** components:

### List of Polling Stations

*A comprehensive list prepared by the RO (with assistance from the AEC). The list details:*

- Number of polling stations proposed for the constituency (with individual serial numbers)
- Name and location of each polling station
- Name of the Electoral Area covered by the polling station
- Serial numbers of voters on the electoral roll for each polling station
- Total number of voters (with segregated data for male and female voters)
- Number of polling booths per polling station.

*The list is revised and updated by the RO who is responsible for inspecting the polling stations and ensuring that the venues correspond to the guidelines set by the Election Commission of Pakistan. The prepared list is submitted to the District Returning Officer for approval and publication. Copies of final list of Polling Stations should be available, with RO for supply to contesting candidates and presiding Officers.*

### List of Polling Personnel

*A list of polling personnel selected to act as Presiding Officers, Assistant Presiding Officers, and Polling Officers for each polling station is prepared by the Returning Officer. In addition the list details the individuals (both men and women) who are selected for a reserve pool of polling officials for each contiguous group of polling stations.*

*The list of appointed polling personnel is prepared by the RO after confirming the availability of each selected individual. The list is submitted to the DRO for approval and publication.*



HO 2.24

## LIST OF POLLING STATIONS



While finalizing the list of polling stations the Returning Officer should refer to the lists of polling stations that were set up for earlier elections, in particular the last election held in the constituency. These lists are available with the Assistant Election Commissioner who will provide them to the Returning Officer. If there were any complaints or problems faced at the polling stations during the previous elections, alternate venues should be selected. Reasons for changes in venue should be recorded. The RO/ARO should visit the polling stations to ensure that they meet the criterion set down in the guidelines issued by the Election Commission of Pakistan.



HO 2.25

## GUIDELINES FOR SELECTION OF POLLING STATIONS

While preparing the list of polling stations the following should be kept in mind:

 <p><b>Number of Voters</b></p>	<p>Polling stations may cater for between 1000 1200 voters, the number of voters assigned to polling station determines its size. Spacious buildings should be selected which can easily accommodate designated number of voters. The number of polling booths will vary depending on the number of voters (male and female) in an electoral area.</p>
 <p><b>Accessibility</b></p>	<p>Voters should not be inconvenienced; the building should be easily accessible to all registered voters. A centrally located building is recommended. In case selected buildings have more than one storey polling should be held on the ground floor. It is recommended that a new polling station be established within 10 15 kms to facilitate every 200/300 voters</p>
 <p><b>Ownership</b></p>	<p>Polling Stations may only be set up in government owned buildings as well as buildings of Autonomous/Semi-Autonomous Bodies and Corporations. It is illegal to locate a polling station in a building which is owned by or is in possession of any individual. In no case is a police station building to be utilized or a building owned by a candidate or candidate's agent.</p>
 <p><b>Gender Concerns</b></p>	<p>Separate polling stations for female voters should only be proposed if both male and female voters cannot be accommodated in one building. Furthermore, it should be ensured that female voters of a particular electoral area are assigned to the same (or close to) the polling station where their men are assigned. In a combined polling station effort should be made to provide separate entrances and exits for men and women. It is advisable to have exclusive female polling booths staffed by female polling personnel.</p>
 <p><b>Condition of Building</b></p>	<p>It should be ensured (both personally through site visits and via verification from concerned department) that the buildings selected should be in good condition and equipped with necessary facilities/amenities.</p>
 <p><b>Area</b></p>	<p>No electoral area should be left out and proposed stations should be within the extent of the constituency.</p>



### Socio-Political Conditions

Tribal affiliations and feuds should be kept in mind. It should be ensured that voters do not have to go to the territory of a hostile tribe to cast their ballot.



### Improvisation

Improvised polling stations are to be avoided in the interest of the economy. However, these may be set up in areas where absolutely no public buildings are available.

**Note: No change can be made by the Returning Officer to the list of Polling Stations after publication of this list in the Official Gazette, with out the approval of the Election Commission.**



HO 2.26

## LIST OF POLLING PERSONNEL



While finalizing the list of polling personnel the Returning Officer should refer to the lists of government officials from different departments provided to him/her by the Assistant Election Commissioner. Utmost care should be taken while selecting polling personnel. The Returning Officer will select **ONE Presiding Officer per Polling Station** as well as **TWO Assistant Presiding Officers and ONE Polling Officer per Polling Booth**. The total number of polling personnel per polling station will vary depending on the number of polling booths. It is recommended that appointment orders for polling staff be issued sufficiently in advance to polling day in order to avoid any problems. This also facilitates training of Polling Personnel.

## GUIDELINES FOR SELECTION OF POLLING PERSONNEL

While preparing the list of polling personnel the following should be kept in mind:

 <p style="text-align: center;"><b>Government Grade</b></p>	<p><b>Presiding Officers</b> should be BPS 17 and BPS 18 and above It is important that these individuals be established government officials who are able to command respect and inspire public confidence. <b>Assistant Presiding Officers</b> may be drawn from officials working in BPS 11 to BPS 16. <b>Polling Officers</b> should be officials working in BPS 5 to BPS 10. Such officers who are likely to retire by the time of elections or likely to go abroad or on leave should not be included in the list of polling personnel.</p>
 <p style="text-align: center;"><b>Government Department</b></p>	<p>Polling Personnel may not be taken from Provincial Government as a whole. <b>They may be drawn as far as possible, from the Local Government Provincial and Federal Government Departments on equal basis.</b> While assigning polling personnel to polling stations, the mixed staff (i.e. from both provincial and federal departments) must be deployed at polling stations in order to ensure fair and free elections and remove doubts/apprehensions from the minds of contesting candidates.</p>
 <p style="text-align: center;"><b>Character</b></p>	<p>Polling Personnel should be men and women of integrity and responsibility. They should be the best persons available to help in the conduct of fair, free and impartial elections. The fairness of the poll depends upon the conduct of polling personnel.</p>
 <p style="text-align: center;"><b>Travel</b></p>	<p>Polling personnel appointed should be residing or serving in the vicinity of the polling station to ensure that they do not have to travel long distances to reach the station.</p>
 <p style="text-align: center;"><b>Gender Concerns</b></p>	<p>Female polling staff may be selected for exclusive female polling stations as well as female polling booths at combined polling stations. In case of rural areas where female staff is not available, the booth may be staffed by some elderly male member with at least one female Polling Officer or Assistant Presiding Officer at each booth for female voters. Where a female Presiding Officer has been appointed for a polling station, a Naib Quasid (helper) may also be deputed with her to facilitate taking over of Election material, carrying of ballot boxes and other similar tasks.</p>
 <p style="text-align: center;"><b>Reserve Staff</b></p>	<p>5% Reserve Staff should be earmarked for each category in the constituency.        A number of contiguous polling stations should be grouped together and at least one Assistant Presiding Officer and one Polling Officer should be assigned as reserve for this group. A senior-most Assistant Presiding Officer at <b>each</b> polling station is to be designated in writing by the Returning Officer to act in place of the Presiding Officer, if the latter, is unavailable.</p>



HO 2.28

## APPOINTMENT OF POLLING PERSONNEL

### OFFICE OF THE RETURNING OFFICER

National Assembly Constituency No. \_\_\_\_\_

Provincial Assembly Constituency No. \_\_\_\_\_

No. \_\_\_\_\_

Date \_\_\_\_\_

### OFFICE MEMORANDUM

In pursuance of the provisions of section 9 of the Representation of the People Act, 1976, the following appointments of Presiding Officer/ Assistant Presiding Officers/ Polling Officers are hereby made.

For polling station \_\_\_\_\_

(Number and Name of the \_\_\_\_\_)

(Number and Name of the \_\_\_\_\_)

Polling station for the National Assembly Constituency) \_\_\_\_\_

For election to the \_\_\_\_\_

Polling station for the Provincial Assembly Constituency) \_\_\_\_\_

National Assembly Constituency No.: \_\_\_\_\_

Provincial Assembly Constituency No. \_\_\_\_\_

To be held on the \_\_\_\_\_

Name & designation of Presiding Officer	Name & designation of Assistant Presiding Officer	Name & designation of Polling Officer	Name of Assistant Presiding Officer designated as Presiding Officer
1	2	3	4
1. ....	1. ....	1. ....	1. ....
		2. ....	
	1. ....	1. ....	
		2. ....	
	1. ....	1. ....	1. ....
		2. ....	
<i>Reserve Staff</i>	1. ....	1. ....	

