



# HANDBOOK For RETURNING OFFICERS

LOCAL GOVERNMENT ELECTIONS – 2022  
SINDH





## Foreword

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Under Article 218 of Constitution of Islamic Republic of Pakistan, it is the duty of Election Commission of Pakistan to organize and conduct elections and to make such arrangements as are necessary to ensure that the election is conducted honestly, justly fairly and in accordance with law. In this regard, Election Commission of Pakistan is taking all necessary measures to conduct Local Government Elections successfully in Sindh Province.

The conduct of election takes place by mutual collaboration of various institutions, therefore ECP requires assistance of all executive authorities in the federation and in the provinces in for discharge of its functions.

High professional standards and commitments are required to hold free, fair and transparent elections. In this regard, the role of Returning Officers (ROs) is of vital importance. Their neutrality and fairness are critical in ensuring that the ECP is able to play its Constitutional role and contribute towards strengthening democratic norms in the country. I strongly believe that quality elections are a pre-requisite the sustainable democracy.

I must underline the fact that elections are a complex enterprise, time bound in nature, massive in scale and multidimensional in impact. These conditions require that election officials, in whatever capacity they are contributing in the conduct of elections, must be trained and should have the necessary skills and expertise

I am glad to introduce the Handbook for Returning Officers (ROs) in line with changing legal and procedural requirements for the conduct of quality elections. The Handbook covers all important tasks which an officer working in the capacity of a RO must know.

I believe this Handbook will be useful for the ROs and will provide them a great deal of necessary information. I expect the officers to be responsive and open to learn election laws and better ways to conduct smooth elections. It is a national duty which requires that honesty should be at the core and all else should revolve around it! Let us put together all our energies and serve the country in the best possible manner.

A handwritten signature in green ink, appearing to read "Sikandar Sultan" followed by "Raja".

(Sikandar Sultan Raja)  
Chief Election Commissioner of Pakistan

Islamabad

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# Setting the Stage



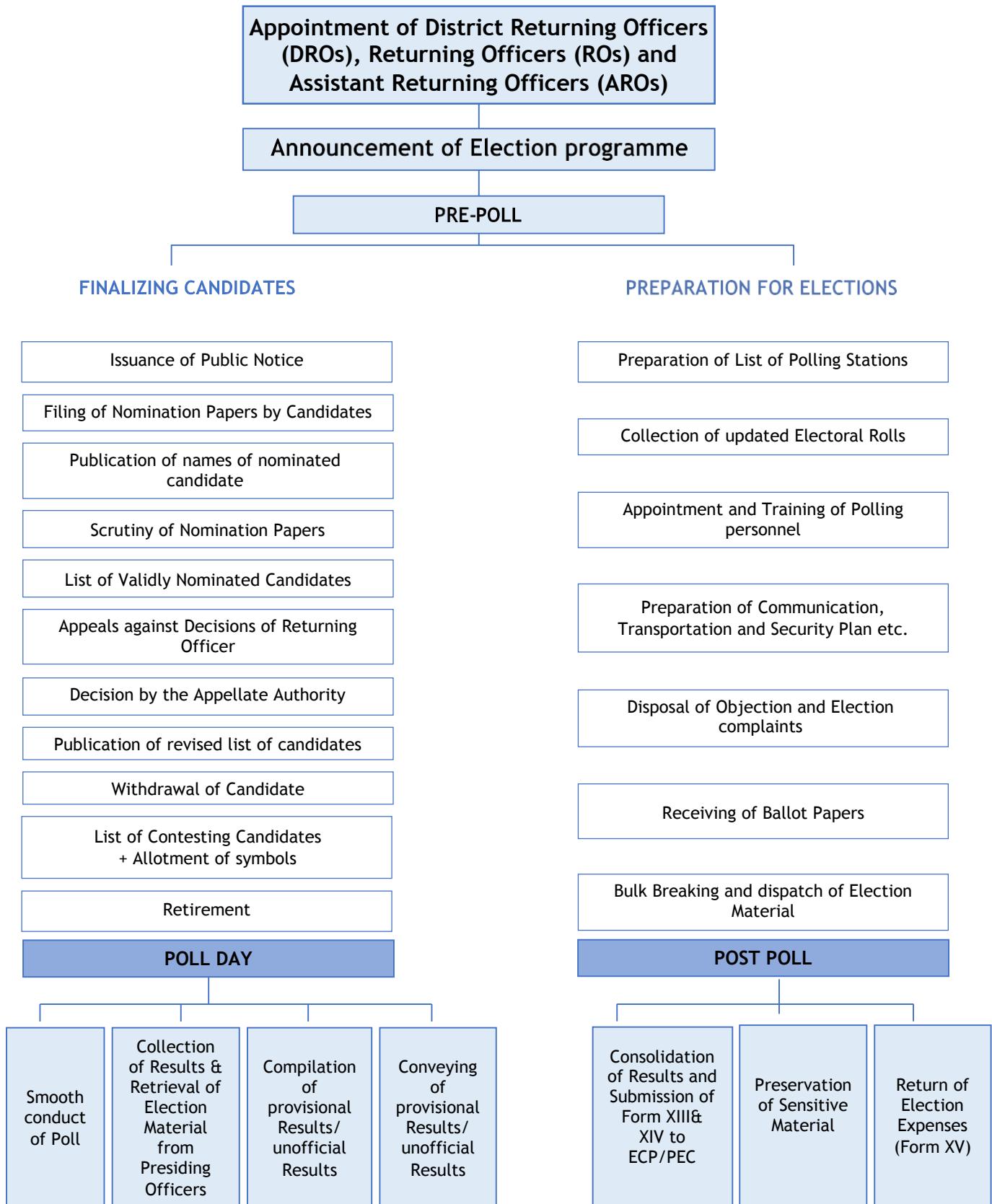
# Elections

***Free, Fair & Transparent  
elections are essential  
to democracy***

- There must be universal suffrage in each election. Every eligible citizen has the right to vote and contest in the election.
- There must be a level playing field for all candidates. Every candidate must have a right to campaign in accordance with law.
- All registered voters including women should be encouraged to cast their votes for the candidates of their choice.
- There should be no factor influencing the voters' choice on poll day.
- The election officials must work in non-partisan and professional manner during the election process.



# Electoral Process



# **Election Overview**

1. All the polling stations shall be established as per list of polling stations approved by the District Returning Officers.
2. Each polling station will consist of 2-4 polling booths (depending on the number of voters assigned to each polling station).
3. There will be 1 Presiding Officer per polling station, 1 to 2 Assistant Presiding Officer (APO) and 1 Polling Officer at each polling booth.
4. The Presiding Officer will act as Magistrate of the First Class as authorized by the Commission and will be responsible to maintain law and order at the polling station.
5. The Presiding Officer is required to give a signed copy of the Statement of the Count (Form XI) and the Ballot Paper Account (Form XII) to each of the candidates, their election agents or polling agents as may be present.
6. Translucent ballot boxes will be used for balloting.
7. Screened off compartments will be used to ensure secrecy of the vote.
8. Computerized pictorial electoral rolls will be used in elections.
9. Counting of ballot papers will be conducted immediately after the poll at the polling station.
10. Only the original NIC will be the legal document to cast the vote.

# **Article 220 of the Constitution of the Islamic Republic of Pakistan**



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**“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 function”**

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Therefore, the RO (under Article 220 and Rule 7 of Sindh Local Government (Conduct of Elections) Rules 2015 may ask **any Government department** for assistance in the conduct of free, fair and impartial elections, subject to directions issued by the Election Commission from time to time.

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# **Composition of Local Governments**

[See Section-18 of the Sindh Local Government Act, 2013]

## **Urban Councils:**

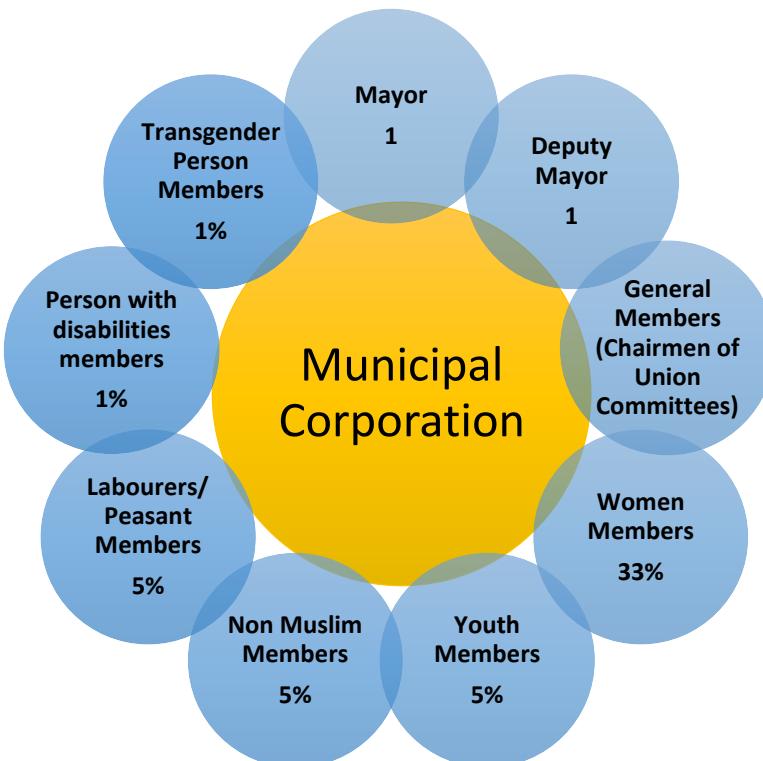
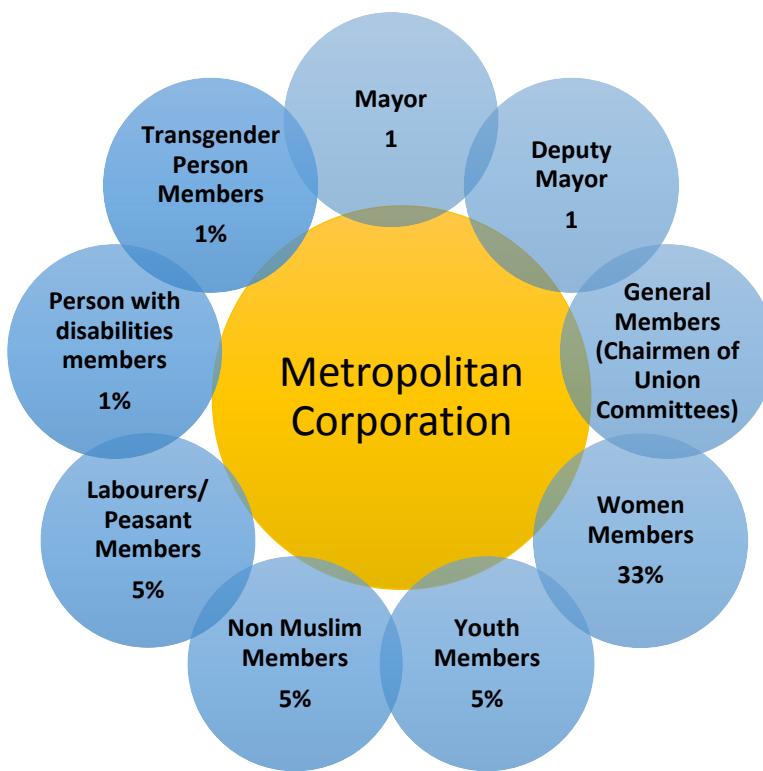
1. a Metropolitan corporation for each metropolitan city
2. Municipal Corporation
3. Town Municipal corporation in Metropolitan Corporation
4. town municipal corporation in each municipal corporation
5. a municipal committee for each municipality
6. a town committee for each town comprising of single member ward
7. a union committee for each ward in the corporation

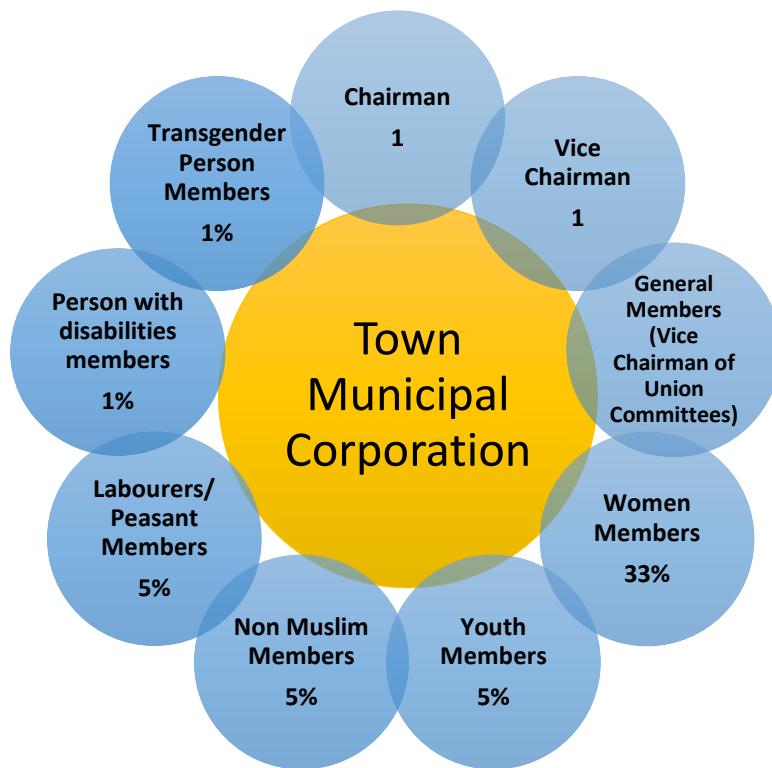
## **Rural Councils:**

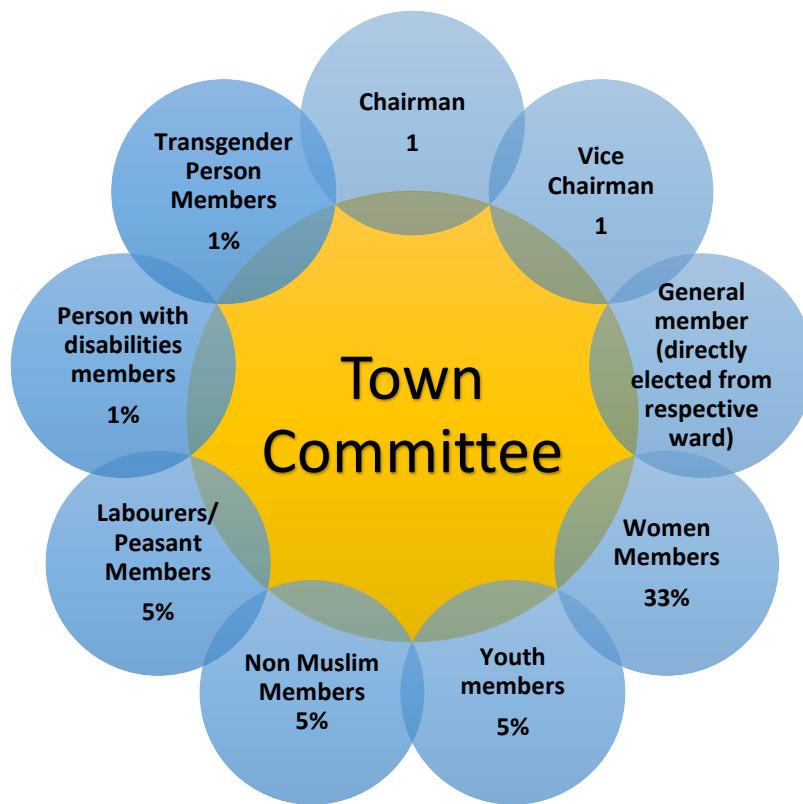
1. District Council
2. Union Council

## (Urban) Council Composition

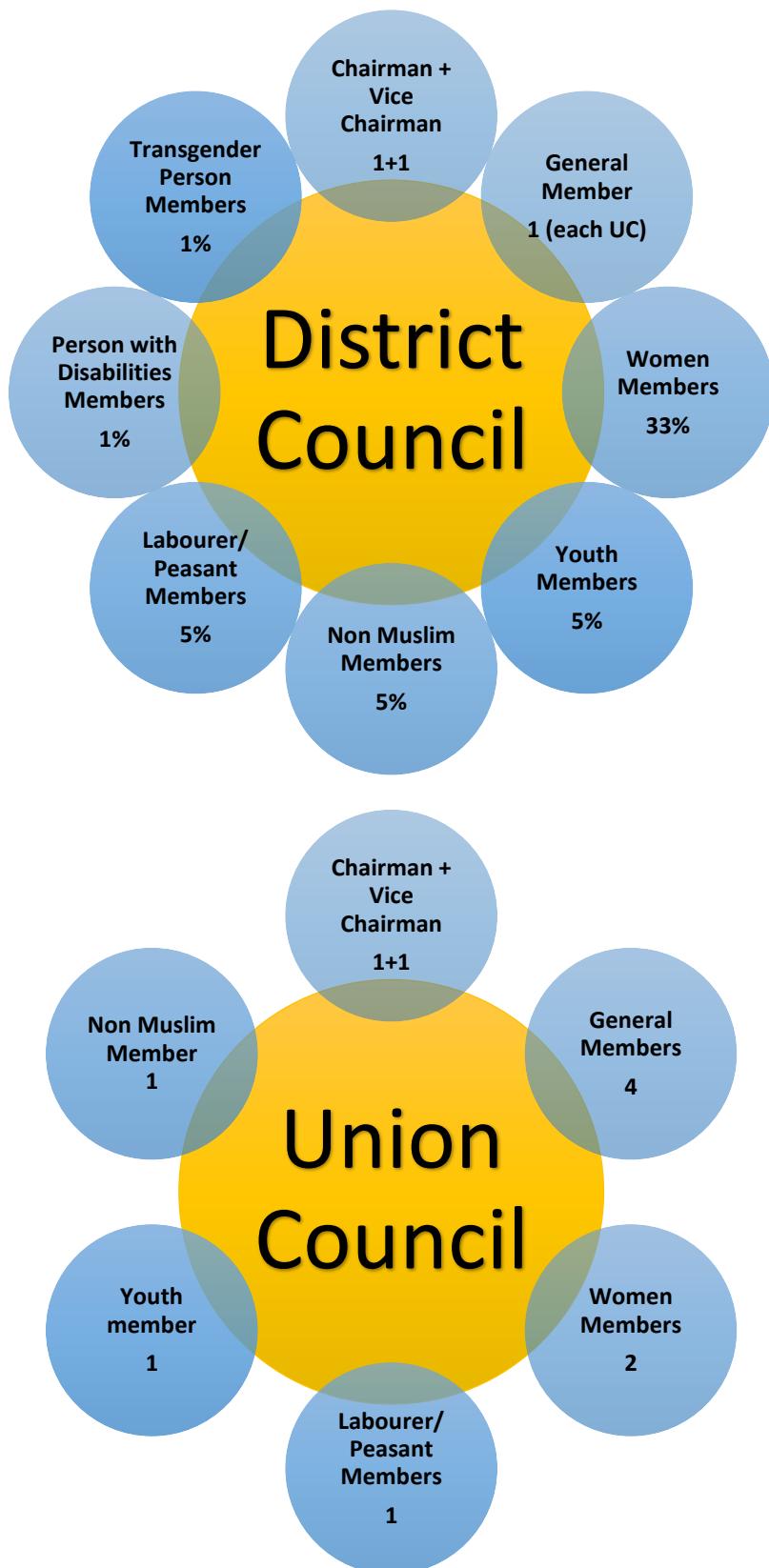
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## (Rural) Council Composition