Signature \_\_\_\_\_  
Returning Officer

Signature \_\_\_\_\_  
Returning Officer

(Number & Name of the Provincial Assembly Constituency)

(Number & Name of the Provincial Assembly Constituency)

Place .....

Place .....

## COMMUNICATION UNIVERSE!



Explain what type of communication takes place between the Returning Officer and the following individuals/institutions!



ECP

**Election Commission of  
Pakistan/Provincial  
Commissioner**



**Deputy Election  
Commissioner/Assistant  
Election Commissioner**



**District Returning Officer**



**Government Line  
Departments (including  
Education and Police)**



**Candidate(s)**



**Presiding Officer/Polling  
Personnel**



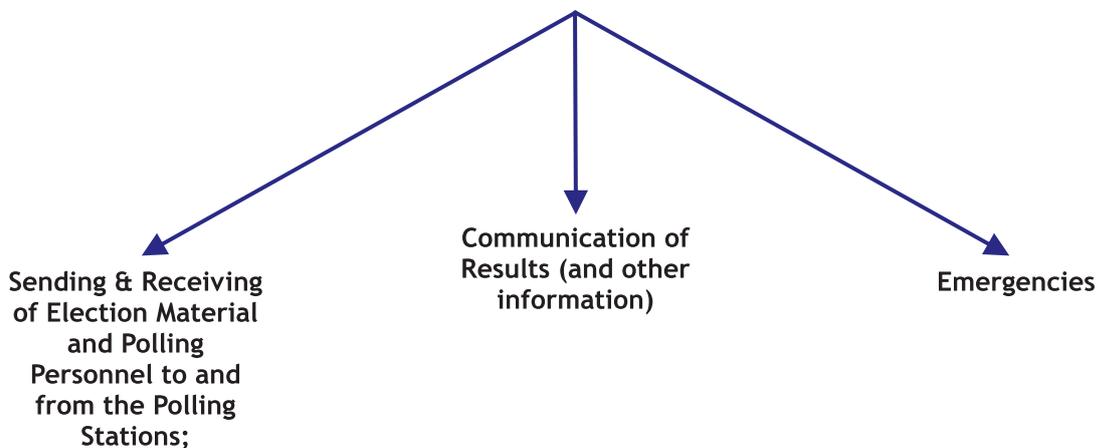
HO 2.30

## PREPARATION OF COMMUNICATION PLAN FOR PRESIDING OFFICERS

Returning Officers should **ensure** that an effective **communication plan** is in place with each Presiding Officer to facilitate the election process.

### 3

#### Dimensions of Communication:



Communication Plans should be extremely practical and efficient and should reflect the realities of both the Returning Officer **and** Presiding Officer's positions. **ONE** communication plan should be made for **each** Presiding Officer. A copy should be given to the Presiding Officer and a master copy should be with the Returning Officer for his/her reference.

**While drafting a Communication Plan, the following should be kept in mind:**

#### Location of Polling Station:

The communication plan will differ based on whether polling stations are in rural or urban constituencies. The Urban/Rural divide will affect many things including the distance that has to be traveled in order to send/receive election material.

#### Available means of Communication

Before designing your plan assess the most convenient and easily accessible means of communication. Some possible methods are via PTCL Telephones, Wireless Communication (police mobiles) and/or personal Cellular Phones. Fax, Telex and Email can also be used if available.

#### Possible Emergencies:

Evaluate the possible emergencies that **could** arise on polling day. Ensure that your communication plan suggests a plan of action and relevant contact information catering to these emergencies.

## DRAFT COMMUNICATION PLAN FOR PRESIDING OFFICER

**No & Name of Constituency**  
\_\_\_\_\_

**Polling Station No** \_\_\_\_\_

**Location (Address)** \_\_\_\_\_

**Name of Presiding Officer** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Tel No(s)** \_\_\_\_\_ (Office) \_\_\_\_\_ (Residence)

**Mobile No(s)** \_\_\_\_\_ **Fax No:** \_\_\_\_\_

### COMMUNICATION PLAN FOR ELECTION PROCEEDINGS

Event	Date & Time	Contact Information
1. Collection of Election Material from Returning Officer's Office.		
2. Dispatch of Election Material & Polling Staff to Polling Station		
3. Return of Election Material & Polling Staff from Polling Station		
4. Communication of preliminary results		
<b>In case of Emergencies contact:</b>		
<b>Name:</b>	<b>Designation:</b>	<b>Contact Information:</b>



HO 2.32

## POSTAL BALLOTS



The following categories of persons are eligible for submission of Postal Ballots.



Persons in Government Service (including Armed Forces), holders of Public Officers, their wives and children (who are enrolled as voters and ordinarily reside with them



Persons detained in prison or other custody;



Persons who are appointed to act as Presiding Officers, Assistant Presiding Officers, Polling Officers i.e. Polling Personnel or Police Personnel on duty at the Polling Station.



HO 2.33

## APPLICATION PROCEDURE

### Tip

1



Application for Postal Ballot sent by eligible persons to Returning Officer on the prescribed Form

Only applications of eligible persons may be approved. All applications must be received within the timeframe fixed by the Election Commission.

2



Returning Officer should remove the elector from all copies of the electoral roll and write the letters "P.B" against his/her name.

This deletion is essential as the person(s) to whom postal ballot papers are issued MAY NOT cast his/her vote in person.

3



Returning officer sends postal ballot papers along with relevant forms and envelopes to each approved applicant. Each postal Ballot contains:

- Ballot Paper
- Copy of Declaration (Form VIII)
- Envelope (Form IX & Form X)
- Instructions in Form-XI of Rules

Postal Ballots will be provided to the Returning officer by the PEC well in time. Postal Ballots will bear a serial number whereas ordinary Ballot Papers will not. After issuing Ballot papers, counterfoils will be sealed according to contents on the packet.

4



Postal Ballots will be filled by applicants and sent directly to the Returning Officer. The postal ballots will be taken into account by the RO at the time of consolidation of results.

The RO will maintain a completed list of PB Electors including those who have:

- Applied for PBs
- Sent PB Papers
- Cast their vote via Postal Ballots



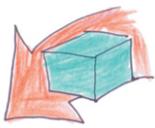
HO 2.34

## INSTRUCTIONS FOR ELECTORS VOTING BY POSTAL BALLOTS

1. Votes should only be cast for candidates contesting from the elector's home constituency.
2. Votes should be recorded with a **pen** by writing the name of the candidate for whom the elector wishes to vote in the blank space provided on the ballot paper.
3. After the vote has been recorded, the ballot paper should be placed in the smaller cover marked 'A' and sealed.
4. A declaration (Form VIII) should be signed in the presence of a Gazetted Officer or a Commissioned Officer who is competent to attest signatures under sub-rule (3) of rule (13).
5. If the elector is unable to mark/sign the ballot paper him/herself for any reason including illiteracy or infirmity s/he is entitled to have his/her vote marked and declaration signed on his/her behalf by a Gazetted/Commissioned Officer. The necessary certificate (at the back of the form) should also be filled out.
6. Put the signed Declaration Form and the sealed cover 'A' in the larger cover 'B'.
7. Seal cover 'B' and send to the Returning Officer via post.
8. The Postal Ballot will **NOT** be counted if:
  - The declaration is not attested or certified;
  - If the cover reaches the Returning Officer after the time fixed for consolidation of results



## DISPATCH OF ELECTION MATERIAL

		Tip
<b>1</b> 	Receive Election Material in bulk from District Returning Officer	Ensure you are in contact with your DRO and know when to expect the election material.
<b>2</b> 	Prepare a packing invoice for each polling station.	While preparing the invoice ensure that you refer to the list of polling stations as published in the Official Gazette.
<b>3</b> 	Prepare <b>individual</b> election material bags for <b>each</b> polling station.	Make sure you label each set of bags correctly to avoid any later mix-ups or confusion.
<b>4</b> 	Re-check the bags of election material before sealing them to ensure that nothing has been left out and that only relevant material has been included.	<b>This is extremely important as mistakes at this stage can lead to delays and confusion on polling day.</b>
<b>5</b> 	Inform Presiding Officers of the day on which they can collect the prepared bags of Election Material.	<b>This is ordinarily one-day prior to the Election. Details should have been provided to the Presiding Officer in the prepared communication plan.</b>
<b>6</b> 	Handover relevant election bags to Presiding Officers in an efficient and organized fashion. Ensure that Presiding Officers sign the Packing Invoice and receive a copy of the same along with the material.	<b>Make sure that you have separate tables/ collection counters from which women Presiding Officers receive their election material.</b>



HO 2.36

Carefully fill out the packing invoice for **each** polling station. Make sure that the numbers are accurate. Make sure that the election material for each polling station is available in each polling bag according to the prepared packing invoice!

## PACKING INVOICE

Election to the National Assembly

Provincial Assembly of the Punjab  
Sindh  
N.W.F.P  
Balochistan

### PART "A"

1. No. and Name of Constituency \_\_\_\_\_
2. No. and Name of Polling Station \_\_\_\_\_
3. No. of voters assigned to the Polling Station \_\_\_\_\_
4. No. of Booths \_\_\_\_\_

### PART "B"

5. Ballot Papers in the sealed packet:-
  - (a) Quantity \_\_\_\_\_
  - (b) Serial No. From \_\_\_\_\_ to \_\_\_\_\_
  - (c) No. of Books \_\_\_\_\_
  - (d) Serial No. From \_\_\_\_\_ to \_\_\_\_\_
6. Official Code Marks Stamps (two per booth plus one spare for the polling station)
  - (a) Quantity \_\_\_\_\_
  - (a) Code Nos \_\_\_\_\_
    - (i) \_\_\_\_\_
    - (ii) \_\_\_\_\_
    - (iii) \_\_\_\_\_
    - (iv) \_\_\_\_\_
    - (v) \_\_\_\_\_
7. Rubber stamp for marking ballot papers (three per booth plus one spare for the polling station).
8. No. of Brass seals (one per polling station).
 

Quantity \_\_\_\_\_  
Serial No \_\_\_\_\_
9. Indelible ink vials (one per booth plus two per polling station)
10. No. of Self/Inking Stamp pads (two per booth plus one spare for the polling station).
11. Standard stationery pack (one per polling station).

Received above articles in sealed bag

Make sure you sign the packing invoice and obtain a **copy** from the Returning Officer. Using the packing invoice you will:

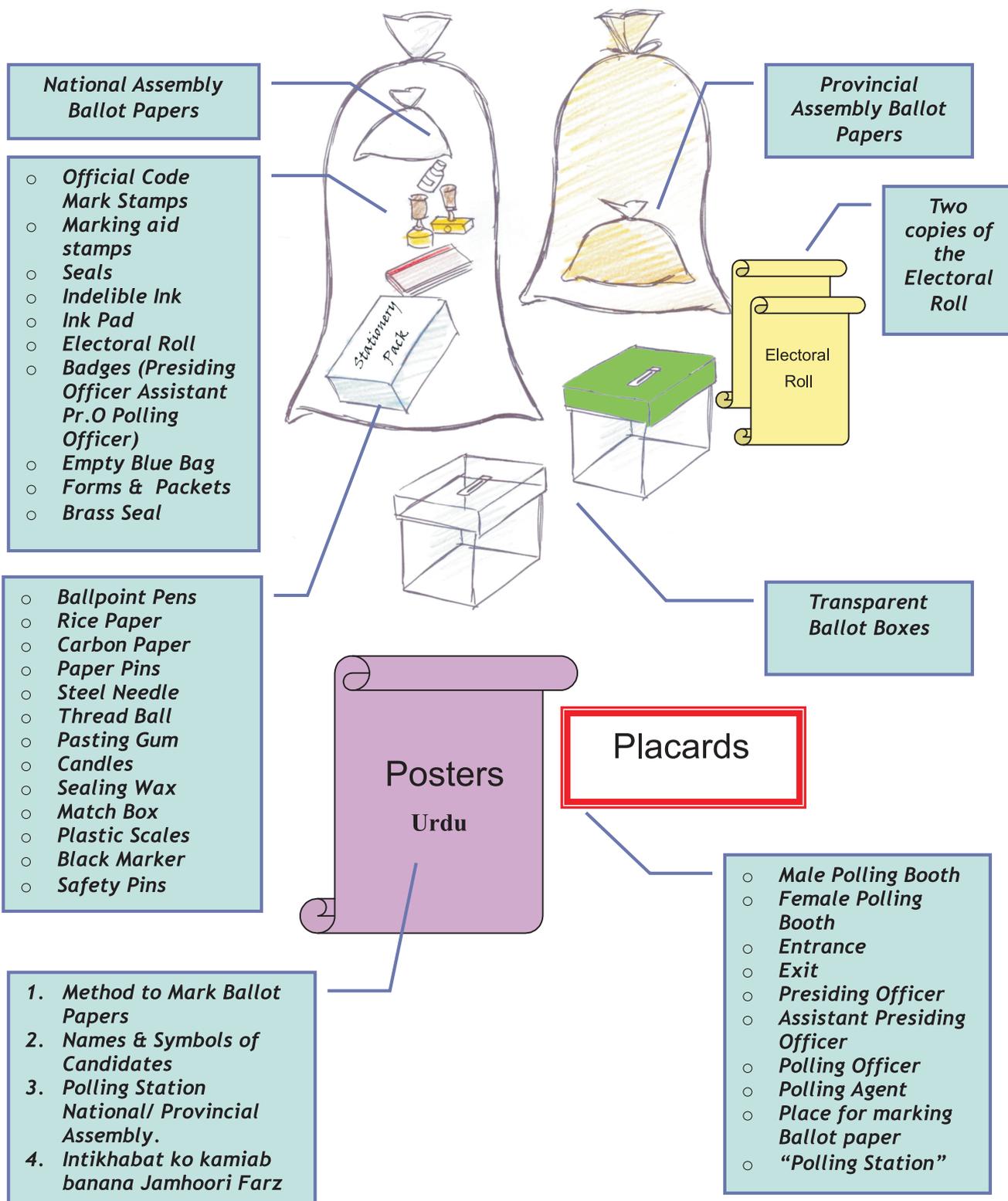
- Check election material when you unpack it;
- Tally with the material you return post-election to the Returning Officer