## **MODE OF ELECTION OF VARIOUS LOCAL COUNCILS OF SINDH**

No	Name of Council	Name of Heads	Mode of Election	Remarks
1	Metropolitan Corporation	Mayor/Deputy Mayor	Indirect	Show of Hands
2	Municipal Corporation	Mayor/Deputy Mayor (Joint Candidate)	Indirect	Show of Hands
3	Town Municipal Corporation in a Metropolitan Corporation	Chairman + Vice Chairman	Indirect	Show of Hands
4	Town Municipal Corporation in a Municipal Corporation	Chairman + Vice Chairman	Indirect	Show of Hands
5	Municipal Committees	Chairman + Vice Chairman (Joint Candidate)	Indirect	Show of Hands
		General Members from Ward	Direct	Single Ballot Paper
6	Town Committees	Chairman + Vice Chairman (Joint Candidate)	Indirect	Show of Hands
		General Members from Ward	Direct	Single Ballot Paper
7	Union Committees	Chairman + Vice Chairman (Joint Candidate)	Direct	Two Ballot Papers (Chairman/Vice Chairman + General Member from Ward)
8	District Council	Chairman + Vice Chairman (Joint Candidate)	Indirect	Show of Hands
		General Member	Direct	Single Ballot Paper (One from each ward of District Council)
9	Union Council	Chairman + Vice Chairman (Joint Candidate)	Direct	Two Ballot Papers (Chairman/Vice Chairman + 1 General Member from Ward)

# Role and Responsibilities of Stakeholders



## **1. Election Commission of Pakistan (ECP)**

1. Appointment of DROs, ROs, and AROs.
2. Announcement of election programme. (Assigning dates & times to various stages of election)
3. Approval for making changes in the list of Presiding Officers, APOs and POs as well as in the list of polling stations.
4. Appointment of Appellate Tribunal, Notification of returned candidates.
5. Delegating Magisterial Powers to DROs, ROs and Presiding Officers.
6. Disposal of pre-poll, poll day and post-election complaints.
7. Allocation of funds to the PECs for onward allocation to DROs and ROs for conduct of elections.



## **2. Provincial Election Commissioner (PEC)**

1. Liaison with the ECP, RECs, DECs, DROs, ROs and other relevant officers.
2. Coordination for communication of decisions by Appellate Tribunals on appeals against rejection/acceptance of Nomination Papers to Returning Officer concerned.
3. Transmission of lists of contesting candidates to ECP received from RO through DRO.
4. Supply of election material and ballot papers to RO through DROs.
5. Supply of list of polling stations (received from RO) to the Printing Corporation of Pakistan Press, for printing and publication in the official gazette.
6. Provide funds (if necessary) to DROs/ROs for conduct of elections.
7. Disposal of pre-poll, poll day and post-election complaints.



### **3. District Returning Officer (DRO)**

1. Liaison between Returning Officers (ROs), DEC/REC and the Provincial Election Commissioner (PEC).
2. Approval and notification of the list of polling stations at least 15 days before the polling day.
3. Approval of the list of polling staff at least 14 days before poll day.
4. Declaration of Polling stations as highly sensitive, in consultation with head of District Police.
5. Distribution of funds (allocated by ECP) among ROs at prescribed rates.
6. Rendering of accounts relating to allocated funds.
7. Submission of all required information/data relating to all stages of election to the PEC with a copy to REC/DEC.
8. Coordinating and supervising electoral activities in the district and ensuring that all activities are done according to the timeline set by the ECP.
9. Arranging prompt dispatch of lists of contesting candidates to PEC in soft and hard copy for printing of ballot papers.
10. Ensuring that sufficient quantity of all required election material is made available to ROs in time.
11. Ensuring communication of provisional election results from ROs to the Election Commission.
12. Coordination in respect of disposal of complaints.
13. Ensuring that proper security, Transportation and Communication plan etc. is in place for safe transportation of election material and staff to the polling station and communication of result to the ECP.
14. Confirmation of proper arrangements for the poll day before the poll.
15. Confirmation of start of poll on Election Day.
16. Supply copies of all information/ data/ reports at the end of all stages to the PEC/ECP.
17. Ensuring prompt dispatch of Form-XX, and Form-XXI to the ECP by the ROs.
18. Ensuring dispatch of authenticated copy of Form-XXI relating to the result of Union



council to the RO appointed for reserved seats of Union Council for determination of results of reserved seats of Union Council.

19. Ensuring implementation of the Code of Conduct in the area of his jurisdiction.
20. Facilitating election Observers appointed by the Election Commission.
21. Issuing accreditation cards to observers and media.

## 4. Returning Officer (RO)

1. Issuing public notice for election.
2. Receiving nomination papers from candidates within the specified time frame.
3. Scrutinizing candidates' nomination papers in accordance with the provisions of law.
4. Coordination and supervision of electoral activities in his jurisdiction.
5. Arranging prompt dispatch of lists of contesting candidates to PEC in soft copy and hard copy for printing of ballot papers. Submit a copy to REC/DEC.
6. Appointing impartial polling staff at the polling stations. Submission of the list of polling staff (Presiding Officers, Assistant Presiding Officers and Polling Officers) appointed for the conduct of election, to the DRO (at least 14 days before the poll day) for approval.
7. Selecting suitable public buildings for polling stations and submitting draft list of polling stations to DRO for approval. (as per timeline prescribed by ECP)
8. Bulk breaking and supplying election material on time for use at polling stations.
9. Issuing accreditation cards.
10. Preparing Communication, transportation and Security plan (in coordination with DPO) for safe transportation of election material, staff to the polling station and communication of result to the ECP.
11. Ensuring that sufficient quantity of all required election material is available.
12. Providing proper training to the polling staff.
13. Ensuring the implementation of the code of conduct issued by the ECP.
14. Confirmation regarding setting of stage for the conduct of elections i.e completion of all administrative arrangements for the conduct of poll on the appointed date.
15. Confirmation of start of poll on Election Day.



16. Collecting Form-XI & Form-XII from Presiding Officer.
17. Consolidating results (Form-XIII & Form-XIV) furnished by the Presiding Officer.
18. Communicating provisional results to the ECP/DEC or as directed by the Election Commission.
19. Ensuring prompt dispatch of Form-XIII and Form-XIV of Sindh Local Councils (Election) Rules 2015 to the ECP.
20. Disposal of complaints and exercise of magisterial powers, where ever required. Disposal of complaints received by him and compiling a complete over record of complaints with action taken. The RO should keep proper record of the complaint received along with action taken.
21. Provision of copies of all information/ data/ reports/ comments at the end of all stages to the PEC/ECP.
22. Ensuring that all activities being done according to the timelines set by the ECP.
23. Close coordination with Provincial Election Commissioner (PEC) and the REC/DEC.
24. Preservation of election material in treasury/strong room maintained by ECP.

## **5. Regional Election Commissioner (REC)**

1. Liaison among key stakeholders in the Election process, in particular, DEC, DRO, RO and PEC.
2. Supervising supply of election material to DROs and ROs.
3. Direct supervision of all DECs under his jurisdiction. Any other duty assigned by the ECP.



## **6. Assistant Returning Officer (ARO)**

Assisting the RO in his functions under the law and performing specific duties as assigned by respective RO.



The ARO shall NOT:

1. Receive and/or scrutinize nomination papers.
2. Consolidate results.
3. Assume any of the functions of the RO on his own accord without prior permission from the Election Commission.

## **7. District Election Commissioner (DEC)**

1. Conveying directives/instructions from ECP/PEC to ROs.
2. Providing electoral rolls to ROs.
3. Liaison with relevant authorities' i.e PEC, REC, DEC, DRO, RO, District Administration etc.
4. Identifying possible polling sites and providing draft lists to ROs.
5. Supplying the lists of contesting candidates, to PEC as received from the RO.
6. Providing technical assistance to DRO/RO whenever needed.



## **8. Presiding Officer (PrO)**

1. Attending training arranged by the ECP / RO.
2. Liaison with the Returning Officer, Assistant Presiding Officers and Polling Officers.
3. Receiving election material from Returning Officer and reporting missing items immediately, if any.
4. Ensuring that Computerized Pictorial Electoral Roll (with photograph of voters) provided by the Returning Officer is used at the polling station.
5. Visiting the polling station prior to poll day, to ensure proper arrangements for polling and security of the election material.
6. Arranging separate entry and exit routes for male and female voters at combined polling station.
7. Ensuring the attendance of the polling staff at polling station two hours before the start of the poll.
8. Checking the authority letter/accreditation card of polling agents, election agent and observers (including media).
9. Ensuring start and close of the poll according to time specified by ECP.
10. Noting the number of the Official Code Mark while handing it over to respective Assistant Presiding Officer so that the APO can be correctly identified and accounted for in case of any mistake or omission.
11. Maintaining law and order at polling station.



12. Ensuring that only voters registered on the Electoral Roll, are permitted to vote.
13. Sealing the ballot boxes with the plastic seals and ensuring that unique codes of the seals have been noted by polling agents.
14. Ensuring placement of Screened off Compartments at appropriate place so that secrecy of each voter is ensured.
15. Ensuring that observers, polling agents, election agents and candidates conduct themselves as per the Code of Conduct, issued by the Election Commission.
16. Take a full review of all security arrangements at polling station and only allow authorized persons i.e candidates, polling agents, election agent or persons having Accreditation Card from the Election Commission, the DRO or RO to enter the polling station other than voters.
17. Allowing companion to assist person with disabilities to help him in casting his/her vote.
18. Opening of ballot boxes in front of Election Agent/Polling Agents present at the polling station and conducting the counting of vote correctly.
19. Filling up all required forms and packets during the poll for efficient time management.
20. In case of combined polling station counting male and female voters, who have exercised their right of vote, from the Electoral Rolls used at the polling station and entering their numbers in appropriate columns in Form- XI.
21. After completion of the vote count, filling up Result of the Count (Form-XI) and Ballot Paper Account (Form-XII) and affixing their copies outside the polling station at a prominent place.
22. Handing over the Result of the Count (Form-XI), Ballot Papers Account (Form-XII) and election material (used/unused) to Returning Officer as per instructions.
23. Handing over record of summary trial (if any) to RO, made while exercising the powers of a Magistrate 1st Class.
24. Contacting the Returning Officer in case of emergency.
25. Ensuring that the honorarium is paid to the polling staff, the signatures on Acquittance Roll have been obtained and the same is handed over to the Returning Officer.
26. Ensuring the implementation of the Code of Conduct issued by the Election Commission at the polling station.
27. A Presiding Officer shall conduct the poll in accordance with the provisions of Sindh Local Councils (Election) Rules 2015. He shall also be responsible for maintaining order at the polling station and shall report to the Returning Officer any act or incident which in his opinion, may have affected the fairness of the poll.

In case the Presiding Officer is convinced during or at any stage of the polling process that the women are being prevented from exercising their right of vote under some specific arrangement or deal, he/ she will send a special report about this to the Returning Officer and the Election Commission immediately.

## 9. Assistant Presiding Officer (APO)

Assistant Presiding Officer is designated for each polling booth for issuance of ballot papers to voters. The responsibilities of the Assistant Presiding Officer are as follows:

1. Reaching at the polling station at least two hours prior to the start of the poll.
2. Filling relevant information correctly into counterfoil of the ballot papers and ensuring secrecy of voting process.
3. Obtaining the thumb impression of the voter on the space provided on the counterfoil:  
**left thumb impression for male and right thumb impression for female.**
4. Affixing official code mark and signature on front side of the counterfoil and carefully separating the ballot paper away from its counterfoil.
5. Affixing official code mark stamp along with signature at the back of ballot papers.
6. Inking the marking aid stamp and handing over to the voter with guidance on how to mark the ballot paper.
7. Instructing the voter on how to fold the ballot paper and hand over marking aid stamp.
8. Guiding the voter towards the screened off compartment and ensuring that the voter has inserted the marked ballot paper in the ballot box.
9. Retrieving the marking aid stamp from the voter.
10. Assisting the Presiding Officer in performance of his/ her duties.
11. Performing any other function assigned to him/ her by the Presiding Officer.
12. Acting as Presiding Officer, in the absence of Presiding Officer, as per instructions of the Returning Officer.
13. After the close of the poll, assisting the Presiding Officer in vote counting and handing over election material to the RO office.



## 10. Polling Officer (PO)

1. Checking the original National Identity Card (NIC) of voter and comparing the photograph and details with those provided in the Electoral Rolls.
2. Calling out loudly the name and serial number of the voter concerned.
3. Examining the cuticle of the right thumb of each voter to check any traces of indelible ink to ascertain whether the voter has already polled his/ her vote.
4. Applying indelible ink to the cuticle of the right thumb of each voter and waiting for a few seconds for the ink to dry up. (If the voter doesn't have right thumb then mark the index finger with indelible ink).
5. Affixing the left thumb impression of the male voter and right thumb impression of the female voter in the column next to the voters' photograph in the Electoral Rolls.
6. Strike off the name of voter from the electoral rolls with a straight line before guiding them towards the APO.
7. Assisting the Assistant Presiding Officer in performance of his/ her duties.
8. Performing any other function assigned to him/ her by the Presiding Officer or Assistant Presiding Officer.



## 11. Police/Law Enforcement Agencies

1. Ensuring safe transportation of election material and polling staff to the polling station.
2. Maintaining law and order outside the polling station at all times.
3. Ensuring that the voters are properly queued.
4. Removing any sign, notice or flag of any contesting candidates, designed to influence voters within 100 meters of the polling station as per the instructions of the Presiding Officer.
5. Disallowing any campaign camps of the contesting candidate in the radius of 200 meters of the polling station and ensuring that no attempts are being made to persuade voters to cast his/her vote in favor of any candidate within the specified area.
6. Providing assistance on the instructions of the Presiding Officer in case of emergency inside the polling station.
7. Not to enter into the polling station or polling booth without permission of the Presiding Officer.



8. Removing any person violating election laws from the polling station and taking proper action as per the instructions of the Presiding Officer.
9. Ensuring safety of election material before, during and after the poll.
10. Ensuring safe transportation of election material from Polling Station to the Returning Officer.
11. Compliance with orders issued by the Presiding Officer.

### General Authority of the Police Officer

According to the Code of Criminal Procedure 1898, on the orders of PrO a police officer can arrest a person without a warrant who interferes with polling process or cause any disruption in the smooth polling process.

During the electoral process the police shall be responsible for taking action:



1. If a person is found guilty of impersonating another voter, he/she can be arrested on the orders of the Presiding Officer.
2. If a person who has been removed from the polling station on the orders of the Presiding Officer and attempts to re-enter the polling station without the permission of the Presiding Officer.
3. If a person tries to remove any notice or banner of the Election Commission.
4. If a person tries to use any such instrument or apparatus which creates noise or disturbance at the polling station, the police officer can confiscate the instrument/apparatus. In order to keep the situation in control the police officer must take necessary and appropriate action which includes use of force.
5. Ensuring that a voter does not bring a mobile phone or any device that can be used to take pictures, in the polling station.

## 12. Polling Agent

The contesting candidate or his election agent may, before the commencement of the poll, appoint under intimation to the Presiding Officer, polling agents for each polling station, provided that the number of polling agents shall not exceed the number of polling booths. (Rule 26(1) of the Sindh Local Councils (Election) Rules 2015)



1. Presenting his/ her National Identity Card and the authority letter from the candidate to the Presiding Officer.
2. Ensuring that all ballot boxes are empty before the start of the poll and noting down the code numbers of plastic seal after the boxes have been sealed.
3. Listening to the name and serial number of every voter when it is called out by Polling Officer from the Electoral Roll and striking it off from his/ her Electoral Roll.
4. Challenging any voter who has come as an impersonator or someone who is not eligible to cast vote.
5. Observing the counting process.
6. Observing packing process and signing all relevant packets as and when asked by the Presiding Officer.
7. Collecting a copy of the Result of the Count (Form-XI) and Ballot Paper Account (Form-XII) from the Presiding Officer.
8. Signing Result of the Count (Form-XI) and Ballot Paper Account (Form-XII).
9. Informing the Presiding Officer about any misconduct or irregularities observed during the polling/or counting process.

### The Polling Agent must not:

- Directly question, or otherwise speak to, any voters while inside the polling station or interfere with the polling process.
- Seize any materials, including ballot papers, Electoral Rolls or any other election material.
- Argue with polling staff or create such issues that are deemed as interference with the polling process.

## 13. Election Agent

A candidate shall appoint a person to be his election agent. (Rule 25(1) of the Sindh Local Councils (Election) Rules 2015



10. Election agent nominated by the candidate is authorized to access all the polling stations of the relevant constituency.
11. A notice in writing mentioning particulars of election agent along with his copy of NIC will be sent to the RO by the contesting candidate for issuance of authority letter by the RO
12. Authority letter issued by Returning Officer must be available with the election agent throughout the electoral process.
13. Election Agent must adhere to the principle of non-interference.
14. Election agent is authorized to observe the polling process.
15. He can obtain a copy of the Result of the Count (Form-XI) and Ballot Paper Account (Form-XII).
16. Election agent neither can give a direction to the Presiding Officer nor he/she can interfere or facilitate him in any polling process.
17. Election agent cannot speak to any voter within the polling station as it may cause hindrance or interruption in the polling process.
18. Election agent cannot capture and cause damage to any election materials. Both these offences are punishable.

Election agent, Polling agent, Candidate, Observer and voters are not allowed to take any security guard/person, Weapon, Cell Phone, Camera or any electronic device inside the polling station.

## 14. Observers

1. Observing all stages of the polling process, except stamping of a ballot paper by a voter.
2. Observer is not allowed to speak to any polling staff which may hinder their work.
3. Observing the counting of vote and if he/ she intends, sign the Result of the Count (Form-XI) and Ballot Paper Account (Form-XII).



### The observer must:

- Display his/her accreditation card at all times.
- Show neutrality at all stages.
- Obey any order passed by the Presiding Officer or the Assistant Presiding Officer.
- Take into consideration the social, religious norms and values.
- Carefully study Code of Conduct issued by ECP and adhere to it at all times.

### The observer must not:

- Take control of the ballot papers and Electoral Rolls or any election material.
- Interfere with or influence the polling process.
- Intimidate the Presiding Officer or any polling staff, or give any guidance/instructions to them.
- Shall not speak with the voter at the polling station.

ACCREDITATION CARD FOR  
ELECTION OBSERVER



ACCREDITATION CARD FOR  
MEDIA



## Who Does What

Sr. No.	Activity/Task	Election Commission of Pakistan	District Returning Officer	Returning Officer
1	Announcement of election schedule			
2	Publishing public notice for election			
3	Preparation of list of polling staff			
4	Preparation of list of polling stations			
5	Scrutiny of nomination papers			
6	Approval of polling scheme			
7	Publishing list of polling stations			
8	Providing Electoral Rolls to RO			
9	Confirmation of start of poll on Election Day			
10	Appointing polling staff			
11	Appointment of Appellate Tribunal			
12	Allotment of Election Symbols to contesting candidates			
13	Consolidation of Results			
14	Notification of Returned Candidates			
15	Preservation of Election related Material			
16	Declaring a polling station as highly sensitive			
17	Sending the final list of polling stations to PEC for publication in official gazette			
18	Security for safe transportation of ballot papers from printing			
19	Publishing the final list of polling stations in official gazette			

# General Professional Ethics for Election Officials

*It is obligatory for ROs and AROs to ensure that all their actions are according to the following standards*



Integrity

- The integrity of the election process is compromised if an official accepts any enticements offered by anyone wishing to influence and bias the election results. Such incentives must be guarded against
- All laws must be followed in their true spirit. Showing of any leniency immediately introduces bias into the election process.



Neutrality

- Political opinions must not be allowed to influence the sphere of electoral duties, even subtle expression of political opinion compromises neutrality. Such expressions, during the election process, must be avoided
- To achieve true neutrality, it must be ensured that all political parties and candidates are treated equally and the voters have full freedom to express their choice in accordance with law
- Disclose conflict of interest to superiors



Transparency

- To ensure transparency, all interested voters should have the opportunity to file an objection against the nomination of a candidate
- The list of nominated, validly nominated and contesting candidates must be clearly displayed so as to allow viewing of the list by concerned individuals
- Polling agents, election agents, candidates, media and observers must be allowed to observe the proceedings of the election



Fairness

- For a fair and just election process, voters, polling agents, candidates and observers must be treated with equality, regardless of their gender, ethnic origin, religion or political affiliation

# **Administrative control of the ECP over Election Officials**

**55. Disciplinary proceedings.**—(1) An election official appointed or deputed to perform duties in connection with an election shall be deemed to be under the control, superintendence and discipline of the Commission for the period commencing on and from the date of appointment or deputation till publication of the name of the returned candidate in the official Gazette.

(2) Notwithstanding anything to the contrary contained in any other law, the Commission may initiate and finalize disciplinary action and impose any penalty against any election official for any act of misconduct provided in the Efficiency and Discipline Rules as applicable to such election official or under any provision of misconduct under this Act, and for this purpose, the Commission shall be deemed to be the Competent Authority under the said Efficiency and Discipline Rules or this Act.

(3) The Commission may, at any time, for reasons to be recorded in writing, suspend or withdraw any election official, a public servant or any other person in the service of Pakistan who—

- (a) obstructs, or prevents, or attempts to obstruct or prevent, the conduct of a fair and impartial poll; or
- (b) interferes or attempts to interfere with a voter when he casts his vote; or
- (c) influences or attempts to influence in any manner the polling staff or a voter; or
- (d) does any other act calculated to influence the result of the election; or
- (e) disobeys any order, or avoids to carry out any instruction issued by the Commission or any officer authorized to issue any order or instruction or violates any provision of this Act.

(4) The Commission may appoint an officer to act as an Enquiry Officer or Authorized Officer to initiate and finalize proceedings under the Efficiency and Discipline Rules applicable to the election official concerned against whom action has been taken by the Commission under sub-section (3) or other provision of this Act or by the Returning Officer under sub-section (6) of section 54.

(5) The Enquiry Officer or Authorized Officer shall complete enquiry proceedings under the Efficiency and Discipline Rules as applicable to the election official concerned or under this Act within thirty days of the reference to him and shall submit the enquiry report to the Commission within seven days of the completion of the enquiry.

(6) The Commission may impose any penalty provided in the Efficiency and Discipline Rules as applicable to the election official concerned or any penalty provided under this Act.

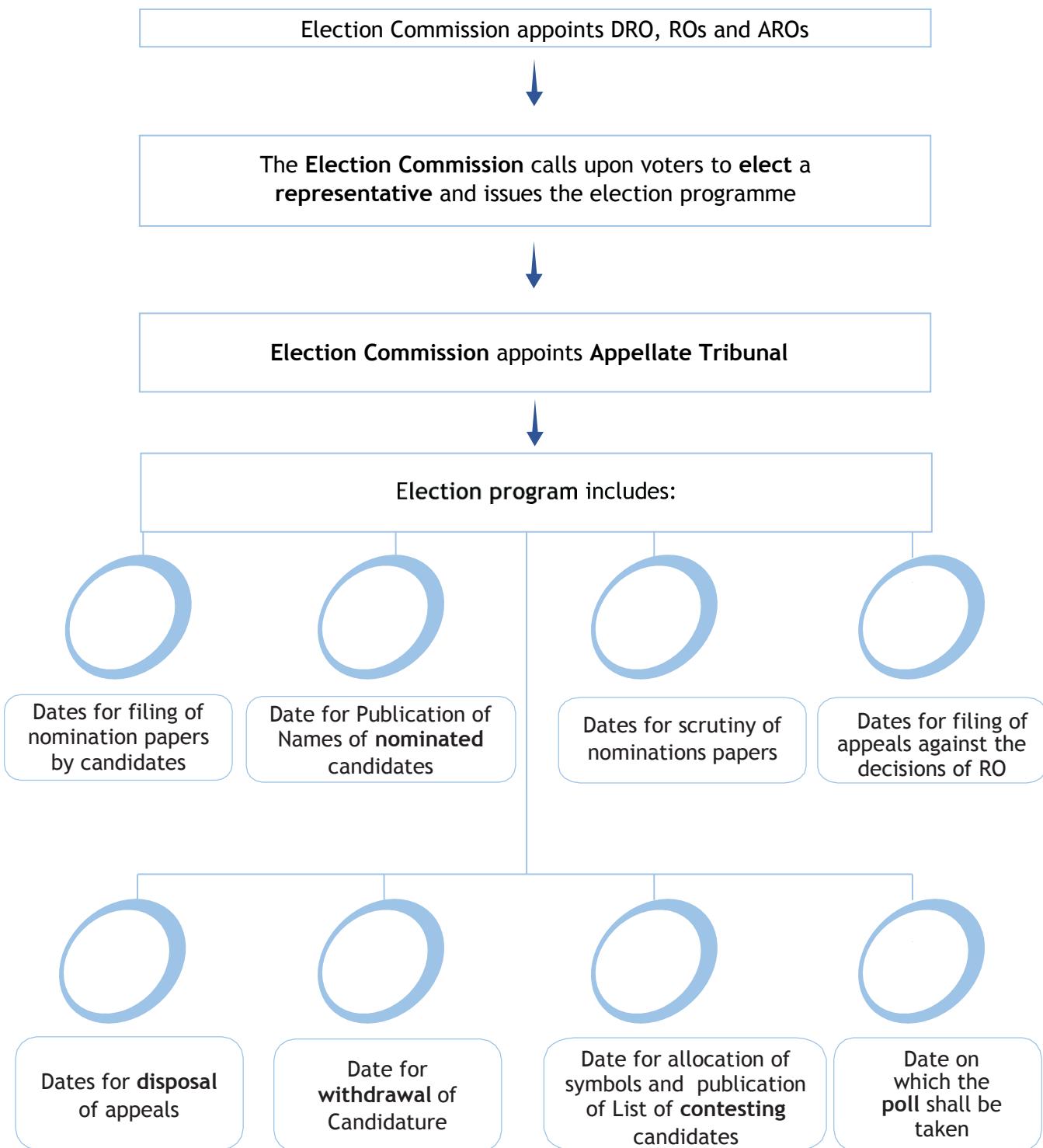
(7) An election official aggrieved by a final order passed by the Commission may, within thirty days of receipt of the final order, file an appeal in the relevant Service Tribunal or other judicial forum.

Where the Commission suspends or withdraws any election official, it may appoint any other election official to perform the duty of the election official suspended or withdrawn.

# Pre Poll Activates



# The Election Begins



# Pre-Poll Activities of Returning Officers



*ROs have two types of Pre-Poll responsibilities, which are implemented simultaneously. These activities are*

## Nomination Process

Issuance of Public Notice

Filing of nomination papers by the candidates

Publication of list of nominated candidates at the notice board for information of public

Scrutiny of nomination paper

Preparation of List of validly nominated candidates

Revised list of validity nominated candidates on the order of the Appellate Authority

Withdrawal of candidature

List of contesting candidate and allotment of symbols

Retirement of contesting candidate

## Preparation for Poll Day

Preparation of List of polling stations

Collection of updated electoral rolls

Appointment of Polling staff and imparting training

Preparation of communication, Transportation and Security plan

Bulk breaking, Preparation of Polling Bags and Dispatch of Election Material

Disposal of objections and complaints received

# Public Notice

The RO under rule 16(1) of Sindh Local Councils (Election) Rules 2015 will issue public notice on the following format

In pursuance of the provisions of Rule 16(1) of the Sindh Local Councils (Election Rules) 2015, I \_\_\_\_\_

Retuning Officer, do hereby give public notice that following dates have been appointed by the Election Commission for various activities mentioned below including receiving of nomination papers.

S.#	Activity	Date
1	Dates for filing of Nomination Papers	
2	Publication of Notice of all the nomination papers received on	
3	Objections to the nomination papers	
4	Scrutiny of nomination papers and publication of names of validly nominated candidates	
5	Appeal against acceptance/rejection of nomination papers to be filed	
6	Disposal of appeals	
7	Withdrawal of candidature	
8	Publication of list of contesting candidates with symbols allotted to them	
9	Polling day	

2. Notice is hereby given that the election to fill the seats in following local councils/wards:

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

of Taluka \_\_\_\_\_ District \_\_\_\_\_.

3. The categories of seats to be filled in the above mentioned local councils / wards are as under:

- i. Chairman and Vice Chairman (Joint Candidate)
- ii. General Members (Ward-wise)
- iii. Woman Member
- iv. Peasant and Labourer member
- v. Youth Member
- vi. Non-Muslim Member
- vii. Persons with disabilities
- viii. Transgender persons members
- ix. Members elected directly for District Council
- x. Members elected from each Ward in case of Municipal Committee, Town Committee, Union Committee.
- xi. Chairman and Vice Chairman for District Council, Municipal Committees, Town Committees and District Municipal Corporation.
- xii. Mayor and Deputy Mayor for Municipal Corporation, Metropolitan Corporation.

4. Notice is also hereby given that in pursuance of the aforesaid rules, the nomination papers shall be received by me in my office at \_\_\_\_\_ (place) between the hours of 09:00 am 04:00 pm on all working days from \_\_\_\_\_ to \_\_\_\_\_.

**RETURNING OFFICER**

Place: \_\_\_\_\_

# Nomination of Candidates

	Scenario	Solution														
<b>1</b>	Any voter of electoral unit may propose or second the name of any duly qualified person(s) to be a member of the electoral unit. It is necessary that the proposer and seconder be registered voter of the respective electoral unit from where their proposed candidate is seeking election. The elector, however, can propose or second one candidate only in each category.	The person nominated should be registered as elector in the electoral unit from which he / she is seeking election. [(see rule 16(1)] of Sindh Local Councils (Election) Rules 2015 Nomination form is set out in Form-II														
<b>2</b>	If any voter subscribes as proposer, or seconder to more than one nomination paper in a category, all such nomination papers, shall be void except the one received first by the Returning Officer.	Any voter may propose or second only one candidature in a electoral unit [(see rule 16(2)]														
<b>3</b>	The nomination papers received under rule 16 shall not be accepted unless a non-refundable candidature fee in cash or a bank draft in favor of the Election Commission is paid by or on behalf of the candidate at the following rate. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Union Committees</td> <td style="padding: 2px; text-align: right;">2,000/-</td> </tr> <tr> <td style="padding: 2px;">Ward</td> <td style="padding: 2px; text-align: right;">2,000/-</td> </tr> <tr> <td style="padding: 2px;">Union Council</td> <td style="padding: 2px; text-align: right;">2,000/-</td> </tr> <tr> <td style="padding: 2px;">Town Committee</td> <td style="padding: 2px; text-align: right;">2,000/-</td> </tr> <tr> <td style="padding: 2px;">Municipal Committee</td> <td style="padding: 2px; text-align: right;">3,000/-</td> </tr> <tr> <td style="padding: 2px;">District Council and Corporation</td> <td style="padding: 2px; text-align: right;">5,000/-</td> </tr> <tr> <td style="padding: 2px;">Reserved Seats</td> <td style="padding: 2px; text-align: right;">500/-</td> </tr> </table> to be paid in cash or bank draft/Pay Order or deposited in any branch of National Bank Of Pakistan Government treasury or sub-treasury in favor of RO by or on behalf of a candidate.	Union Committees	2,000/-	Ward	2,000/-	Union Council	2,000/-	Town Committee	2,000/-	Municipal Committee	3,000/-	District Council and Corporation	5,000/-	Reserved Seats	500/-	Receipt for the payment of nomination fee to be issued by the RO in form IV and enter the particulars in the Register (Form-V).  The head of account for the purpose of deposit at a branch of the National Bank of Pakistan shall be “C02166-Receipt of ECP.  [see rule 17(1), (2) & (3)]
Union Committees	2,000/-															
Ward	2,000/-															
Union Council	2,000/-															
Town Committee	2,000/-															
Municipal Committee	3,000/-															
District Council and Corporation	5,000/-															
Reserved Seats	500/-															
<b>4</b>	RO should provide a receipt for each nomination form and assign a serial number.	The RO should also inform the person who presents the nomination paper of the time, date and place at which scrutiny shall be held. [(see rule 16(5)]														
<b>5</b>	A list of the nominated candidates (Form-VI) should be affixed at a conspicuous place in the RO's office.	Any elector of the electoral unit may submit objection to be considered during scrutiny. [(see rule 16(8)]														
<b>6</b>	Nomination papers are to be received by the RO during office hours or any directions given by the Commission[(see rule 16(1)]	Timings must be strictly observed. ECP will issue direction if timings are changed.														

## **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, as well as by the candidate.

1. Nomination Form-II, III and III(A) will be used for General Members seats in union council and union committees and Form-III for General Member district councils respectively and Form-III(A) for Member in Wards of Municipal Committees and Town Committees.
2. Every candidate shall deposit candidature fee in cash or in form of bank draft /Pay Order in favor of RO as mentioned at serial no 4 under the heading Nomination of Candidates.
3. Attested copy of National Identity Card.
4. Candidature fee is non-refundable.
5. Not more than one deposit under sub-rule (1) shall be required in the case of a person who has been nominated as a candidate for the same seat by more than one nomination paper.
6. The nomination paper of a candidate shall be rejected if not accompanied with the declaration and deposit.
7. Declarations applicable to the candidate are to be signed by him/her.

### **Receipt**

The receipt provide at the end of every nomination form should be filled in and returned to the candidate by the RO.