Signature of the Presiding Officer

Signature of the Returning Officer



# INVENTORY OF ELECTION MATERIALS



**3**

**Polling Day**



HO 3.01

## RO'S POLLING DAY RESPONSIBILITIES



*On Polling Day the Returning Officer has two specific responsibilities:*

1



**Supervision & Monitoring of the Day's Proceedings**

2



**Maintenance of Law & Order**

## OVERVIEW OF POLLING DAY



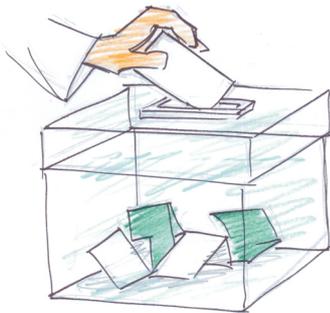
1  
Setting up the  
Polling Station



2  
Opening the Polling  
Station



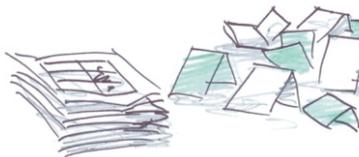
3  
Voting



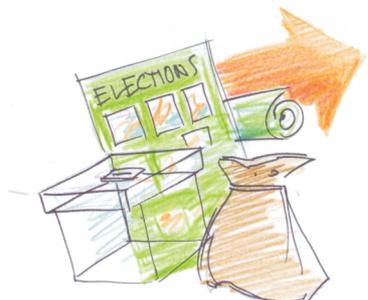
4  
Closing the Polling  
Station



5  
Counting the  
Ballot Papers &  
Communication of  
Results



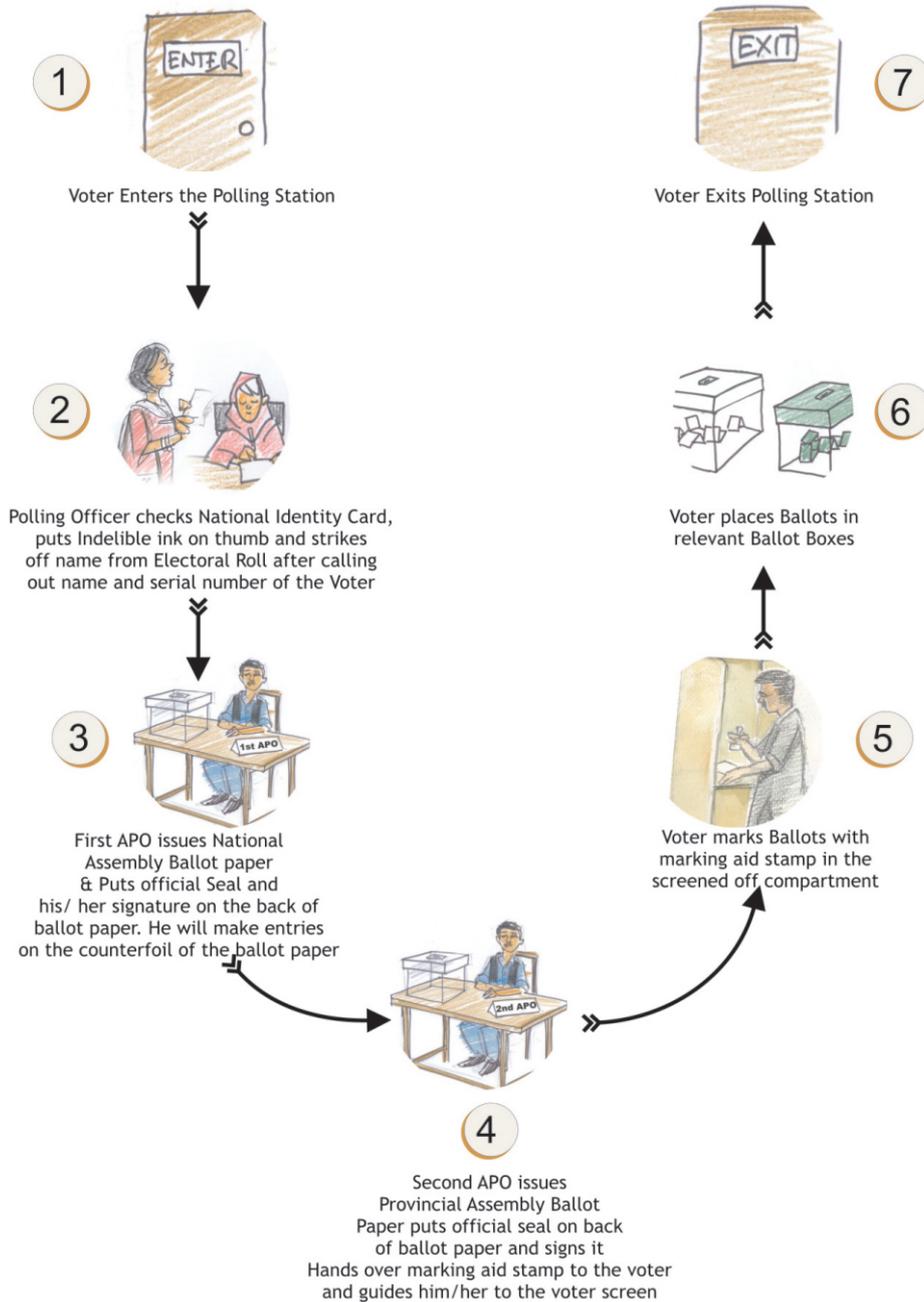
6  
Disposing of  
election material





HO 3.03

## THE VOTING PROCESS



**A ballot paper shall not be issued to a person, if he/she....**

- **Fails or refuses to produce NIC**
- **Refuses to put thumb impression on the counterfoil of ballot paper**
- **Refuses to receive personal mark with indelible ink or bears traces of such a mark**

## What If...

1



A voter comes in to vote without his/her NIC? Or s/he presents a photocopied or invalid NIC?

2



A person comes in to vote on behalf of his/her family or friend?

3



A person comes to vote but his/her name cannot be found on the Electoral Roll?

4



A person comes to vote but is challenged by an election/polling agent?

5

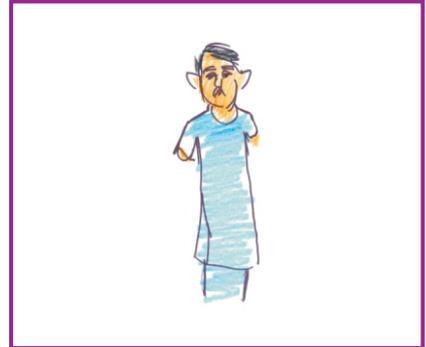


A person comes to vote but his/name is already marked on the Electoral Roll?



HO 3.05

## SPECIAL CASES



### TENDERED VOTES

If a person comes to vote and has no ink on his thumb but his name and number have already been marked in the Electoral Roll as having voted, s/he will give in a tendered vote.

In case of a tendered vote the case is presented to the Presiding Officer. S/he rechecks the entry in the Electoral Roll to make sure the vote is in fact tendered. Although the tendered voter is processed in the normal manner, his/her vote is not cast in the ballot box but is placed in a special **tender ballot papers** packet.

Complete details of all tendered votes are to be taken on FORM XII: Tendered Votes List.

### CHALLENGED VOTES

Any polling agent/election agent or candidate has the right to challenge the vote of any person who s/he believes:

- Is impersonating another voter
- Has already voted

The person who challenges the voter will have to deposit a sum of Rupees two for each challenged vote. In case of a challenged vote, the Presiding Officer must obtain any evidence readily available to prove whether the accused is guilty of impersonation. If proof is presented then s/he should not be given a ballot paper and the police should be called upon to arrest him/her for prosecution. If no proof is immediately available then the individual is treated as a challenged voter. Voting proceeds in the normal manner however the vote is not cast in the ballot box but is placed in a special **Challenged Ballot Paper** packet. Details of each challenged voter are to be entered in FORM XIII: Challenged Votes List.

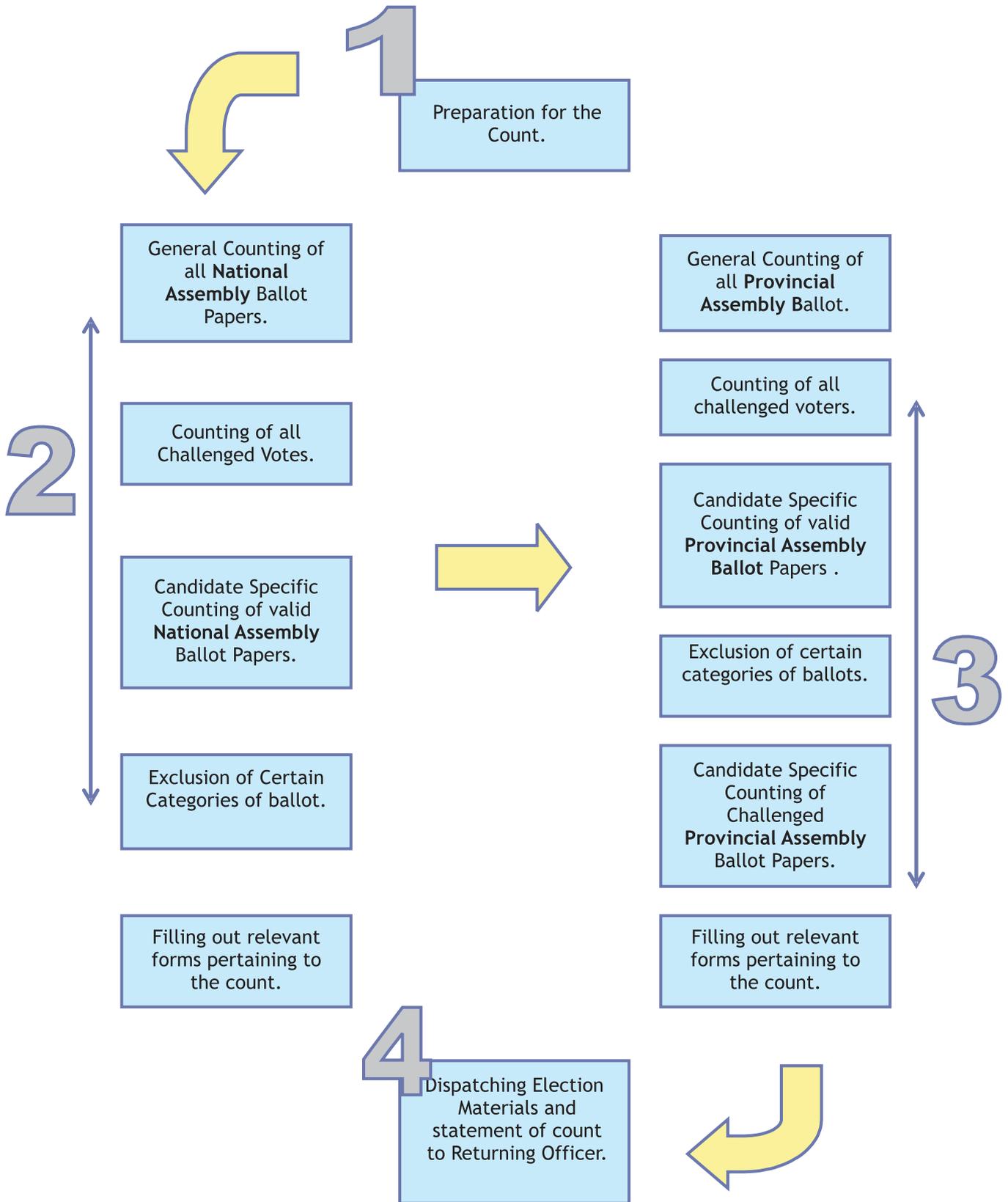
### VOTER NEEDS ASSISTANCE

There are two circumstances under which a voter may ask for assistance:

- The voter is blind
- The voter is disabled so that s/he cannot cast a ballot

The law allows a blind or disabled voter to receive assistance from a companion while casting his/her ballot. This assistant can be whoever the voter chooses so long as the assister is not a candidate or a candidate's agent. In such cases the Presiding Officer must instruct the companion to mark the ballot paper as directed by the voter. Under no circumstances is s/he to tell anyone the voter's candidate choice. To do so is an election offence and s/he can be persecuted. The Presiding Officer is also instructed to keep a handwritten list of voters who need assistance along with the names of their companions for record keeping purposes.

# COUNTING THE VOTES





HO 3.07

## CONDUCTING THE COUNT

Create a counting space in the center of the room

Invite observers and polling agents to view the process

Empty the contents of all NA Ballot boxes on the table.

Remove any white PA ballot papers for counting later

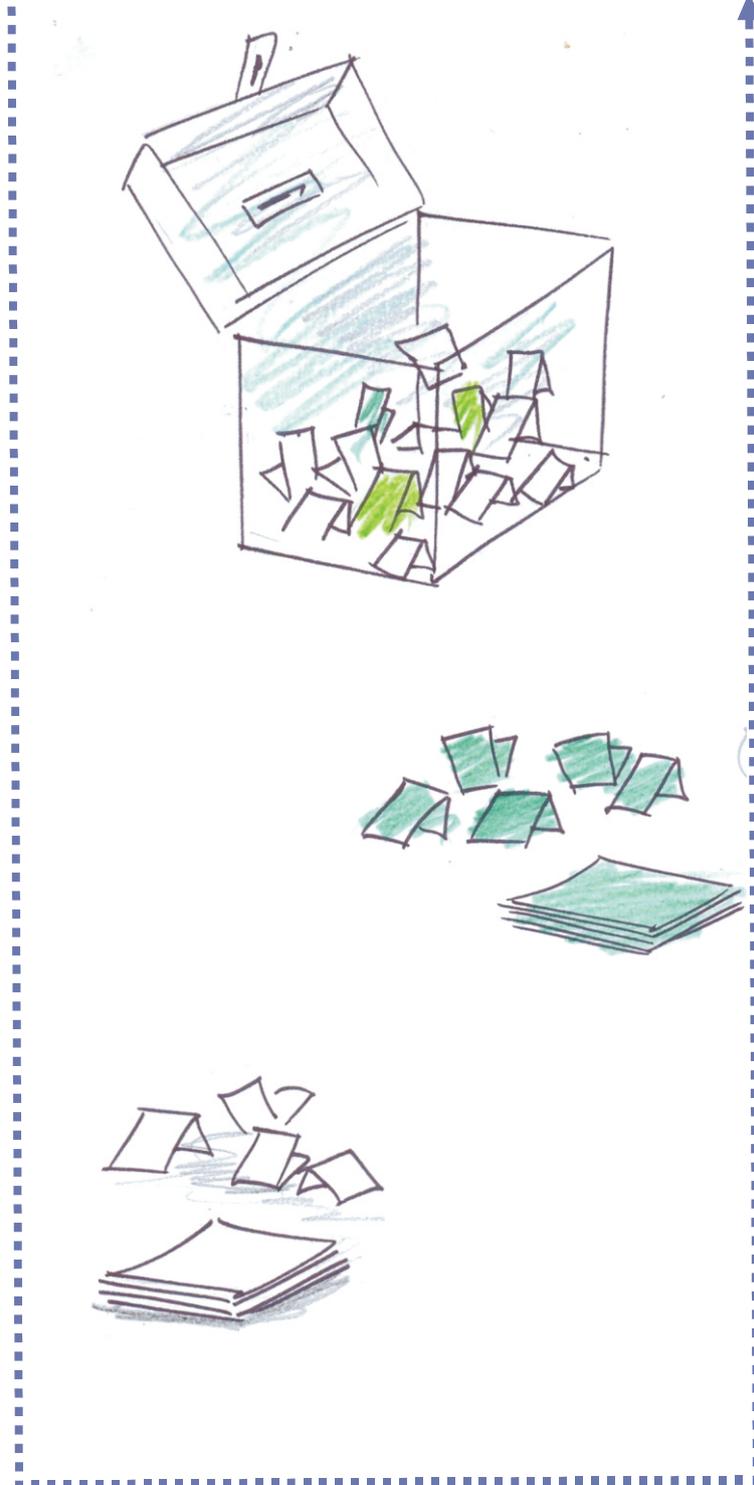
Count and recount ALL NA ballot papers.

Enter total number of Ballot Papers on Line 2, Form XV

Examine Ballot papers for validity

Distribute Valid Ballot papers according to candidates

Count & recount valid candidate specific NA ballot papers



Count any NA papers in PA ballot box and adjust figures

Repeat this process in order to conduct the PA count

Complete Ballot Paper Account Form

Put all (valid & invalid) challenged ballot papers in E.C.P VII envelope

Enter number of challenged votes in Column 4 of Statement of Count

Count valid challenged votes per candidate

Place all E.C.P I and E.C.P II packets in E.C.P III envelop for NA

Place all invalid ballot papers in E.C.P II NA packet

Report Valid NA Ballot papers per candidate to Presiding Officer

Complete Form XIV Statement of the Count

Put all the counted ballots in appropriate NA packets

Place candidate specific ballot papers in E.C.P. I NA packet

## VALID & INVALID BALLOT PAPERS

### Invalid Ballot papers are those:

- On which it is not possible to determine the voter's choice of candidates;
- Which are not marked according to the law
- On which any identification of the voter has been indicated.

### WHILE COUNTING BALLOT PAPERS:

#### Exclude the following:

1. Those with no official code mark and signature of the Assistant Presiding Officer on the back;
2. Those that are not official ballot papers;
3. Those marked with a rubber stamp other than the one supplied for marking the ballot paper;
4. Those where any piece of paper or other object has been attached;
5. Those where there is no rubber stamp mark indicating a choice or where more than one candidate has been marked;
6. Those whose rubber stamp mark is equally divided between two candidate spaces or is not within any candidate space.

#### Include the following:

1. Those where due to over inking and wrong folding the ink from the rubber stamp has made a second impression on another candidate's space. Include this vote only if it is clear in whose space the original distinct mark was put.
2. Those where the rubber stamp mark goes over the line between two candidates' spaces, but the majority of the stamp is one candidate's space. Count the vote for that candidate.
3. Those where there is more than one mark for the same candidate.



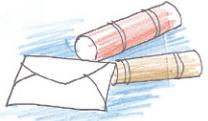
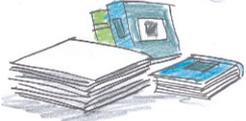
HO 3.09

## DISPENSING WITH ELECTION MATERIAL

All forms and materials should be packed by the Presiding Officers according to the following instructions and transported to the Returning Officer. Polling Agents, Candidates and Observers are permitted to view this process.

Note: Each form and packet must be sealed and signed by the Presiding Officer All the candidates and agents present may also put their signatures

#		Election Material	Packet Number	Instructions
1		Counted Ballot Papers for One Candidate	E.C.P - I	The number of packets you prepare depends on the number of candidates. Each candidate will have one packet.
2		Doubtful Ballot Papers that have been excluded from the Count	E.C.P - II	Two packets will be prepared: 1. National Assembly 2. Provincial Assembly
3		All ECP I and ECP II packets.	E.C.P - III	Two packets will be prepared: 1. National Assembly 2. Provincial Assembly
4		Unused Ballot Papers	E.C.P - IV	Two packets will be prepared: 1. National Assembly 2. Provincial Assembly
5		Spoilt Ballot Papers	E.C.P - V	Two packets will be prepared: 1. National Assembly 2. Provincial Assembly
6		Tendered Ballot Papers	E.C.P - VI	Two packets will be prepared: 1. National Assembly 2. Provincial Assembly
7		Challenged Ballot Papers	E.C.P - VII	Two packets will be prepared: 1. National Assembly 2. Provincial Assembly
8		Marked Copies of the Electoral Roll	E.C.P - VIII	One only

#		Election Material	Packet Number	Instructions
9		Counterfoils of used Ballot Papers	E.C.P - IX	Two packets will be prepared: 1. National Assembly 2. Provincial Assembly
10		Tendered Votes List	E.C.P - X	Two packets will be prepared: 1. National Assembly 2. Provincial Assembly
11		Challenged Votes List	E.C.P - XI	Two packets will be prepared: 1. National Assembly 2. Provincial Assembly
12		Original Copy of the Statement of Count	E.C.P - XII	Two packets will be prepared: 1. National Assembly 2. Provincial Assembly
13		Original Copy of the Ballot Paper Account	E.C.P - XIII	Two packets will be prepared: 1. National Assembly 2. Provincial Assembly
14		Other papers as directed by the Returning Officer	E.C.P - XIV	Two packets will be prepared: 1. National Assembly 2. Provincial Assembly
15		Brass Seal	E.C.P - XV	One only

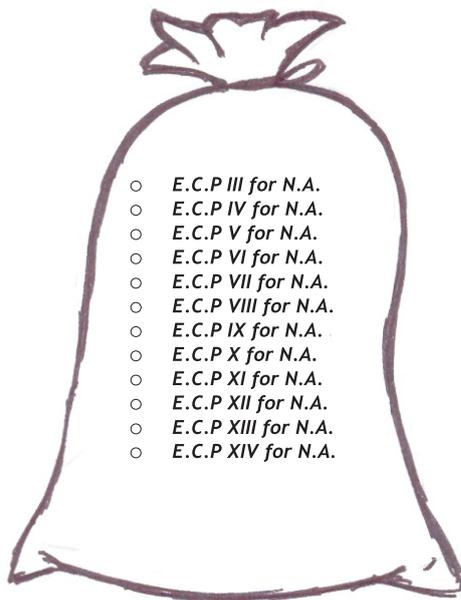


HO 3.10

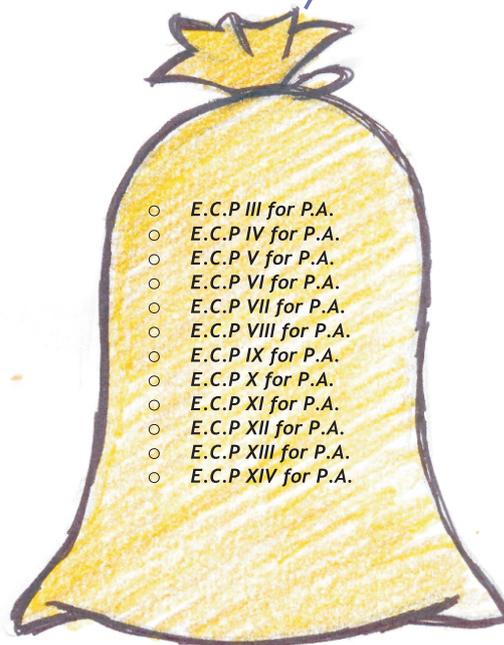
## PACKING MATERIALS FOR RETURN

Materials are to be packed in **three bags** (white, khaki and blue) as specified below and returned on the same day to the Returning Officer.

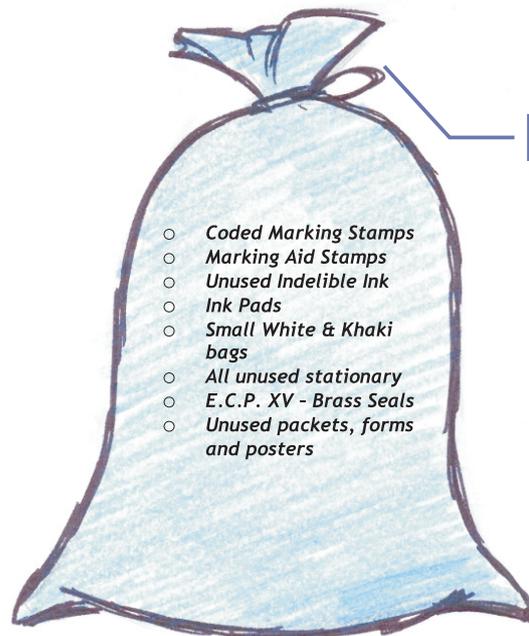
White Bag



Khaki Bag



Blue Bag



# 4

## Post Polling Activities



HO 4.01

## RO'S POST POLLING ACTIVITIES



*Post- Polling, Returning Officers have the following responsibilities:*

**Collection of Results & Retrieval of Election Material from Presiding Officers**

**Compilation and conveying of un-official results to ECP/PEC with a copy to DEC/AEC.**

**Consolidation & Conveying Result to ECP**

**Disposal of Retrieved Election Materials**

**Refund of Deposits or Forfeiture & Return of Election Expenses**

## RETRIEVAL OF ELECTION MATERIAL

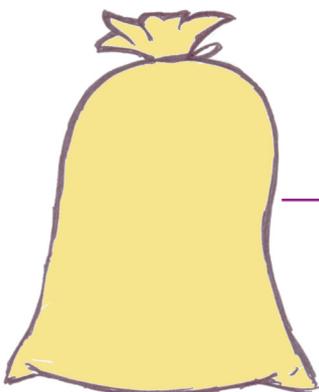
Each Presiding Officer will send the Returning Officer **3** bags of Election Material

- 

**1**

**WHITE BAG**

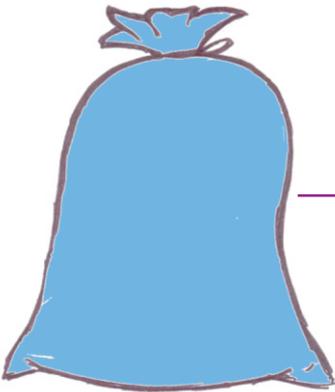
Sensitive Election Material for National Assembly

This bag should be retrieved and kept safely with the Treasury until required.
- 

**2**

**KHAKI BAG**

Sensitive Election Material for Provincial Assembly

This bag should be retrieved and kept safely with the Treasury until required.
- 

**3**

**BLUE BAG**

Non Sensitive, Retrievable Election Material

Returning Officer should immediately unpack this bag prepare an inventory of returned items. The inventory as well as the retrieved stationary and other election material should be handed over to the Assistant Election Commissioner of the district against proper receipt.



HO 4.03

## CONSOLIDATION OF RESULTS

			Tip
<b>1</b>		Consolidation proceedings should be held as soon as possible after polling day. Returning Officer should give a <b>written notice</b> to all contesting candidates and their election agents of the day, time and place fixed for consolidation of results.	<b>It is essential that opportunity is provided to contesting candidates and their Election Agents to witness this process to add to the transparency of process.</b>
<b>2</b>		Returning Officer will open the polling bags received from Presiding Officers and one by one examine all the ballot papers <b>excluded from count</b> by the Presiding Officers. The same procedure will be repeated (separately) for all challenged votes.	The white polling bag will contain National Assembly paper whereas the Khaki polling Bag will contain Provincial Assembly papers.
<b>3</b>		If Returning Officer finds that a ballot paper should not have been excluded s/he will <b>count</b> it in favor of the contesting candidate for whom it has been cast.	<b>If any contesting candidate or election agent wants to see such ballot papers it may be shown to him/her.</b>
<b>4</b>		Returning Officer will then count the <b>postal ballots</b> received by him/her in favor of each candidate.	<b>Postal Ballots will NOT be counted if:</b> <ul style="list-style-type: none"> <li>○ Received after due date</li> <li>○ Declaration is not found in Cover Form X</li> <li>○ Declaration is substantially defective</li> <li>○ Serial No of Ballot differs from one on the cover.</li> </ul>
<b>5</b>		Returning Officer will prepare Consolidation Statement by Polling Station in Form XVI. Result of the Count will be prepared in Form XVII. Both forms should be sealed and sent to ECP as per instructions conveyed to RO.	<b>Both these forms should be carefully prepared and re-checked.</b>

## EXAMINATION OF BALLOT PAPERS

During Consolidation Ballot Papers will be rejected by the Returning Officer if:

1. There is no official mark and signature of the Assistant Presiding Officer
2. There is writing or any mark other than the impression of ink from the thumb of the voter, the official mark of the Presiding Officer and the prescribed mark.
3. A piece of paper or object of any kind is attached.
4. There is no prescribed mark to indicate the contesting candidate for whom the elector has voted.
5. It is not clear from the mark which candidate the elector has favored.