## **Form-II**

## **NOMINATION FORM**

## (Election to the Members for Union Councils/Union Committees)

## **A. Details of Contesting Constituency:**

1. Name and No. of Union Council/Union Committee \_\_\_\_\_
  2. Name or No. of Ward \_\_\_\_\_

## **B. Particulars of Candidate:**

1. Name of Candidate \_\_\_\_\_
  2. Father/Husband Name \_\_\_\_\_
  3. CNIC No. 

					-							-	
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  4. Sr. No. of Voters List with the Name of area \_\_\_\_\_
  5. Party Affiliation \_\_\_\_\_
  6. Address \_\_\_\_\_  
\_\_\_\_\_

#### **C. Declaration by the Proposer:**

I, \_\_\_\_\_ (Name of Proposer) s/o,d/o,w/o  
\_\_\_\_\_, having CNIC No. \_\_\_\_\_  
registered as an elector at serial number \_\_\_\_\_ of electoral area  
\_\_\_\_\_, falling for Census Block Code No. \_\_\_\_\_ falling in  
\_\_\_\_\_, (Name and No. if any of UC/Ward) of District  
\_\_\_\_\_, do hereby propose  
\_\_\_\_\_, whose particulars are mentioned above and  
registered at serial number \_\_\_\_\_ of electoral area  
\_\_\_\_\_, falling in \_\_\_\_\_ (Name and No. if any of UC  
/Ward) of District \_\_\_\_\_ as a candidate for election to  
\_\_\_\_\_, of \_\_\_\_\_  
(Category of seat) \_\_\_\_\_ (Name and No. if any of UC/Ward)

**Signature of Proposer**

#### **D. Declaration by the Seconder:**

I, \_\_\_\_\_ (Name of Seconder) s/o,d/o,w/o  
\_\_\_\_\_  
having CNIC No. \_\_\_\_\_  
registered as an elector at serial number \_\_\_\_\_ of electoral area \_\_\_\_\_

\_\_\_\_\_ for Census Block Code No. \_\_\_\_\_ falling in  
\_\_\_\_\_(Name and No. if any of UC/Ward) of District  
\_\_\_\_\_ do hereby second  
\_\_\_\_\_ whose particulars are mentioned above and  
registered at serial number \_\_\_\_\_ of electoral area  
\_\_\_\_\_ falling in \_\_\_\_\_ (Name and No. if any of UC  
/Ward) of District \_\_\_\_\_ as a candidate for election to  
\_\_\_\_\_ of \_\_\_\_\_  
(Category of seat) (Name and No. if any of UC/Ward)

---

**Signature of Seconder****E. Declaration and Oath by the Person Nominated:**

I, solemnly swear that I believe in the absolute and unqualified finality of the Prophethood of Muhammad (Peace be upon him), the last of the Prophet and in any sense of<sup>2</sup> the word or of any description whatsoever after Prophet Muhammad (Peace be upon him), and that I do not recognize such a claimant to be Prophet or a religious reformer, nor do I belong to the Qadiani group or the Lahori group or call myself an Ahmadi (For Muslims Candidates only).

---

**Signature of Candidate****F. For Official Use Only:**

Serial No.of Nomination Paper \_\_\_\_\_

**Fee of** Rs: \_\_\_\_\_.The Nomination Form of Mr./Miss/Mrs  
\_\_\_\_\_ a Candidate for \_\_\_\_\_  
was delivered to me at my office at \_\_\_\_\_ (hours) on  
\_\_\_\_\_ (date) by \_\_\_\_\_.

## **DECISION AFTER SCRUTINY**

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(in case of rejection, state brief reasons)

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**RETURNING OFFICER**

### **Receipt**

(To be filled in by the Returning Officer)

Serial No. of Nomination Paper \_\_\_\_\_

The Nomination Paper of Mr. / Miss. Mrs. \_\_\_\_\_ a candidate for election to the seat of \_\_\_\_\_ district \_\_\_\_\_ Taluka \_\_\_\_\_ Union Council / Committee / Ward \_\_\_\_\_ from \_\_\_\_\_ was delivered to me at my office at \_\_\_\_\_ (hours) on \_\_\_\_\_ (date) by \_\_\_\_\_ (person). All Nomination Papers will be taken up for scrutiny at \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
(hours) (date) (place)

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

**Returning Officer**

### **FORM-III**

#### **NOMINATION PAPER (For Member of District Council)**

Election from Union Council \_\_\_\_\_

district \_\_\_\_\_ Province \_\_\_\_\_

##### **A. Particulars of Candidate**

- i) Name: \_\_\_\_\_
- ii) Father's/Husband's Name: \_\_\_\_\_
- iii) National Identity Card No.  

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iv) Sr. No. at which his name is written as voter  
\_\_\_\_\_

v) Census Block Code  

--	--	--	--	--	--	--	--	--	--	--	--	--

vi) Address: \_\_\_\_\_

vii) Party Affiliation \_\_\_\_\_

##### **Declaration by the Proposer:**

I, \_\_\_\_\_ (Name of Proposer) s/o,d/o,w/o \_\_\_\_\_ registered as an elector at serial number \_\_\_\_\_ of electoral area \_\_\_\_\_ falling in \_\_\_\_\_ (Name and No. if any UC/Ward) of District \_\_\_\_\_ and No. if any of UC) of District \_\_\_\_\_ do hereby propose \_\_\_\_\_ whose particulars are mentioned above and registered at serial number \_\_\_\_\_ of electoral area \_\_\_\_\_ falling in \_\_\_\_\_ (Name and No. if any UC/Ward) of District \_\_\_\_\_ as a candidate for election to \_\_\_\_\_ of \_\_\_\_\_

(Category of seat) (Name and No. if any of UC)

---

**Signature of Proposer**

**Declaration by the Seconder:**

I \_\_\_\_\_ (Name of Proposer)  
s/o,d/o,w/o \_\_\_\_\_ registered as an elector  
at serial number \_\_\_\_\_ of electoral area  
\_\_\_\_\_ falling in \_\_\_\_\_ (Name and No.)  
if any of UC) of District \_\_\_\_\_ do  
hereby propose \_\_\_\_\_ whose  
particulars are mentioned above and registered at serial number  
\_\_\_\_\_ of electoral area \_\_\_\_\_ falling  
in \_\_\_\_\_ (Name and No. if any UC/Ward) of District  
\_\_\_\_\_ as a candidate for election to  
\_\_\_\_\_ of \_\_\_\_\_  
(Name and No. if any of UC)

---

**Signature of Seconder**

### **DECLARATION AND OATH BY THE PERSON NOMINATED**

I \_\_\_\_\_ s/o, d/o, wife/o \_\_\_\_\_

CNIC No. ...., hereby declare on oath that, -

I have consented to the above nomination and that I fulfil the qualifications specified in the present Local Government Act and I am not subject to any of the disqualifications specified in the said Act or any other law for the time being in force for being elected as a member to District Council of District

- i. I belong to ..... (party) and a certificate from that political party showing that I am a party candidate from the above said constituency will be submitted on or before the date of withdrawal of candidature.
- 2) I, solemnly swear that,-
  - i. I believe in the absolute and unqualified finality of the Prophethood of Muhammad (Peace be upon him), the last of the prophets and in any sense of the word or of any description whatsoever after prophet Muhammad (Peace be upon him), and that I do not recognize such a claimant to be prophet or a religious reformer, nor do I belong to the Qudiani group or the Lahori group or call myself an Ahmadi.
  - ii. I will be faithful to the declaration made by the Founder of Pakistan Quaid-e-Azam Muhammad Ali Jinnah, that Pakistan would be a democratic state based on Islamic principles of social justice. I will bear true faith and allegiance to Pakistan and uphold the sovereignty and integrity of Pakistan and that I will strive to preserve the Islamic Ideology which is the basis for the creation of Pakistan.
- 3) I hereby assure that I shall abide by the Code of Conduct issued by the Election Commission of Pakistan.

**(Note: Declaration at S.No.2 (1) is applicable to Muslims  
Candidates only)**

### **SIGNATURE OF CANDIDATE**

**MEMBER .....**

**COUNCIL.....**

## **ACKNOWLEDGMENT AND RECEIPT BY RETURNING OFFICER**

**(To be filled in by the Returning Officer)**

Serial Number of nomination paper .....

This nomination paper was delivered to me at my office at .....on  
.....by.....

(date)

(person)

(hours)

Date.....

**RETURNING OFFICER**

### **2. (Decision of Returning Officer accepting or rejecting the nomination paper on the day fixed for scrutiny)**

I have examined this nomination paper and decide as follows :—

.....  
.....  
.....  
.....  
.....  
.....

**(In case of rejection, state brief reasons)**

Date.....

**RETURNING OFFICER**

## **RECEIPT**

**(To be filled in by the Returning Officer)**

Serial Number of nomination paper.....

The nomination paper of Mr./Miss/Mrs.....a  
election to \_\_\_\_\_ of candidate for  
(Category of seat)\*

..... was delivered to me at my  
office at..... (hours)

on .....(date)by.....(person). All  
nomination papers will be taken up for scrutiny  
at.....on.....at.....  
.....

(place)

(date)

(hours)

Date.....

**RETURNING OFFICER**

### **FORM-III(A)**

#### **NOMINATION PAPER (For Member of Ward in Municipal Committee / Town Committee)**

Election to the \_\_\_\_\_ of

(Number, if any & Name of Local Council/Ward)

district \_\_\_\_\_ Province\_\_\_\_\_

##### **A. Particulars of Candidate for Member of Ward in Municipal Committee:**

- i) Name: \_\_\_\_\_
- ii) Father's/ Husband's Name: \_\_\_\_\_
- iii) National Identity Card No.

					-							-		
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- iv) Sr. No. at which his name is written as voter

- v) Census Block Code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

- vi) Address: \_\_\_\_\_

- vii) Party Affiliation \_\_\_\_\_

##### **(2) Particulars of Candidate for Member of Ward in Town Committee:**

- i) Name \_\_\_\_\_
- ii) Father's/Husband's Name: \_\_\_\_\_
- iii) National Identity Card No.

					-							-		
--	--	--	--	--	---	--	--	--	--	--	--	---	--	--

- iv) Sr. No. at which his name is written as voter

- v) Census Block Code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

- vi) Address: \_\_\_\_\_

- vii) Party Affiliation \_\_\_\_\_

**Declaration by the Proposer:**

I, \_\_\_\_\_ (Name of Proposer) s/o,d/o,w/o  
\_\_\_\_\_ registered as an elector at serial  
number \_\_\_\_\_ of electoral area \_\_\_\_\_ falling in  
\_\_\_\_\_(Name and No. if any of Ward) of District  
do hereby propose  
\_\_\_\_\_ whose particulars are mentioned above and  
registered at serial number \_\_\_\_\_ of electoral area \_\_\_\_\_  
falling in \_\_\_\_\_ (Name and No. if  
any Ward) of District \_\_\_\_\_ as a candidate for  
election to \_\_\_\_\_ of  
\_\_\_\_\_(Category of seat) (Name and No. if  
any of Ward))

---

**Signature of Proposer****Declaration by the Seconder:**

I, \_\_\_\_\_ (Name of Proposer) s/o,d/o,w/o  
\_\_\_\_\_ registered as an elector at serial  
number \_\_\_\_\_ of electoral area \_\_\_\_\_ falling in  
\_\_\_\_\_(Name and No. if any of Ward) of District  
do hereby propose  
\_\_\_\_\_ whose particulars are mentioned above and  
registered at serial number \_\_\_\_\_ of electoral area \_\_\_\_\_  
falling in \_\_\_\_\_ (Name and No. if  
any Ward) of District \_\_\_\_\_ as a candidate for  
election to \_\_\_\_\_ of  
\_\_\_\_\_(Category of seat) (Name and No. if  
any of Ward))

---

**Signature of Seconder**

## **DECLARATION AND OATH BY THE PERSON NOMINATED**

I \_\_\_\_\_ s/o, d/o, wife/o \_\_\_\_\_  
CNIC No. \_\_\_\_\_

..... hereby declare on oath that, -

I have consented to the above nomination and that I fulfill the qualifications specified in the present Local Government Act and I am not subject to any of the disqualifications specified in the said Act or any other law for the time being in force for being elected as a member to

\_\_\_\_\_ of \_\_\_\_\_  
(Number, if any & Name of Local Council/Ward)

(2) (i) I belong to ..... (party) and a certificate from that political party showing that I am a party candidate from the above said constituency will be submitted on or before the date of withdrawal of candidature.

(ii) I, solemnly swear that,-

I believe in the absolute and unqualified finality of the Prophethood of Muhammad (Peace be upon him), the last of the prophets and in any sense of the word or of any description whatsoever after prophet Muhammad (Peace be upon him), and that I do not recognize such a claimant to be prophet or a religious reformer, nor do I belong to the Qudiani group or the Lahori group or call myself an Ahmadi.

(iii) I will be faithful to the declaration made by the Founder of Pakistan Quaid-e-Azam Muhammad Ali Jinnah, that Pakistan would be a democratic state based on Islamic principles of social justice. I will bear true faith and allegiance to Pakistan and uphold the sovereignty and integrity of Pakistan and that I will strive to preserve the Islamic Ideology which is the basis for the creation of Pakistan.

(iv) I hereby assure that I shall abide by the Code of Conduct issued by the Election Commission of Pakistan.

***(Note: Declaration at S.No.2 (1) is applicable to Muslims Candidates only)***

### **SIGNATURE OF CANDIDATE**

**MEMBER .....**

**COUNCIL.....**

## **ACKNOWLEDGMENT AND RECEIPT BY RETURNING OFFICER**

**(To be filled in by the Returning Officer)**

Serial Number of nomination paper .....

This nomination paper was delivered to me at my office at  
.....on .....by.....

Date.....

## **RETURNING OFFICER**

## **2. Decision of Returning Officer accepting or rejecting the nomination paper on the day fixed for scrutiny**

I have examined this nomination paper and decide as follows :—

---

---

---

---

**(In case of rejection, state brief reasons)**

Date.....

## **RETURNING OFFICER**

## **RECEIPT**

**(To be filled in by the Returning Officer)**

Serial Number of nomination paper\_\_\_\_\_

The nomination paper of Mr./Miss/Mrs.\_\_\_\_\_as  
candidate for election to \_\_\_\_\_of \_\_\_\_\_  
\_\_\_\_\_was delivered to me at my office at \_\_\_\_\_(hours)  
(Number, if any & Name of Local Council/ Ward)

on .....(date)by.....(person). All nomination  
papers will be taken up for scrutiny  
at.....on.....at.....  
(hours) (date) (place)

Date.....

**RETURNING OFFICER**

**FORM IV**  
**NOMINATION FEE RECEIPT**

<b>COUNTERFOIL</b>	<b>RECEIPT</b>
Sr. No. _____  Name of Candidate _____  Number & Name of Local Council _____ /Ward _____  Category of Seat _____  Amount Received _____  Date: _____  Signature of the Returning Officer	Sr. No. _____  Received a sum of Rs. _____ (Rupees) _____ in cash from Mr./Ms. _____ a candidate for election of _____ in _____  (Category of seat)(Number & Name of Local Council _____ /Ward _____)  and entered in the Deposit Register at Sr. No. _____  Date: _____  Signature and seal of the Returning Officer

- i. Chairman and Vice Chairman (Joint Candidate)
- ii. General Members (Ward-wise)
- iii. Woman Member
- iv. Peasant and Labourer member
- v. Youth Member
- vi. Non-Muslim Member
- vii. Persons with disabilities
- viii. Transgender persons members
- ix. Members elected directly for District Council
- x. Members elected from each Ward in case of Municipal Committee, Town Committee, Union Committee.
- xi. Chairman and Vice Chairman for District Council, Municipal Committees, Town Committees and District Municipal Corporation.
- xii. Mayor and Deputy Mayor for Municipal Corporation, Metropolitan Corporation.

**FORM V****REGISTER FOR PAYMENT OF CANDIDATURE FEE**

Election to the \_\_\_\_\_ of \_\_\_\_\_

(Number &amp; Name of Local Council \_\_\_\_\_ /Ward \_\_\_\_\_)

district \_\_\_\_\_  
Province \_\_\_\_\_**PARTICULARS OF PAYMENT**

S.#	Candidate's Name	Serial No. of nomination filed	Amount deposited	Particulars of the Bank Draft or cash, receipt issued in Form-IV	Signature of the Returning Officer	Treasury Challan No. date under which deposited in government account
1	2	3	4	5	6	7

Place: \_\_\_\_\_

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

**RETURNING OFFICER**

- i. Chairman and Vice Chairman (Joint Candidate)
  - ii. General Members (Ward-wise)
  - iii. Woman Member
  - iv. Peasant and Labourer member
  - v. Youth Member
  - vi. Non-Muslim Member
  - vii. Persons with disabilities
  - viii. Transgender persons members
  - ix. Members elected directly for District Council
  - x. Members elected from each Ward in case of Municipal Committee, Town Committee, Union Committee.
  - xi. Chairman and Vice Chairman for District Council, Municipal Committees, Town Committees and District Municipal Corporation.
- Mayor and Deputy Mayor for Municipal Corporation, Metropolitan Corporation.

**FORM-XVII**  
**DECLARATION OF ASSETS**

I, \_\_\_\_\_ S/O,D/O, W/O \_\_\_\_\_

CNIC No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

elected as \_\_\_\_\_ of \_\_\_\_\_ belong  
to \_\_\_\_\_

(Category of Seat)(Number, if any & Name of Local Council/Ward)

do, hereby, solemnly declare that no movable property or immovable property, land, house, apartment, shop, share certificate, securities, bonds, insurance policies, gold jewelry and motor vehicle are held by me or any member of my family dependent upon me except as below:-

Sr. No	Description of moveable and immoveable property and its location	Name of owner	Relationship with declarant	Value of Property	Date and manner of acquiring	Net yearly income from property	Remarks

**Name & signature of the  
Declarant**

Place \_\_\_\_\_

Date \_\_\_\_\_

- i. Chairman and Vice Chairman (Joint Candidate)
- ii. General Members (Ward-wise)
- iii. Woman Member
- iv. Peasant and Labourer member
- v. Youth Member
- vi. Non-Muslim Member
- vii. Persons with disabilities
- viii. Transgender persons members
- ix. Members elected directly for District Council
- x. Members elected from each Ward in case of Municipal Committee, Town Committee, Union Committee.
- xi. Chairman and Vice Chairman for District Council, Municipal Committees, Town Committees and District Municipal Corporation.
- xii. Mayor and Deputy Mayor for Municipal Corporation, Metropolitan Corporation.

# **Notice of Nominations Papers Received**

Returning Officer shall paste the Notice of Nomination Papers in Form-VI received for general/reserved seats on some conspicuous places in his office on a date prescribed by the Election Commission in election Program

## **FORM-VI**

### **NOTICE OF NOMINATION PAPERS RECEIVED**

Notice is hereby given that the persons whose particulars are given below have filed their nomination papers for elections as

\_\_\_\_\_ of \_\_\_\_\_

(Number, if any & Name of Local Council/Ward)

district \_\_\_\_\_

Province \_\_\_\_\_

Sr. No.	Name, parentage and address of the candidate	Party Affiliation	Name of the electoral area and candidate's serial number in the electoral roll	Name, parentage and address of the proposer	Name of the electoral area of proposer and his serial number in the electoral roll.	Name, parentage and address of the seconder	Name of the electoral area of seconder and his serial number in the electoral roll.
1	2	3	4	5	6	7	8

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

Place: \_\_\_\_\_

**RETURNING OFFICER**

- i. Chairman and Vice Chairman (Joint Candidate)
- ii. General Members (Ward-wise)
- iii. Woman Member
- iv. Peasant and Labourer member
- v. Youth Member
- vi. Non-Muslim Member
- vii. Persons with disabilities
- viii. Transgender persons members
- ix. Members elected directly for District Council
- x. Members elected from each Ward in case of Municipal Committee, Town Committee, Union Committee.
- xi. Chairman and Vice Chairman for District Council, Municipal Committees, Town Committees and District Municipal Corporation.
- xii. Mayor and Deputy Mayor for Municipal Corporation, Metropolitan Corporation.

# Scrutiny of Nomination Papers

**(Rule-18)**

	Scenario	Solution
<b>1</b>	A Scrutiny shall be held on dates mentioned in the public notice by the RO	The dates for the scrutiny are decided by the ECP which are published in the form of Public Notice by the RO
<b>2</b>	The RO will examine the nomination papers carefully, ensuring that all information is available and valid.	Any objection to the nomination of a candidate shall be decided by the RO during scrutiny in a summary inquiry.
<b>3</b>	The RO may conduct a summary inquiry if he/she may think fit in order to decide whether to accept or reject a nomination paper	The inquiry may be conducted on the RO's own motion or upon objection to the nomination by any person authorized under section 18.
<b>4</b>	<p>The RO <u>may not reject</u> a nomination paper on the grounds of any defect which is not of a substantial nature and may allow such defect to be rectified. These include errors with regard to:</p> <ul style="list-style-type: none"> <li>o Name</li> <li>o Serial Number in electoral rolls</li> </ul> <p>The RO <u>will reject</u> a nomination paper if he/she is satisfied that:</p> <ul style="list-style-type: none"> <li>a) Candidate is not qualified to be elected</li> <li>b) The proposer or seconder is not qualified to subscribe a nomination paper</li> <li>c) The provisions of Rule-16 or 17 are not complied with</li> <li>d) The signature of proposer or seconder is not genuine.</li> </ul>	<p>The RO may, for the purpose of scrutiny, require any agency or authority including a financial institution to produce any document or records.</p> <p>The rejection of a nomination paper shall not invalidate the nomination of a candidate by any other valid nomination paper.</p> <p>The RO may give opportunity to the candidate, proposer, seconder to provide any required/missing document which were required to be annexed, any column left blank etc., during the stipulated time.</p>
<b>5</b>	The RO shall endorse in writing on each nomination paper his decision accepting or rejecting it. In the case of a rejection, brief reasons should be recorded.	In case of an appeal against the RO's decision, reasons for rejection of a nomination paper are extremely important and should always be duly recorded. A certified copy of the nomination paper will be provided to the candidate on request according to law.
<b>6</b>	Any appeal against the decision of the returning officer may be preferred by any person present at the time of scrutiny to the appellate tribunal.	The decision of the appellate tribunal shall be final.

# **Qualifications for Candidates and Elected Members**

**(Section 35 and 36 of the Sindh Local Government Act, 2013)**

**35. (1)** A person shall not be qualified to be elected or chosen as a member of the Council unless -

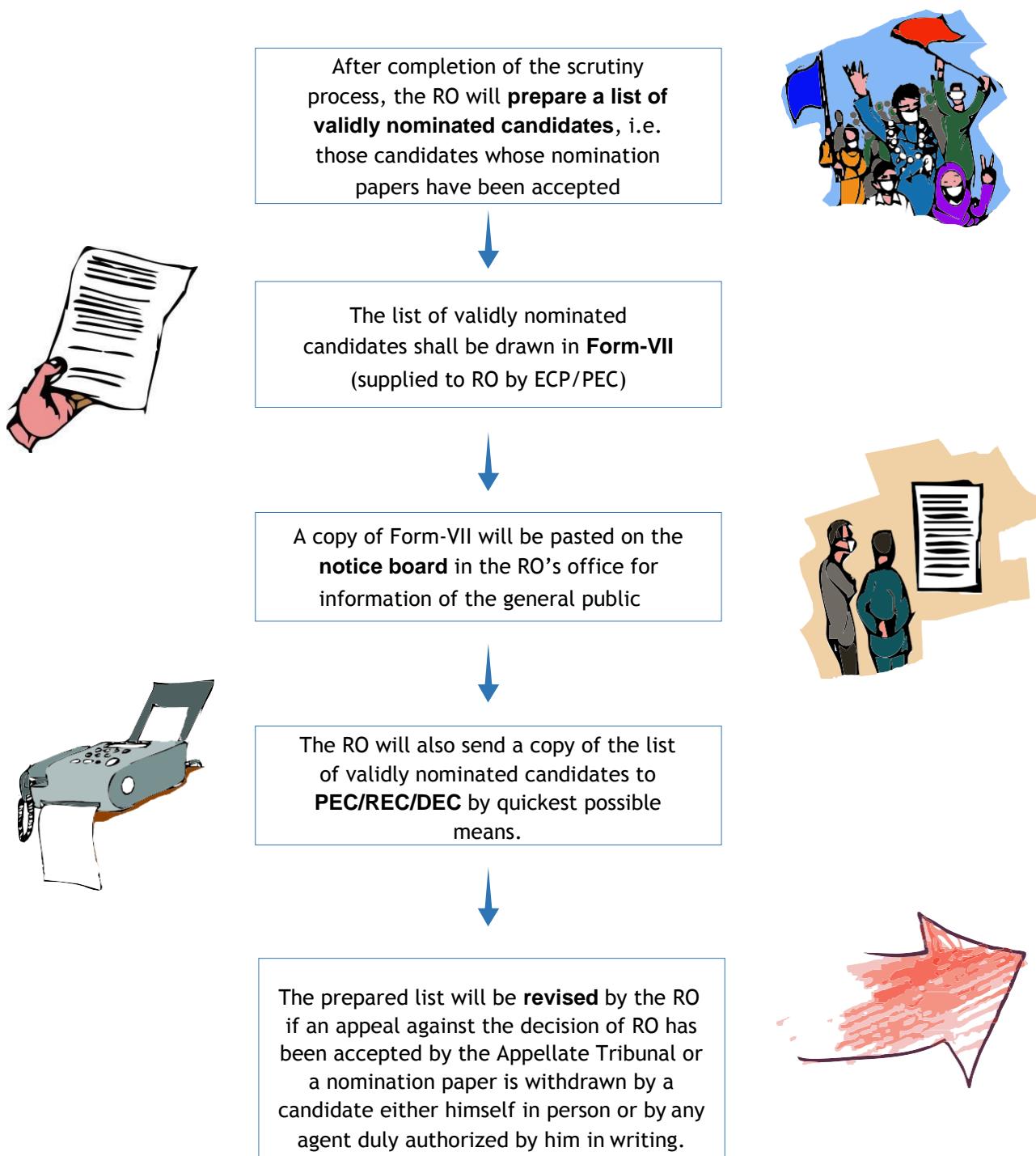
- (a) he is a citizen of Pakistan; and
  - (b) he is not less than twenty one years of age on the last day fixed for filing the nomination papers; and
  - (c) he is enrolled as a voter in the electoral rolls of [the concerned Council or ward].
  - (d) he has not, after the establishment of Pakistan, worked against the integrity of the country or opposed the ideology of the Pakistan.

**36. (1)** A person shall be disqualified from being elected or chosen as and from being a member of the Council, if –

imprisonment for a term of not less than two years] for an offence involving moral turpitude or misuse of power or authority under any law unless a period of three years has elapsed since his release; or

- (g) he has been convicted for an offence involving activities prejudicial to the ideology, interest, security, unity, solidarity, peace and integrity of Pakistan, unless a period of three years has elapsed since his release.
- (h) he has been dismissed, removed or compulsorily retired from public service on the grounds of misconduct unless a period of three years has elapsed since his dismissal, removal or compulsory retirement;
- (i) he is under contract for work to be done or goods to be supplied to a council or has otherwise any direct pecuniary interest in its affairs;
- (j) he is for the time being disqualified or chosen as a member of the Provincial Assembly under any law for the time being in force.
- (k) he is certified by his Political Party to have defected from the Party.

# Validly Nominated Candidates



## **FORM - VII**

### **LIST OF VALIDLY NOMINATED CANDIDATES**

Election to the \_\_\_\_\_ of \_\_\_\_\_

(Number, if any & Name of Local Council/Ward)

district \_\_\_\_\_

Province \_\_\_\_\_

Sr. No.	Name of Candidate	Name of father/ husband	Party Affiliation	Address of candidate
1	2	3		4

Place .....

Date .....

- i. Chairman and Vice Chairman (Joint Candidate)
- ii. General Members (Ward-wise)
- iii. Woman Member
- iv. Peasant and Labourer member
- v. Youth Member
- vi. Non-Muslim Member
- vii. Persons with disabilities
- viii. Transgender persons members
- ix. Members elected directly for District Council
- x. Members elected from each Ward in case of Municipal Committee, Town Committee, Union Committee.
- xi. Chairman and Vice Chairman for District Council, Municipal Committees, Town Committees and District Municipal Corporation.
- xii. Mayor and Deputy Mayor for Municipal Corporation, Metropolitan Corporation.

# Appeals against Scrutiny Decisions

1

An appeal against the decision under Rule-18(4) shall lie to Appellate Authority appointed by the Election Commission and shall be filed and disposed of by the date specified in the election programme.[Rule-18(5)]



2

An appeal will be filed by the appellant before the respective Appellate Tribunal notified by ECP



3

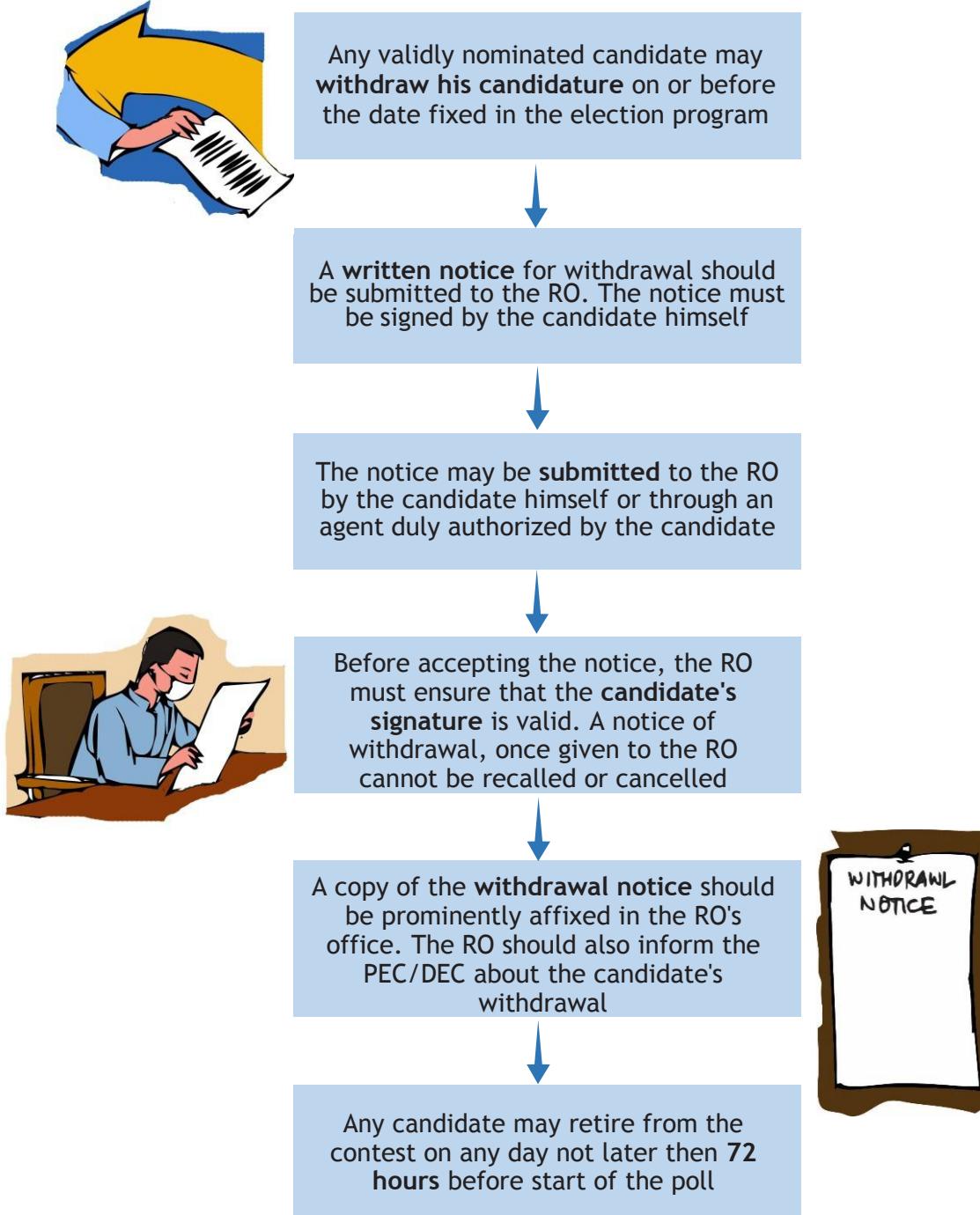
RO will revise the list of validly nominated candidates, if so required, in the light of decision of the Appellate Tribunal



4

Revised list of validly nominated candidates will be prominently placed on the RO's notice board and a copy of the same will also be sent to PEC/REC/DEC by quickest possible means

# Withdrawal/Retirement of Candidature



If a contesting candidate who has not withdrawn his **candidature dies** before taking of the poll, the Returning Officer shall, by public notice, **terminate** the proceedings relating to that election. [Rule-21(1)]



# Allotment of Symbols to Contesting Candidates

Action	Solution
 <p>On the day following the withdrawal day, the RO shall allot election symbols to the contesting candidates.</p>	allocate, subject to any direction of the Election Commission one of the symbols allocated by the Election Commission to the political parties and independent candidates. [Rule-24(1)(a)]

## **FORM - VIII**

### **LIST OF CONTESTING CANDIDATES**

Election to the \_\_\_\_\_ of \_\_\_\_\_

(Number, if any & Name of Local Council/Ward)

District\_\_\_\_\_

Province\_\_\_\_\_

Serial No.	Name of the contesting Candidate (in Urdu alphabetical order)	Address of the contesting candidate	Category	Symbol allocated
1	2	3	4	5
1.				
2.				
3.				
4.				
Etc.				

Notice is hereby given that the poll shall be taken between the hours of ..... on (date) .....

**RETURNING OFFICER**

Place .....

Date .....

- i. Chairman and Vice Chairman (Joint Candidate)
- ii. General Members (Ward-wise)
- iii. Woman Member
- iv. Peasant and Labourer member
- v. Youth Member
- vi. Non-Muslim Member
- vii. Persons with disabilities
- viii. Transgender persons members
- ix. Members elected directly for District Council
- x. Members elected from each Ward in case of Municipal Committee, Town Committee, Union Committee.
- xi. Chairman and Vice Chairman for District Council, Municipal Committees, Town Committees and District Municipal Corporation.  
Mayor and Deputy Mayor for Municipal Corporation, Metropolitan Corporation.

## **Electoral Rolls**

- Election Commission shall provide Electoral Rolls to the ROs for holding election.
- The RO shall collect the electoral rolls of relevant Electoral Areas of Union councils and Union Committees for which he is appointed.
- The RO shall provide to the presiding officer the copies of electoral rolls for each polling station.
- The Presiding officer shall split up the electoral rolls for use at the polling station according to the polling booths.

Note Make sure that the electoral rolls are duly signed and authenticated by the concerned registration officer.

# Preparation of List of Polling Stations and Appointment of Polling Staff

One of the important responsibilities of the RO is also to prepare the polling scheme for each Electoral Area assigned

## List of Polling Stations



A comprehensive list is prepared by the RO. The list details are:

1. Allotment of serial number to each polling stations proposed for each Union council and Ward.
2. Name and location of each polling station.
3. Name of the electoral area assigned to the polling station.
4. Serial numbers of voters on the electoral roll for each polling station.
5. Total number of voters (with segregated data for male and female voters)
6. Number of polling booths per polling station.

There will be no change in the list of polling stations after the publication without the prior approval of the ECP.

## Appointment of Polling Staff



1. The Returning Officer shall appoint for each polling station a Presiding Officer and as many Assistant Presiding Officers and Polling Officer for each booth to assist the Presiding Officer as prescribed by the ECP.
2. A polling station wise list of such Presiding Officers, Assistant Presiding Officers and Polling Officers shall be submitted to the DRO at least 15 days before the poll day and no change shall be made without prior approval of the DRO.
3. The Returning Officer shall authorize one of the Assistant Presiding Officers to act in place of the Presiding Officer, if the Presiding Officer at any time during the poll, for reason of illness or other causes, is unable to perform duty.