# FORM XVI

## FORM XVI

[See rule 26(1)]

### CONSOLIDATION STATEMENT OF THE RESULTS OF THE COUNT FURNISHED BY THE PRESIDING OFFICERS

In respect of election to the \*National Assembly

Provincial Assembly of the Punjab/Sind/the North West Frontier Province Baluchistan

From .....Constituency

Sl. No.	Polling Station	Number of valid ballot papers (including challenged votes) cast in favour of					Total per polling station		Number of tendered Votes		
		'A'	'B'	'C'	'D'	'E'	'F'	Valid		Rejected	Total
1	2	3	4	5	6	7	8	9	10	11	12
1.											
2.											
3.											
4.											
5.											

Total No. of votes recorded at the polling stations.

Total votes recorded on postal ballot for the constituency.

Grand Total

Place.....

Date.....

Returning Officer.

\*Strike off the words not applicable.

\*\*Write the names of the candidates.

# FORM XVII

## FORM XVII

[See rule 28]

### RESULT OF THE COUNT

Election to the \*National Assembly  
 Provincial Assembly of the Punjab  
 Sindh  
 the North-West Frontier Province  
 Baluchistan.

From.....Constituency.

Sl. No.	Names of the contesting Candidates	Number of valid votes polled
1.		
2.		
3.		
4.		
etc.		

Total number of valid votes polled.....

Total number of rejected votes.....

Total number of tendered votes.....

Date.....

Place.....

*Returning Officer*

\*Strike off the words not applicable.



HO 4.07

## RE-COUNTING OF VOTES

Returning Officer, at the time of consolidation, shall examine only votes excluded from count by the Presiding Officer. He will NOT ordinarily recount all valid votes. Recounting of all Ballot Papers may only be done under TWO circumstances:



If requested **in writing** by any **contesting candidate** or his/her election agent under the condition that the Returning Officer is satisfied that the request is reasonable.



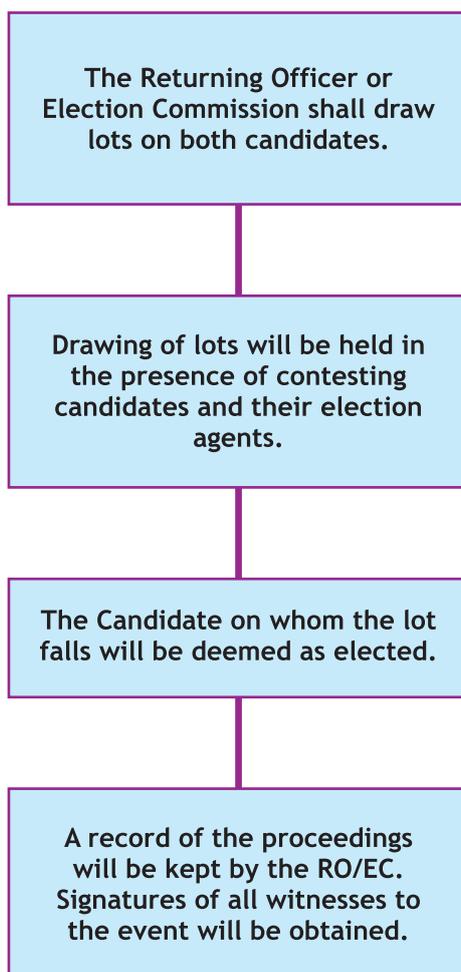
If **directed by the Election Commission**. In this case re-count will be held in a manner and at a place directed by the Election Commission.

## WHAT IF?



Two National Assembly candidates, Perveen and Rohail have obtained equal votes in the elections. After consolidation of votes it was found that the addition of only ONE vote can entitle any one of these candidates to be declared elected.

Under the law this situation calls for the following solution:





HO 4.09

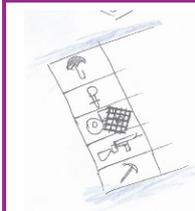
## DISPOSING OF ELECTION MATERIAL



Immediately after the consolidation process, the Returning Officer shall re-seal packets and statements opened. Candidates/Election Agents may affix their signature on the seals of the packets.



The following packets will be put in the polling bags



Packets containing Valid Ballot Papers



Packets containing Counterfoils of Used Ballot Papers



Packets containing Marked Copies of the Electoral Rolls



Packets containing Ballot Paper Account Forms



Packets containing Tendered & Challenged Ballot Papers with lists and Spoilt and Rejected Ballot Papers



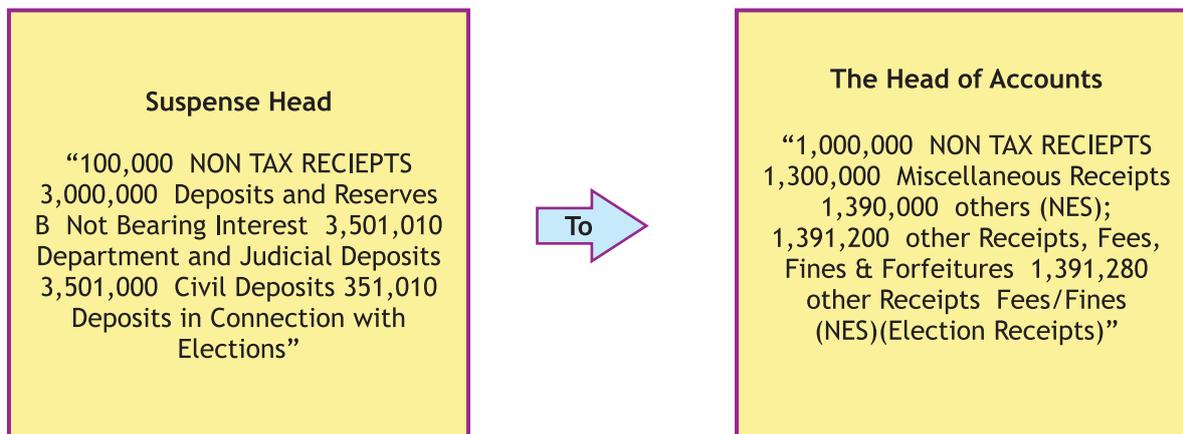
Re-sealed polling bags should be deposited in the local treasury or sub-treasury or as directed by the Election Commission. Polling bags once deposited CAN NOT be re-opened by Returning Officer or any other official without express directions of Election Commission or Election Tribunal.

## REFUND OR FORFEITURE OF DEPOSITS

After **all** election proceedings are over, the Returning Officer will refund security deposit to contesting candidates or his/her legal representative provided that the refund request is made within **six months** of termination of election proceedings or declaration of results.

<b>Returning Officer will forfeit to the Federal Government the security deposit of a candidate if he fails to:</b>	
Receive at least one eighth of the total number of votes cast at the election	Apply for a refund within the stipulated time period, i.e. six months

Returning Officer shall pass a separate order of forfeiture in each case. Copies of the forfeiture orders **must** be sent to ECP. The forfeited amount shall be transferred from:





HO 4.11

## RETURN OF ELECTION EXPENSES

- 1.** *A Candidate for National Assembly can incur election expenses up to Rs. 1.5 million and a Candidate for Provincial Assembly may spend up to Rs. 1 Million.*
- 2.** *All Contesting Candidate, except a returned (winning) candidate, must submit return of election expenses in Form XVIII to Returning Officer within 30 days of publication of name of returned candidate.*
- 3.** *The Returned Candidate must file with RO his/her return of expenses within 10 days of the poll. The result of Returned Candidate will not be published unless s/he submits his/her return of election expenses. The R.O will confirm the submission of Returns of expenses by the returned candidates to ECP/PEC with a copy to DEC/AEC.*
- 4.** *Every Return of Election Expenses shall be accompanied by an Affidavit (Form XIX).*
- 5.** *The Returning Officer shall inform the Election Commission that the candidates have filed their returns within the time limit subscribed under the law.*
- 6.** *The Returning must keep records of all filed Election expenses returns. S/he is obligated to show these records to any interested party upon payment of inspection fee.*

## ***Extract from Constitution of Pakistan***

### **Article 62.**

A person shall not be qualified to be elected or chosen as a member of Majlis-e-Shoora (Parliament) unless-

- (a) he is citizen of Pakistan;
- (b) he is, in the case of the National Assembly, not less than twenty-five years of age and is enrolled as a voter in any electoral roll in-
  - (i) any part of Pakistan, for election to a general seat or a seat reserved for non-Muslims; and
  - (ii) any area in a Province from which he seeks membership for election to a seat reserved for women.
- (c) he is, in the case of Senate, not less than thirty years of age and is enrolled as a voter in any area in a Province, or, as the case may be, the Federal Capital or the Federally Administered Tribal Areas, from where he seeks membership;
- (D) he is of good character and is not commonly known as one who violates Islamic Injunctions;
- (e) he has adequate knowledge of Islamic teachings and practices obligatory duties prescribed by Islam as well as abstains from major sins;
- (F) he is sagacious, righteous and not-profligate and honest and amen;
- (g) he has not been convicted for a crime involving moral turpitude or for giving false evidence;
- (h) he has not, after the establishment of Pakistan, worked against the integrity of the country or opposed the ideology of Pakistan:
 

Provided that the disqualifications specified in paragraphs (d) and (e) shall not apply to a person who is a non-Muslim, but such a person shall have good moral reputation; and
- (i) he possesses such other qualifications as may be prescribed by Act of Majlis-e-Shoora (Parliament).

***Qualification for membership of Majlis-e-Shoora (Parliament)***

**Article 63.**

- (1) A person shall be disqualified from being elected or chosen as, and from being, a member of the Majlis-e-Shoora (Parliament), if
- (A) he is of unsound mind and has been so declared by a competent court; or
  - (b) he is an undischarged insolvent; or
  - (c) he ceases to be a citizen of Pakistan, or acquires the citizenship of a foreign State; or
  - (d) he holds an office of profit in the service of Pakistan other than an office declared by law not to disqualify its holder; or
  - (e) he is in the service of any statutory body or any body which is owned or controlled by the Government or in which the Government has a controlling share or interest; or
  - (f) being a citizen of Pakistan by virtue of section 14B of the Pakistan Citizenship Act, 1951 (II of 1951), he is for the time being disqualified under any law in force in Azad Jammu and Kashmir from being elected as a member of the Legislative Assembly of Azad Jammu and Kashmir; or
  - (g) he is propagating any opinion, or acting in any manner, prejudicial to the Ideology of Pakistan, or the sovereignty, integrity or security of Pakistan; or morality, or the maintenance of public order, or the integrity or independence of the judiciary of Pakistan, or which defames or brings into ridicule the judiciary or the Armed Forces of Pakistan, or
  - (h) he has been convicted by a court of competent jurisdiction on a charge of corrupt practice, moral turpitude or misuse of power or authority under any law for the time being in force; or
  - (I) he has been dismissed from the service of Pakistan or service of a corporation or office set up or, controlled by the Federal Government, Provincial Government or a Local Government on the grounds of misconduct or moral turpitude; or
  - (j) he has been removed or compulsorily retired from the service of Pakistan or service of a corporation or office set up or controlled by the Federal Government, Provincial Government or a Local Government on the grounds of misconduct or moral turpitude; or

*Disqualifications  
for membership  
of  
Majlis-e-Shoora  
(Parliament)*

- (k) he has been in the service of Pakistan or of any statutory body or any body which is owned or controlled by the Government or in which the Government has a controlling share or interest, unless a period of two years has elapsed since he ceased to be in such service; or
- (l) he is found guilty of a corrupt or illegal practice under any law for the time being in force, unless a period of five years has elapsed from the date on which that order takes effect; or
- (m) he has been convicted under section 7 of the Political Parties Act, 1962 (III of 1962), unless a period of five years has elapsed from the date of such conviction; or
- (n) he, whether by himself or by any person or body of persons in trust for him or for his benefit or on his account or as a member of a Hindu undivided family, has any share or interest in a contract, not being a contract between a cooperative society and Government, for the supply of goods to, or for the execution of any contract or for the performance of any service undertaken by, Government :

Provided that the disqualification under this paragraph shall not apply to a person-

- i. where the share or interest in the contract devolves on him by inheritance or succession or as a legatee, executor or administrator, until the expiration of six months after it has so devolved on him;
- ii. where the contract has been entered into by or on behalf of public company as defined in the Companies Ordinance, 1984 (XLVII of 1984), of which he is a shareholder but is not a director holding an office of profit under the company; or
- iii. where he is a member of Hindu undivided family and the contract has been entered into by any other member of that family in the course of carrying on a separate business in which he has no share or interest; or

Explanation. In this Article “goods” does not include agriculture produce or commodity grown or produced by him or such goods as he is, under any directive of Government or any law for the time being in force, under a duty or obligation to supply.

- (o) he holds any office of profit in the service of Pakistan other than the following offices, namely :-
    - i. an office which is not whole time office remunerated either by salary or by fee;
    - ii. the office of Lumbardar, whether called by this or any other title;
    - iii. the Qaumi Razakars;
    - iv. Any office the holder whereof, by virtue of such office, is liable to be called up for military training or military service under any law providing for the constitution or raising of a Force; or
  - (p) he has been convicted and sentenced to imprisonment for having absconded by a competent court under any law for the time being in force; or
  - (q) he has obtained a loan for an amount of two million rupees or more, from any bank, financial institution, cooperative society or cooperative body in his own name or in the name of his spouse or any of his dependents, which remains unpaid for more than one year from the due date, or has got such loan written off; or
  - (r) he or his spouse or any of his dependents has defaulted in payment of government dues and utility expenses, including telephone, electricity, gas and water charges in excess of ten thousand rupees, for over six months, at the time of filing his nomination papers<sup>2</sup>; or
  - (s) he is for the time being disqualified from being elected or chosen as a member of the Majlis-e-Shoora (Parliament) or of a Provincial Assembly under any law for the time being in force.
- (2) If any question arises whether a member of Majlis-e-Shoora (Parliament) has become disqualified from being a member, the Speaker or, as the case may be, the Chairman shall, within thirty days from raising of such question refer the question to the Chief Election Commissioner.
- (3) Where a question is referred to the Chief Election Commission under clause (2), he shall lay such question before the Election Commission which shall give its decision thereon not later than three months from its receipt by the Chief Election Commissioner.

## Important Contacts of Election Commission of Pakistan Election Commission Secretariat Islamabad

S. No.	Name	Designation	Ph # Office	Fax #
1	Kanwar Muhammad Dilshad	Secretary ECP	051- 9206062	0519203583
2	Mr. Iftikhar Ahmed Qureshi	Joint Secretary Elec.	051-9201549	051- 9205300
3	Mr. R.B. Jan Wahidi	Joint Secretary Admn.	051-9201546	051- 9205300
4	Mr. Javed Khursheed	Joint Secretary Budget	051- 9204238	051- 9205300
5	Mr. Iftikhar Hussain Shah	Deputy Secretary Elec.	051- 9201506	051- 9205300
6	Mr. Fazal-ur-Rehman	Incharge R & I	051- 9205611	051- 9205300

### Provincial Offices

7	Mr. A yaz Muhammad Baig	PEC Punjab	042- 9211015	042- 9211020
8	Mr. Z. A. Farooqi	Joint PEC Punjab	042- 9211017	042- 9211020
9	Ch. Qamar-uz-Zaman	PEC Sindh	021- 9203385	021- 9206646
10	Mr. Mehboob Anwar	Joint PEC Sindh	021- 9203384	021- 9206645
11	Mr. Akhtar Hussain Sabir	PEC N.W.F.P	091- 9211036	091- 9210487
12	Mr. Muhammad Imtiaz Alam	Joint PEC N.W.F.P	091- 9211035	091- 9210487
13	Mr. Sono Khan Baloch	PEC Balochistan	081- 9202334	081- 9202317
14	Mr. Muhammad Imran Siddiqui	Joint PEC Balochistan	081- 9202309	081- 9202317

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