# Guidelines for Selection of Polling Stations

While preparing the list of polling stations by RO, the following points should be kept in mind:

- i. Polling stations must be established within the limits of a Union council and Union Committees.
- ii. The number of registered voters assigned to a polling stations may range from 1000 to 1200
- iii. District Election Commissioner, will provide a draft list of polling stations to the Returning Officer;
- iv. The Returning Officer, on receipt of the draft list of polling stations from the District Election Commissioner, will physically verify each polling station in the ward for preparation of list of polling stations.
- v. Suitability of the buildings and convenience as well as accessibility of the voters may be given preference in establishment of polling stations.
- vi. No polling station shall be housed in a building, which is owned by or is in possession of any candidate. Police station, Banks should not be utilized as polling station.
- vii. It may be ensured that while assigning the electoral areas to a polling station, no electoral area is left out.
- viii. As far as possible, polling stations may be set up in government owned buildings such as schools, colleges, offices, community centers, union council offices etc. The buildings of autonomous bodies, semi-autonomous bodies and corporations can also be utilized for the purpose.
- ix. As far as combined polling stations are concerned, it is to be ensured that female voters of a particular area are assigned to the same polling station to which their men-folk have been assigned to, but separate female and male entrances and separate booths for male and female voters should be arranged.
- x. The number of polling booths may be determined keeping in view the number of electors assigned to a polling station, e.g. two or more and shall not exceed four.
- xi. The selection of buildings of the Polling Stations may be made with utmost care. Where more than one building is available, the spacious and centrally located building should be selected as a Polling Station keeping in view convenience of voters.
- xii. Separate Polling Stations for female voters shall be proposed only if male Polling Stations and female polling stations cannot be accommodated in the same building. In case of non-availability of suitable building for establishing exclusive female polling station, a combined polling station with separate booth for male and female voters may be establish.
- xiii. In case the Polling Station building has more than one story, the Polling Station



should preferably be located on the ground floor to avoid inconvenience to the voters.

- xiv. Improvisation of Polling Stations has to be avoided in the interest of economy. Improvised polling stations would be set-up under un-avoidable circumstances only and those too at places where absolutely no public buildings are available.
- xv. The Returning Officer shall before such time as the Election Commission may fix submit to the District Returning Officer list of proposed polling stations on Form-VII for Approval/Notification.
- xvi. The District Returning Officer shall send a hard and soft copy of the final list of polling stations to the Election Commission through the Provincial Election Commissioner.
- xvii. Due to COVID-19 pandemic, the selection of buildings of the Polling Stations may be made with utmost care. Where more than one building is available, the spacious and centrally located building may be selected as a Polling Station keeping in view convenience of voters.
- xviii. Due to COVID-19 pandemic, the provision of more than one booth in a room of ordinary size has to be avoided. However, in unavoidable circumstances, the room should be partitioned to provide separate booths for male and female voters.
- xix. It may be ensured that all polling stations are well lit with availability of drinking water.
- xx. Washrooms may also be ensured for women and persons with disabilities (PWDs).
- xxi. Availability of hand-sanitizers may be ensured at polling stations.
- xxii. Polling booths may be situated in larger area in order to follow social distancing SOPs of COVID-19.
- xxiii. All polling stations may be on ground floor.
- xxiv. Provision of ramps may be ensured in case of stairs on ground floor polling stations.
- xxv. The Returning Officer shall paste the final list of polling stations at his office to facilitate the general public and other stakeholders

Note: The ECP may add or delete any of the instructions regarding the perpetration of list of polling stations and appointment of polling staff.

# **Guidelines for Selection of Polling Personnel**

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

- i. Utmost care should be exercised in the selection of polling staff.
- ii. There will be a Presiding Officer for each polling station, as many Assistant Presiding Officers for each booth as may be specified and a polling officer for each polling booth.
- iii. As far as possible, the Presiding Officers may be drawn from amongst officers working in BPS-16 and above. The Presiding Officers should be able to command respect and inspire public confidence.
- iv. As far as possible, the Assistant Presiding Officers may be drawn from amongst officials working in BPS-11 and above. The Assistant Presiding Officer shall take over the functions of Presiding Officer, if required.
- v. As far as possible, the Polling Officers should be the officials working in BPS-9 and above
- vi. Female polling staff may be selected for exclusive female Polling Stations as well as female Polling Booths at combined Polling Stations. Where female staff is not available, the booth may be manned by some elderly male member with at least one female Polling Officer and Assistant Presiding Officer at each booth, meant for female voters.
- vii. A Naib Quasid will also be deputed to facilitate Presiding Officer in carrying election material and other similar jobs.
- viii. Physically impaired, women in family-way, or persons are likely to retire by the time Elections are held or likely to go abroad or already on long leave/medical leave, should not be included in the list of Polling Personnel.
- ix. The Polling Personnel should be men of integrity and should be drawn from the Departments of the Government, Autonomous Bodies, Semi-Autonomous Bodies and Corporations controlled by the government.
- x. 5% reserve polling staff should be earmarked by each Returning Officer.
- xi. It is advisable to issue appointment orders of the polling staff sufficiently in advance of the date of the training/poll order to avoid any delay in the matter.
- xii. List of polling personnel shall be prepared as per given formats.
- xiii. The Returning Officer shall at least 14 days before the poll day submit list of polling personnel on Form-I to the District Returning Officer for approval.

**Note:** The ECP may add or delete any of the instructions regarding the perpetration of list of polling stations and appointment of polling staff.

## ***LIST OF POLLING STATIONS***

Name of the Council/Committee or  
Ward.....

Taluka .....  
District .....

S.N o	Name & locatio n of the polling station	Village in case of Rural Areas with Censu s Block No.	Ward/Mohalla h street in case of Urban Area with Census Block No.	Sl.No of voters on the electoral roll in case Ward/Mohallah /Street of village is bifurcated	Number of voters assigned to polling station			Number of polling booths		
					Male	Female	Total	Male	Female	Total
1	2	3	4	5	6	7	8	9	10	11

## ***LIST OF POLLING PERSONNEL***

Name of Council/Committee or Ward.....

No. & Name of Polling Station.....

No. of Booth: (MALE)..... (FEMALE)..... TOTAL.....

<b>Name &amp; Designation and office address of Presiding Officer</b>	<b>Name &amp; Designation and office address of Asstt. Presiding Officer</b>	<b>Name &amp; Designation and office address of Polling Officer</b>	<b>Name of Sr. Asstt. Presiding Officer Designated as Presiding Officer</b>
---	--	---	---

1..... 1..... 1..... 1.....

2.....

3.....

### **RESERVE STAFF**

1..... 1.....

2.....

**(Assistant Presiding Officer)**

3.....

1..... 1.....

2.....

3.....

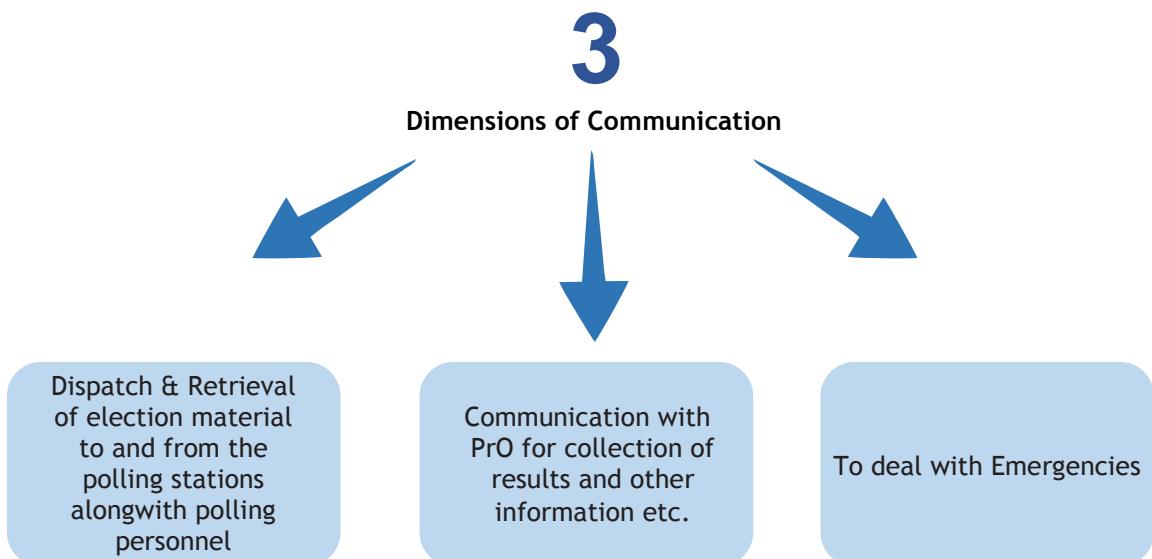
# **Formulation of Different Plans**

The Returning Officer has to formulate different plan which are necessary for smooth and efficient conduct of elections. These plans and their objectives are given below:

Sr.No.	Plan	Objective
1.	Communication Plan for general correspondence	<ul style="list-style-type: none"><li>• To remain in touch with Presiding Officer in the conduct of elections.</li><li>• To ensure timely collection and transmission/communication of results to ECP/PEC/DRO.</li></ul>
2.	Security Plan	<ul style="list-style-type: none"><li>• To ensure that law and order situation remains under control in pre-poll, poll-day and post-poll activities.</li><li>• To provide peaceful and conducive atmosphere for voters to cast their vote freely and without any fear.</li><li>• To ensure safety and security of polling staff and election material.</li><li>• To ensure quick response in case of emergency.</li></ul>
3.	Transportation Plan	<ul style="list-style-type: none"><li>• To ensure timely and secure transportation of election material.</li><li>• To make arrangements for safe transportation of polling staff and election material to and from the polling stations.</li></ul>

# **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



Communication Plan should be extremely practical and efficient and should reflect the realities of both the RO and PrO's positions. A copy should be given to the PrO and master copy should be with the RO for his/her reference.

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

## **Location of Polling Station**

The communication plan should include the distance that has to be traveled in order to send/receive election material and election result.

## **Available means of Communication**

Before designing your plan, assess the most convenient and easily accessible means of communication.

## **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.

# **Appointment of Focal Persons**

As the number of Presiding Officers may be quite large, the RO should appoint a number of focal persons for group of polling station to facilitate communication with Presiding Officers and to ensure smooth functioning of logistic arrangements and for conduct of various activities including communication of results. The office of focal person will serve as Communication Centre for a particular cluster of polling stations.

The focal person should be responsible for the following:

1. To update RO regarding day to day activities and seek guidance wherever required for taking appropriate action.
2. Communication with Presiding Officers of the polling stations in his area.
3. Ensuring that Presiding Officers and other polling staff attend trainings as per plan.
4. Conveying to the Presiding Officers the date, time and manner of receiving polling bag and other material for polling station.
5. Supervising working of the counter established in the office of RO for handing over polling bags and other material.
6. Arranging logistic for transportation of polling staff and election material to the polling station.
7. Ensuring that similar transportation arrangement is available for taking back the polling staff and material at the end of the poll.
8. Ensuring that Presiding Officers submit result of the count and ballot paper account to RO and deposit election material at the assigned counter safely and timely in organized manner.

# Communication Plan Template

Number and Name of Union councils and Union Committees \_\_\_\_\_

## Communication Plan for Emergency and Result Transmission

<b>Emergency Numbers:</b> 1. DRO 2. RO 3. District Administration 4. DPO 5. DEC etc.
---

Sr. No.	Detail of Communication center (name, location and contact no of Communication center)	In-charge of communication center (Focal Person) with contact no	Number and name of polling stations assigned to the communication center	Name and designation of presiding officer	Contact number of presiding officer	Name of security personnel	Contact number of security personnel	Contact number of Returning officer & ARO
1	2	3		5	6	7	8	9
1								
2								
3								
4								
5								
6								

All other important numbers including DRO, DCO, DPO and DEC and all other emergency numbers must also be mentioned in the plan

# **Security Plan**

- Maintenance of law and order is basically the responsibility of District Administration and Law Enforcement Agencies. However, RO also play a role in preparation of security plan.
- The RO has to coordinate with authorities concerned so that voters may be able to cast their vote without any fear.
- The plan is devised keeping in view nature of a polling station, whether it is highly sensitive, sensitive or non-sensitive polling station.
- The District Administration and Law Enforcement Agencies decide about the sensitivity or otherwise of a polling station in consultation with DRO and RO concerned. Extra measures are taken and security is beefed up at highly sensitive and sensitive polling stations and CCTV Cameras at highly sensitive polling stations are installed if directed.
- An additional plan is also prepared to meet any emergency at a polling station or in the area where elections are being held.
- RO should personally visit highly sensitive and sensitive polling stations to ensure that appropriate security arrangements have been made at such polling station.
- RO should remain in contact with focal persons of District Administration and Law Enforcement Agencies so that their assistance may be sought immediately in case of an emergency.
- Security plan should also include arrangement for safe and secure transportation of election material from DPO to ROs and from ROs to Polling Stations.
- Security of polling staff and election material dispatched to and from polling stations to the RO office should be an essential part of security plan.

# **Transportation Plan**

Transportation plan includes proper arrangements of the following:

- a) Transportation of election material from DRO's office to ROs' in the district.
- b) Transportation of polling staff, polling bags, ballot boxes etc. from RO's office to polling stations.
- c) Retrieval of polling bags, election material and polling staff from polling stations to RO's office.

DRO will make necessary arrangements for transportation of sensitive and non-sensitive election material from his office. After bulk breaking of election material and preparation of polling bags, the RO has to make arrangements for safe transportation of polling material and polling staff to polling stations. This is a very crucial activity of RO and if proper arrangements for transportation are not made, it can adversely affect the polling process. Focal persons can be very helpful in ensuring proper transportation arrangements.

## **Managing transport**

- RO should assess requirement of transport well in advance so that required number of vehicles is available for transportation of material and staff to polling stations.
- The transport may be acquired with the assistance of district / local administration.
- The acquired vehicles may be given a number which should be prominently displayed on the vehicle.
- The numbered vehicles should be assigned to each Focal Person according to his requirement.
- Contact number and particulars of drivers should be obtained for mentioning in logistic/Transportation plan.

# Transportation Template

Plan to transport polling staff and election material from RO office to polling stations and return from polling stations to RO office may be prepared in the following format:

**Note:** In the evening after close of the poll, same vehicle will collect staff and material but in reverse order starting from the polling station where staff and material was delivered at the end.

1	2	3	4	5	6	7
Name of Union Councils and Union Committees	No.& Name of polling stations assigned	Name& contact number of Presiding Officer/APO	Name Designation and contact no of official in-charge focal person	Route No. assigned to vehicle	Vehicle No.	Driver Name and Contact No
	GHS-X GPS-Y BHU-Z TB Centre-Q	Muhammad Akbar (xxxxx) (xxxxx) Ahmed Nawaz (xxxxx)	Murad Ali	6	RY 202	Muhammad Ali xxxxx

# Bulk Breaking

One of key activities before the poll day is bulk breaking of election material and packing of polling bags for each polling station. Some main steps are as under:

- i. PEC/DEC hands over the election material in bulk to the DROs.
- ii. Bulk breaking of the material is carried out by the DRO as per requirement of the ROs.
- iii. Polling bags are prepared in a very careful manner. Owing to the sensitivity, the ballot papers are kept into a small bag which is sealed and put into the large bag along with other sensitive and non-sensitive material.

## 1. Election Material for Polling Stations

1. Sensitive and non-sensitive election material are packed in the polling bags for each polling station as per detail mentioned below
2. Ballot boxes and screened off compartments are handed over to the Presiding Officers for use at the Polling Station.

**Detail of election material to be packed in the polling bags for each polling station**

Sensitive	Non-sensitive	Other non-sensitive material including Stationery, Posters and placards
<ul style="list-style-type: none"><li>• Ballot papers</li><li>• Electoral Rolls</li><li>• Brass Seal</li><li>• Official Code</li><li>• Mark Stamps</li><li>• Plastic Seals</li></ul>	<ul style="list-style-type: none"><li>• List of contesting candidates of the respective Tehsil/ City/Village/Neighborhood councils</li><li>• Marking aid stamps</li><li>• Indelible Ink</li><li>• Standardized Stamp Pads</li><li>• Badges (Presiding Officer, Assistant PrO, Polling Officer)</li><li>• Empty Bag for retrieval of non- sensitive election material</li><li>• Forms &amp; Packets (Envelops)</li></ul>	<p><b>Stationery pack:</b></p> <ul style="list-style-type: none"><li>• Ballpoint Pens</li><li>• Papers</li><li>• Carbon Papers</li><li>• Paper Pins</li><li>• Steel Needle</li><li>• Thread Ball</li><li>• Pasting Gum</li><li>• Candles</li><li>• Sealing Wax</li><li>• Match Box</li><li>• Scales</li><li>• Marker</li><li>• Safety Pins</li><li>• Torch</li><li>• Scissors</li><li>• Scotch Tape</li></ul> <p><b>Placards:</b></p> <ul style="list-style-type: none"><li>• Male Polling Booth</li><li>• Female Polling Booth</li><li>• Entrance</li><li>• Exit</li><li>• Presiding Officer</li><li>• Assistant Presiding Officer</li><li>• Polling Officer</li><li>• Polling Agent</li><li>• Place for marking Ballot Paper</li><li>• “Polling Station”</li></ul> <p><b>Posters:</b></p> <ul style="list-style-type: none"><li>• Method to Mark Ballot Papers</li><li>• Symbols of Candidates</li><li>• Name and number of polling station</li></ul>

## **2. Preparation of polling bags**

Before start of the packing, different packing points should be set up. The official deputed at each packing point should be oriented about his job. Preferably RO himself should supervise preparation of polling bags and ensure that material is packed with utmost care so that no problem occurs at a later stage.

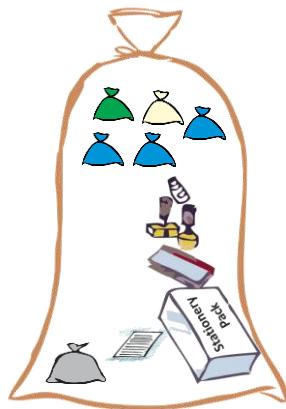
For the packing of the bags, the list of polling stations should be available with the officer and officials deputed to packing points:

Packing of election material is done in two parts:

1. Packing of ballot papers
2. Packing of other material

Election Material shall be packed according to scale, Prepared by ECP/PEC.

# Packing of Election Material

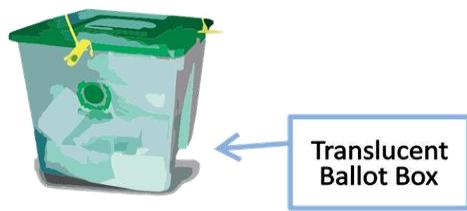


- Official code mark Stamp
- Marking Aid stamps
- Plastic Seals
- Indelible Ink
- Standardized Stamp Pads
- Electoral Rolls
- Empty Blue Bag
- Forms & Packets(Envelopes)
- Brass Seal

Ballot Papers:	
Chairmen/Vice Chairmen Union Council/Union Committee	GREEN
General Member Union Council/Union Committee	OFF-WHITE
General Member Town Committee	BLUE
General Member Municipal Committee	BLUE
General Member District Council	BLUE

Stationery Pack Detail

- Ballpoint Pens
- Plain Paper
- Carbon Paper
- Paper Pins
- Steel Needle
- Thread Ball
- Pasting Gum
- Candles
- Sealing Wax
- Match Box
- Scales
- Marker
- Safety Pins
- Torch
- Scissors
- Scotch Tape



Voting Screen

Placards

- Male Polling Booth Female
- Polling Booth
- Entrance Exit
- Presiding Officer
- Assistant Presiding Officer
- Polling Officer
- Polling Agent
- Place for Marking Ballot Paper
- "Polling Station"

Badges

- Presiding Officer
- Assistant PrO
- Polling Officer

Posters

- Method to Mark Ballot Papers
- Names & Symbols of Candidates
- No. and Name of Polling Station



1. Above mentioned election material will be packed in one of the large size Polling Bag subject to directions of ECP.
2. Ballot papers for the election to the seat of Chairman will be sealed in small size white polling bag and put in the large size bag meant for tehsil council.
3. Ballot papers for the elections to the members of Union Councils and Union Committees will be sealed in respective small size bags and put in the large size bag meant for the Union Councils and Union Committees

### **3. Dispatch of election material**

1. Once material is packed, the RO will set up a dispatch center for material distribution.
2. There shall be sufficient number of counters at the dispatch center for the proper distribution of election material among the Presiding Officers. For proper management, each counter will contain following information:
  1. Each counter will have a unique number (for instance, Counter No: 1)
  2. The number of counters may be determined on the basis of number of polling stations and separate counters may be earmarked for female Presiding Officers.
  3. Number of polling stations assigned to the counter. Should be clearly displayed at each counter.
  4. The RO and ARO should supervise the counters as well as dispatch of election material and polling staff
3. The distribution of material in a systematic way will save a lot of time and energy of both RO and Presiding Officer.

**Same counters should work on the evening of poll day to receive back material and other documents from the Presiding Officers when they return after completion of polling.**

Counter No: 1 (for male Presiding officers)	Counter No: 2 (for male Presiding officers)	Counter No: 3 (for female Presiding officers only)
<b>Polling Stations: From 1----to 18 &amp; 20</b>	<b>Polling Stations: From 21----- to 30 and 3 3 to 40</b>	<b>Polling Stations: 19, 31 and 32</b>

## **LOCAL COUNCILS ELECTIONS**

### **PACKING INVOICE**

Name of Taluka \_\_\_\_\_ Name of District \_\_\_\_\_ Name of Province Sindh No. & Name of Council

\_\_\_\_\_ No. & Name of Polling Station \_\_\_\_\_ No. of Booths

assigned to the Polling Station : MALE \_\_\_\_\_ FEMALE \_\_\_\_\_ TOTAL: \_\_\_\_\_

#### **CATEGORY-WISE DETAILS OF BALLOT PAPERS ETC. CONTAINED IN SEALED BAG**

Category of Ballot Paper	Quantity	Details
i. Chairman and Vice Chairman (Joint Candidate)		From Sl. No. _____ To _____ No. of Books
ii. General Members (Ward-wise)		From Sl. No. _____ To _____ No. of Books
iii. Woman Member		From Sl. No. _____ To _____ No. of Books
iv. Peasant and Labourer member		From Sl. No. _____ To _____ No. of Books
v. Youth Member		From Sl. No. _____ To _____ No. of Books
vi. Non-Muslim Member		From Sl. No. _____ To _____ No. of Books
vii. Persons with disabilities		From Sl. No. _____ To _____ No. of Books
viii. Transgender persons members		From Sl. No. _____ To _____ No. of Books
ix. Members elected directly for District Council		From Sl. No. _____ To _____ No. of Books
x. Members elected from each Ward in case of Municipal Committee, Town Committee, Union Committee.		From Sl. No. _____ To _____ No. of Books
xi. Chairman and Vice Chairman for District Council, Municipal Committees, Town Committees and District Municipal Corporation.		From Sl. No. _____ To _____ No. of Books
xii. Mayor and Deputy Mayor for Municipal Corporation, Metropolitan Corporation.		From Sl. No. _____ To _____ No. of Books
		From Sl. No. _____ To _____ No. of Books
		From Sl. No. _____ To _____ No. of Books

## **DETAIL OF ELECTION MATERIAL**

Official Code Mark Stamps (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_ (5) \_\_\_\_\_  
(@ 2 per booth + 1 per Polling Station) Total \_\_\_\_\_

### **Other Items**

Marking Aid Stamp (@ 3 per booth + 1 per  
Polling Station) Total \_\_\_\_\_

PCSIR Stamp Pad (@ 6 per booth 6 per  
Polling Station) Total \_\_\_\_\_

Standard Stationery Pack (@ 1 per Polling  
Station ) Total \_\_\_\_\_

Indelible Ink (@ 1 per booth + 2 per Polling  
Station) Total \_\_\_\_\_

1. Brass Seal (@ 1 per Polling Station)
2. Small size Cloth bags (different colour according to the requirement of the council /committee))
3. Large size Cloth bag (1 per Polling Station)
4. Cloth bag for retrieval of non-sensitive Material (1 per Polling Station)
5. one set of photo Electoral Rolls

---

Received above items in sealed bag

**Signature of Returning Officer** \_\_\_\_\_

**Signature of Presiding Officer** \_\_\_\_\_

**CNIC NO.** \_\_\_\_\_

# Polling Day



# **Returning Officer's Responsibilities on Poll Day**



RO has the following responsibilities on poll day

**1**



**Confirmation regarding  
the timely start of poll**

**2**



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

**3**



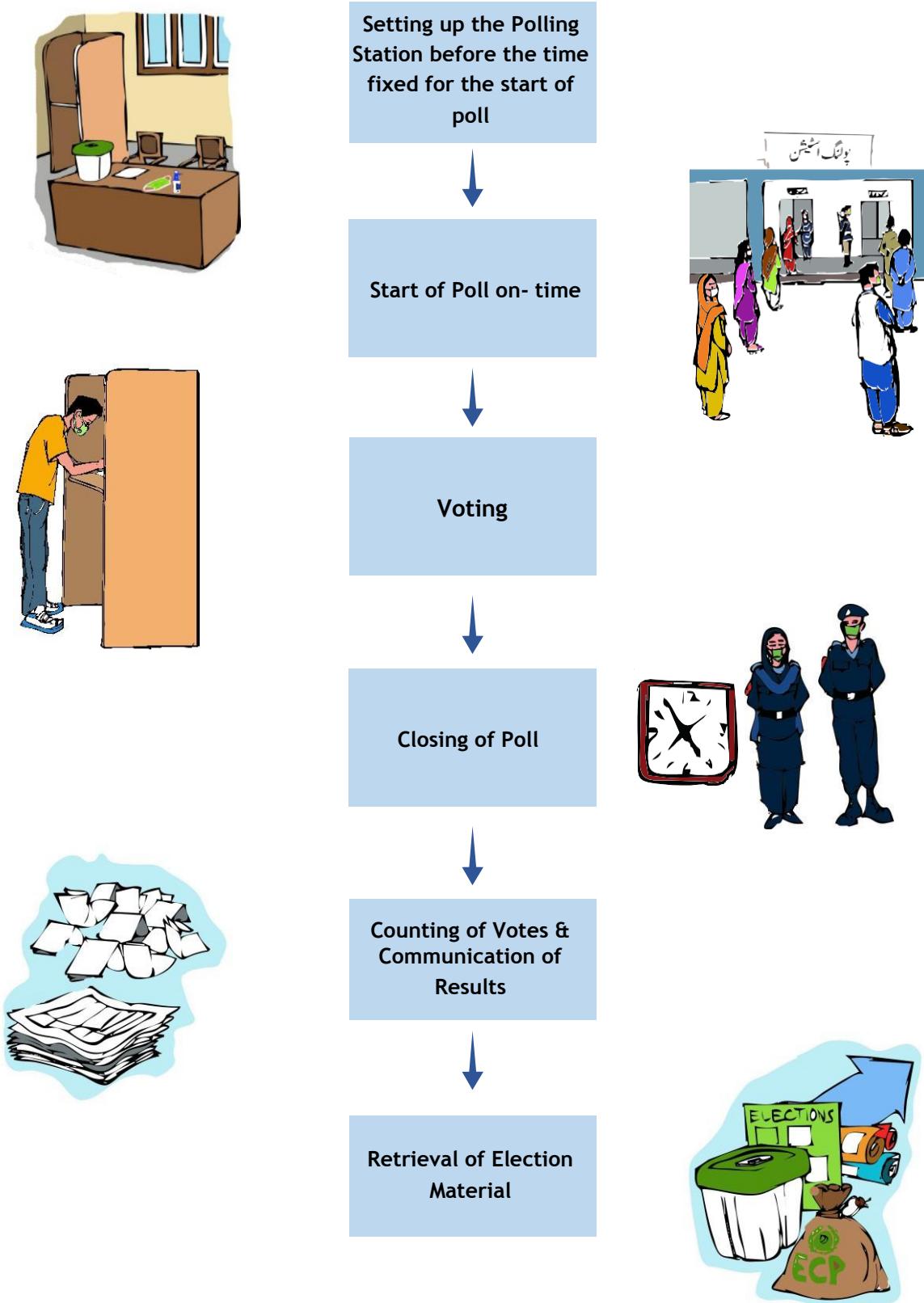
**Maintenance of Law & Order**

**4**

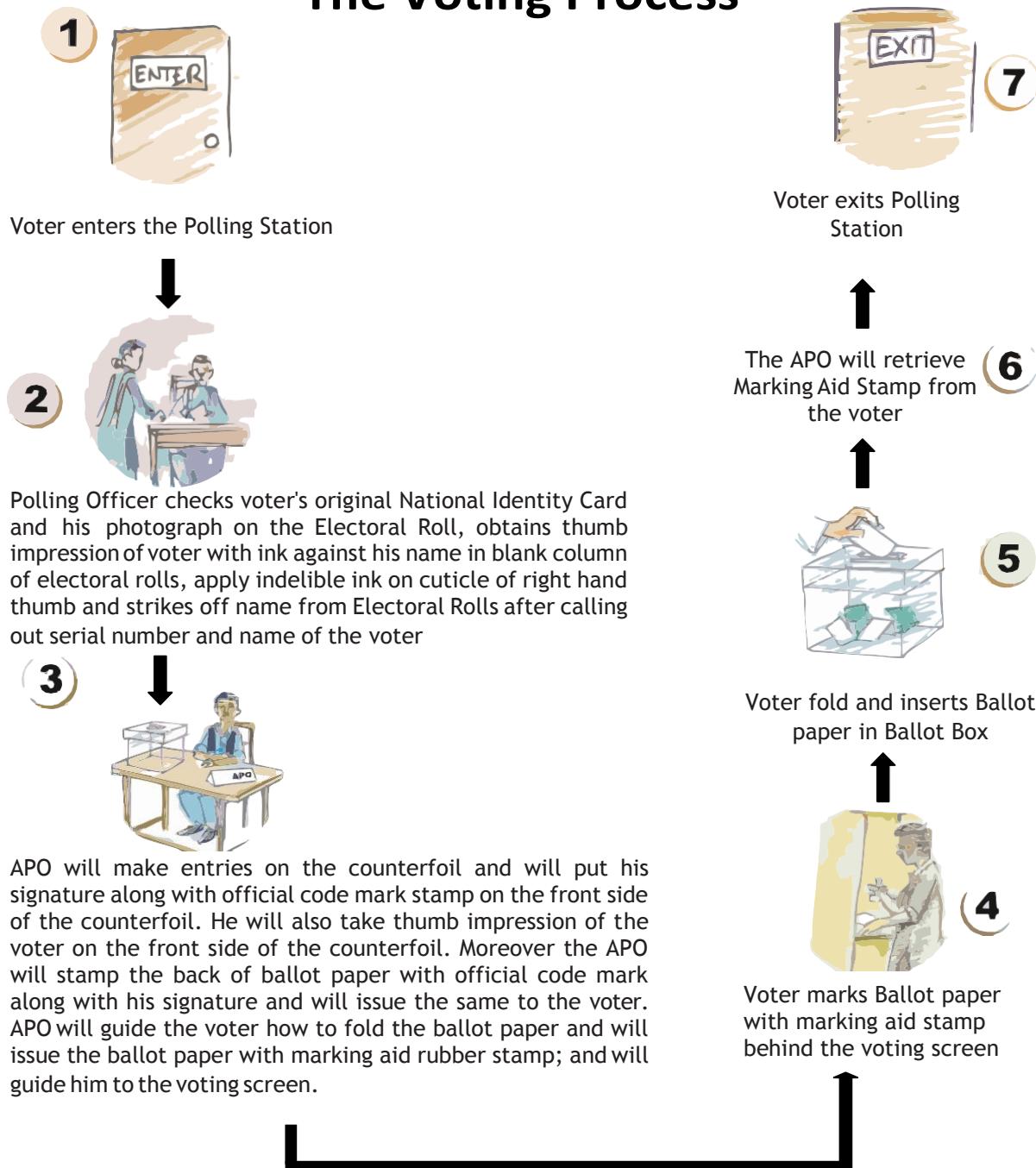


**Resolution of Problems/Complaints**

# Overview of Poll Day



# The Voting Process



There will be 03/02 ballot papers in a Union Council/Committee;

1. one for Chairman + Vice Chairman of Union Council, One for General Member from each ward of Union Council and one for General Members of District Council to be elected from each union council.
2. 02 ballot papers in a Union Committee one for Chairman + Vice Chairman of Union Committee, One for General Member from each ward of Union Committee.

A ballot paper shall not be issued to a person, if he;

- Fails or refuses to produce original National Identity Card
- Refuses to put thumb impression on the electoral roll
- 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

# Special Cases

## Tendered Votes



If a voter comes to vote and has no mark of indelible ink on his/her cuticle of thumb but his name and number has already been marked in the electoral roll as having voted, a tendered ballot paper will be issued.

In case of a tendered vote, the case is presented to the PrO, who 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 put in the ballot box but is placed in a separate packet. [Fill FORM IX: Tendered Votes List]

The RO will further process the tendered vote in accordance with the provision of Rule 35 of Sindh Local Councils (Election) Rules 2015.

## Challenged Votes



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

- Is impersonating another voter
- Has already voted

Voting proceeds in the normal manner however the vote is not put 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-X (Challenged Votes List)

- If a person applies for ballot paper for the purpose of voting, a candidate or his polling agent declares to the Presiding Officer that he has reasonable cause to believe that person has already voted in the election at the same or another polling station, or is not the person whose name is entered in the electoral roll and undertakes to prove the charge in a court and deposits with the Presiding Officer in cash a sum of Twenty rupees (Rs.20), the Presiding Officer may, after warning the person of the consequences and obtaining on the counterfoil, his thumb impression and if he is literate, also his signature, issue a ballot paper (Challenged Ballot Paper) to the person.
- If the Presiding Officer issues a Challenged Ballot Paper to any person, he shall enter the name and address of that person in a list to be prepared by him (Challenged Votes List) Form-X and obtain on it the thumb impression and, if he is literate, also the signature of that person.
- The Presiding Officer shall, after the Challenged Ballot Paper has been marked and folded by the voter, place it in the same condition in a packet bearing the label "Challenged Ballot Papers", instead of being placed in the ballot box and shall include it in the count by him.

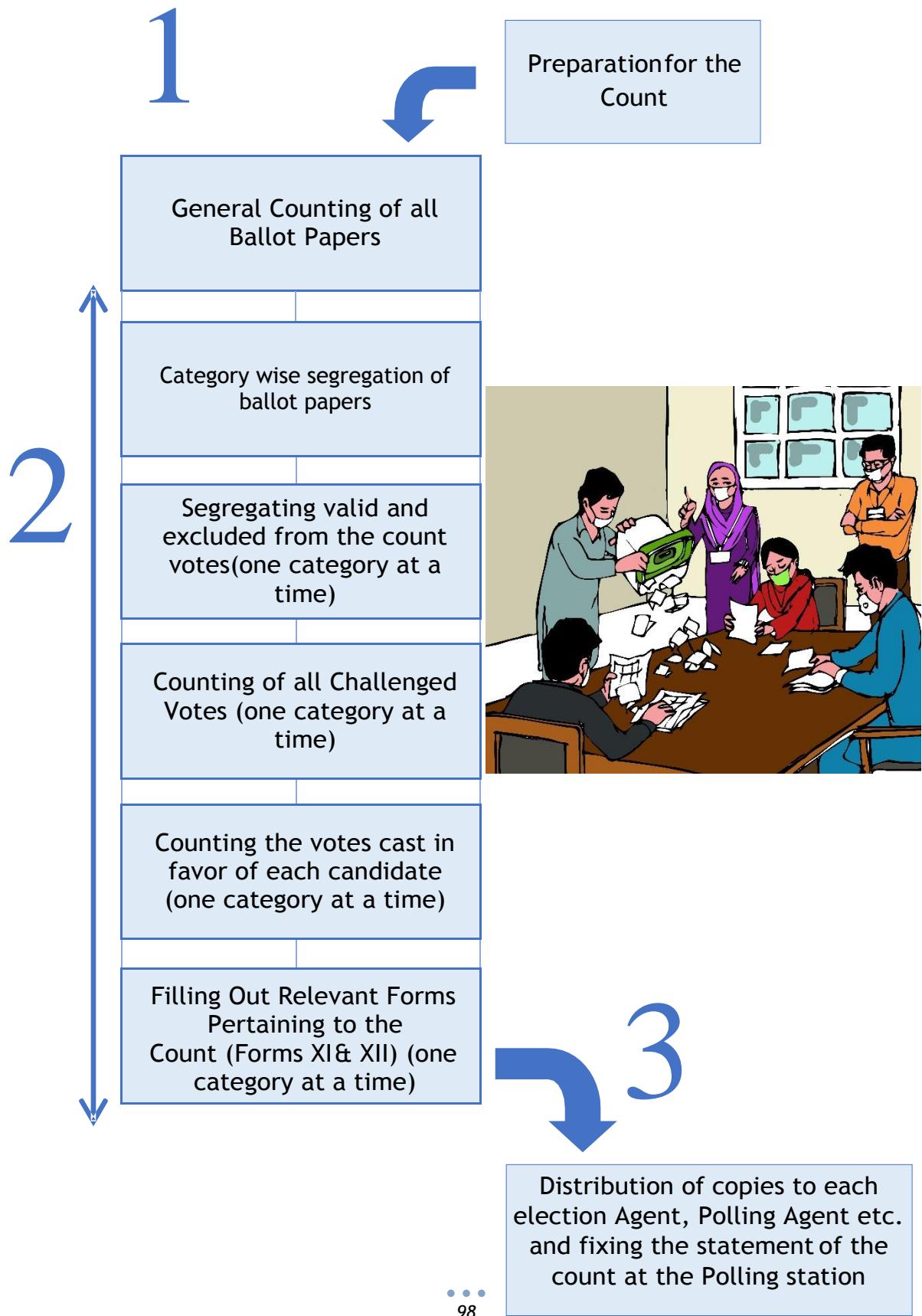


## Voters who Need Assistance

- There are two circumstances under which a voter may ask for assistance: The voter is blind
- The voter is incapacitated so that he cannot cast his vote

The law allows blind or physically incapacitated voter to receive assistance of his companion while casting his vote. The companion neither should be less than eighteen (18) years of age nor be a candidate or his agent. In such cases, the Presiding Officer must instruct the companion to mark the ballot paper as per wishes of the voter. Under no circumstances the companion will disclose voter's choice. The Presiding Officer is also instructed to keep a handwritten list of voters who need assistance along with the names and complete particulars of their companion for record keeping purpose.

# Counting the votes at the Polling Station



# **Ballot Papers Valid & Excluded from the count**

**While Counting Ballot Papers:**

**Exclude** the following:

- Those with no official code mark and signature of the APO on the back
- Those that are not official ballot papers
- Those marked with a rubber stamp other than the one supplied for marking the ballot paper
- Those where any piece of paper or other object has been attached
- Those where there is no rubber stamp mark indicating a choice or where more than one symbol has been marked
- Those whose rubber stamp mark is equally divided between symbols of two candidates or is not within the space for any candidate's symbol
- Those having any writing or any mark other than the official mark.

**Include** the following:

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

# Packing of Election Material

All forms and materials should be packed by the Presiding Officer according to the following instructions and submitted to the RO after putting in the bag. However during the packing process he will permit Candidates, Polling agents, and accredited Observers to view this process.

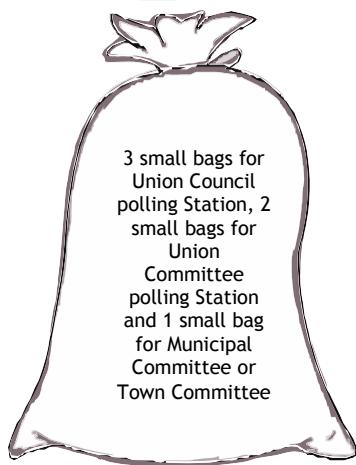
Sr #	Material	Election Material	Packet Number	Instructions
1		Valid ballot papers for each candidate	Packet - 1	The number of packets prepared depends on the number of candidates. Each candidate will have one packet.
2		Ballot papers that have been excluded from the count	Packet - 2	
3		All Packet-1 and Packet-2	Packet - 3	Packet-1 and Packet-2 be kept in packet-3
4		Tendered ballot papers	Packet - 4	
7		Challenged Ballot Paper	Packet - 7	
8		Valid Challenged Votes	Packet - 8	
9		Challenged Votes excluded from the count	Packet - 9	
10		All Spoiled/Stray Ballot papers	Packet - 10	
11		Un-issued ballot papers	Packet - 11	
12		Counterfoils of used ballot papers	Packet - 12	
13		Marked Copies of the electoral rolls	Packet - 13	
12		Tendered Votes list (Form-IX)	Packet - 14	
13		Challenged Votes list (Form-X)	Packet - 15	

14		Result of the Count (Form-XI)	Packet - 16	
15		Ballot Papers Account (Form-XII)	Packet - 17	
16		Miscellaneous Papers	Packet - 18 (Only one Packet)	
17		Brass Seal	Packet - 19	To be handed over to the RO
18		Acquittance Roll		To be handed over to the RO

# Packing Material for Return

Material is to be packed in two different color bags as specified below and the RO will receive these bag from Presiding Officer on the same day.

**Polling Bag for Sensitive Material**



**Polling Bag for Retrieval of Unused Election material (non-sensitive)**



**Ballot Boxes**

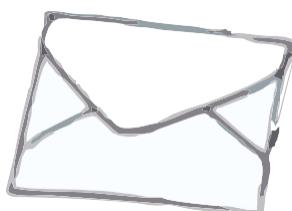


**Voting Screen**



The RO will receive the brass seal directly from Presiding Officer

**Packet-15**



**BRASS SEAL**

**Acquittance Roll**



# Post Polling Activities



**Appendix "A"**

**LOCAL COUNCIL ELECTIONS**  
**FORM FOR COMMUNICATION OF RESULTS**

Taluka and District \_\_\_\_\_

No. and Name of Council \_\_\_\_\_

Total Registered Voters \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Total Votes Polled \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Total Rejected Votes \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Total Valid Votes \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

**GENERAL MEMBERS**

<b>Seats</b>	<b>Name of Returned Candidates</b>	<b>Name of Party</b>	<b>Symbol</b>	<b>Votes Obtained</b>
1				
2				
3				
4				

**WOMEN MEMBERS**

<b>Seats</b>	<b>Name of Returned Candidates</b>	<b>Party</b>	<b>Symbol</b>	<b>Votes Obtained</b>
1				

**PEASANT & LABOURER MEMBER**

<b>Seats</b>	<b>Name of Returned Candidates</b>	<b>Party</b>	<b>Symbol</b>	<b>Votes Obtained</b>
1				

**NON-MUSLIM MEMBER**

<b>Seats</b>	<b>Name of Returned Candidates</b>	<b>Party</b>	<b>Symbol</b>	<b>Votes Obtained</b>
<b>1</b>				

**DISTRICT COUNCIL MEMBER**

<b>Seats</b>	<b>Name of Returned Candidates</b>	<b>Party</b>	<b>Symbol</b>	<b>Votes Obtained</b>
<b>1</b>				

**MEMBER WARD (M.C/T.C)**

<b>Seats</b>	<b>Name of Returned Candidates</b>	<b>Party</b>	<b>Symbol</b>	<b>Votes Obtained</b>
<b>1</b>				

Dated\_\_\_\_\_

Time\_\_\_\_\_

**Signature of Returning Officer**

**INSTRUCTIONS:**

1. Please fill in complete information for all categories (Write Un-opposed or Vacant (Bye-election) where applicable).
2. Please write in black ink using BOLD letters. You may use thin tipped marker.
3. Please send it to Provincial Election Commissioner with copy to DRO immediately after compilation of results.

# Post-Poll Activities of a Returning Officer



Collection of Results & Retrieval of Election Material from Presiding Officer (PrOs)

Consolidation & Conveying Result to ECP/PEC/DRO

Deposit of Sensitive Material in Treasury/any other place specified by the ECP

Handing over unused Stationery, Forms etc. to DEC

Return of Election Expenses by the Candidates

## Retrieval of Election Material

Each Presiding Officer will deliver following bags of election material to the Returning Officer.

### 1. Sensitive Material

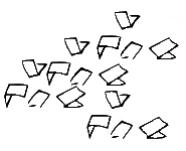
Sensitive Election Material. This bag should be retrieved and kept safely in the Local Treasury/any other place specified by the ECP

### 2. Non-Sensitive, Retrievable Election Material

The RO should immediately unpack this bag, prepare an inventory of returned items. The inventory as well as the retrieved stationary, Stamps etc. should be handed over to the concerned DEC against proper receipt.

*The Presiding Officers will hand over the brass seal, Acquittance Roll and envelope containing Statement of the Count and Ballot paper Account to RO by hand separately*

# Consolidation of Results

	Action	Tip
1	 Consolidation proceedings should be held as soon as possible after poll. RO should give a written notice to all contesting candidates and their election agents of the day, time and place fixed for consolidation of results.	It is essential that opportunity is provided to contesting candidates and their Election Agents to witness this process to add transparency to the process.
2	 RO will open polling bags received from PrOs and shall examine each ballot paper excluded from the count by the PrOs. The same procedure will be repeated (separately) for all challenged votes excluded from the count.	The RO shall examine the ballot papers excluded from the count by PrO very carefully.
3	 If RO finds that a ballot paper should not have been excluded he will count it in favor of the contesting candidate for whom it has been cast.	If any contesting candidate or election agent wants to see such ballot papers it may be shown to him. The Ballot Papers rejected by the RO under sub-Rule (4) of Rule 47 shall be shown separately in consolidated statement.
4	 The RO shall not re-count the valid ballot papers in respect of any polling station unless -  (a) the count by the presiding officer is challenged in writing by a contesting candidate or his election agent before the commencement of consolidation proceedings and the returning officer is satisfied about the reasonableness of the challenge; or  (b) he is directed to do so by the Commission.	<ul style="list-style-type: none"> <li>The Commission may, before conclusion of the consolidation proceedings, direct the Returning Officer to recount the ballot papers of one or more polling stations.</li> <li>The recounting shall be held once only.</li> </ul>

## Equality of Votes

After consolidation, in case of equality of votes between two or more contesting candidates, the RO shall forthwith draw a lot in respect of such candidates and the candidate on whom the lot falls, shall be declared elected. The lot shall be drawn in presence of all such contesting candidates and their election agent as may be present during the consolidation. The record of the proceedings of the lot is to be kept by the RO in writing the RO shall obtain signatures of all such contesting candidates, and Election Agents as have been witnesses to the proceedings.

### **FORM – XIII**

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

Election to the \_\_\_\_\_ of \_\_\_\_\_

(Number, if any & Name of Local Council/Ward)

District \_\_\_\_\_  
Province \_\_\_\_\_

Sr. No.	Polling Station	Number of valid ballot papers (including challenged votes) cast in favour of Candidate						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

Grand Total .....

Place.....

Date.....

#### **RETURNING OFFICER**

- i. Chairman and Vice Chairman (Joint Candidate)
- ii. General Members (Ward-wise)
- iii. Woman Member
- iv. Peasant and Labourer member
- v. Youth Member
- vi. Non-Muslim Member
- vii. Persons with disabilities
- viii. Transgender persons members
- ix. Members elected directly for District Council
- x. Members elected from each Ward in case of Municipal Committee, Town Committee, Union Committee.
- xi. Chairman and Vice Chairman for District Council, Municipal Committees, Town Committees and District Municipal Corporation.
- i. xii. Mayor and Deputy Mayor for Municipal Corporation, Metropolitan Corporation.

**FORM-XXI**  
**[see rules47(1), (6), 49(a) and 52(4)]**

**FINAL CONSOLIDATED RESULT**

**Election to the Local Government**

No. and name of Local Council \_\_\_\_\_

Category of seat \_\_\_\_\_ District \_\_\_\_\_ Tehsil \_\_\_\_\_

No. of registered voters: Male .....Female .....Total.....

Serial No.	Name of contesting Candidate	*Party Affiliation, if any / **Election Symbol	Number of valid votes polled
1	2	3	4
1			
2			
3			
4			
5			
6			
7			
8			
Etc.			

Total number of valid votes polled .....

Total number of invalid votes .....

Date.....

Place.....

Signature of Returning Officer

\* in case of election to the seat of Chairman Tehsil Council / Mayor City Council.

\*\* in case of election to the seat in Village / Neighbourhood Council.

## **Election to Reserved Seats**

50. (1) Any member of the electoral college may nominate and any other such member may second any candidate whose name is entered in the electoral rolls and is eligible for the election to the reserved seat.
- (2) The nomination shall be accompanied by a certificate signed by the candidate to the effect that the candidate has consented to the proposal and is not subject to any disqualification for being elected as a member of the Council.
- (3) The nomination paper shall be delivered by the candidate, proposer or seconder to the Returning Officer at his office during office hours on or before the date and within the time fixed for the purpose.
- (4) On the delivery to the Returning Officer of a nomination paper, he shall -  
(a) acknowledge in writing the receipt thereof;  
(b) satisfy himself that the name and other particulars of the proposer and seconder shown in the nomination paper are the members of the electoral college.
- (5) The Returning Officer shall endorse on the nomination paper the name of the person presenting it and the time of its receipt and inform such person of time and place at which he shall hold scrutiny.
- (6) The Returning Officer shall cause to be affixed at some conspicuous place in his office, a notice of every nomination paper received by him containing the particulars of the candidate, his proposer and seconder as are shown in the nomination paper.

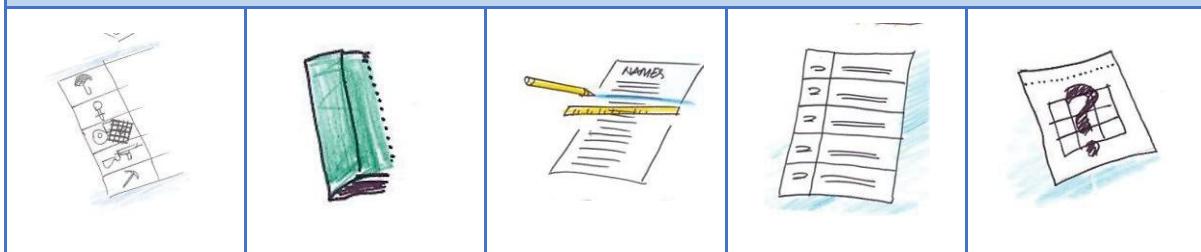
# Preservation of Election Material



RO shall immediately after preparing the consolidated result (Form-XIII) and final consolidated result (Form-XIV), reseal packets opened by him for the purpose of consolidation. The RO may obtain the signature of the candidates/election agents on the packet and shall supply attested copies of Form-XIII and Form-XIV to such candidates and election agents, as may be present.



All packets 1 to 17 as mentioned earlier in “Packing of Election Material” will be preserved



The officer authorized by the Commission shall retain the documents contained in the packets, for a period of 01 year from the date of their deposit and thereafter shall, unless otherwise directed by the Commission or a Tribunal or any other court, cause these to be destroyed.

# **Return of Election Expenses**

**(Rule 56, 57 and 58 of the Sindh Local Councils (Election) Rules, 2015)**

## **Definition on Election Expenses.---**

56. In this Chapter, –election expenses|| means any expenditure incurred or payment made, whether by way of gift, loan, advance, deposit or otherwise, for the arrangement, conduct or benefit of, or in connection with, or incidental to, the election of a candidate, including the expenditure on account of issuing circulars or publications or otherwise presenting to the electors, the candidates or views, aims or objects.

## **Restriction on election expenses.---**

57. (1) No person shall, except to the extent provided in sub-rule (2), make any payment whatsoever towards the election expenses of a candidate except to the election agent of such candidate.

(2) No person other than the candidate shall incur any election expenses of such candidate.

Provided that any person may, if so authorized by a contesting candidate, in writing specifying a maximum amount, to the extent of such amount, make payment for stationery, postage, telegram and other petty expenses.

(3) The election expenses of a contesting candidates, shall not exceed rupees fifty thousand in case of Union Council, Union Committee, Town Committee and Municipal Committee and rupees one hundred thousand in case of District Council and Corporation, respectively.

(4) Any person incurring any expenditure or making any payment under sub-rule (2) shall, within ten days of the declaration of the result of the election, send to the candidate a statement of such expenditure or particulars of such payment.

(5) A candidate shall, by a bill stating the particulars and by a

receipt, voucher for every payment made in respect of election expenses except where the amount is less than two hundred rupees.

**Return of election expenses.---**

58. (1) Every contesting candidate shall, within thirty-five days after the name of the returned candidates is notified, submit to the Returning Officer, a return of election expenses in Form XV containing -
  - (a) a statement of all payments made by the contesting candidate, together with all the bills and receipts.
  - (b) a statement of the amount of personal expenditure, if any, incurred by the contesting candidates;
  - (c) a statement of all disputed claims of which the contesting candidate;
  - (d) a statement of all unpaid claims, if any, which the election agent or contesting candidate, is aware; and
  - (e) a statement of all moneys, securities or equivalent of money received from any person for the purpose of election expenses specifying the name of every such person.
- (2) The return submitted under sub-rule (1), shall be accompanied by an affidavit in Form XVI sworn by the contesting candidate.

## **FORM - XV**

### **RETURN OF ELECTION EXPENSES**

Election to the \_\_\_\_\_ of \_\_\_\_\_

(Number, if any & Name of Local Council/Union Committee/Ward)

District \_\_\_\_\_

Province \_\_\_\_\_

Name of the Candidate \_\_\_\_\_

Address of the Candidate \_\_\_\_\_

#### **Part-A: Account of election expenses**

Date of expenditure 1	Nature of expenditure 2	Amount of Expenditure			Date of payment 6	Name and address of the payee 7	Serial number of vouchers in case of amount paid 8	Serial no. of Bill if any in case of amount outstanding 9	Name and address of the person to whom payment is outstanding 10
		Amount paid (a) 3	Amount outstanding (b) 4	Total of (a) & (b) 5					

#### **Part-B: Account of Disputed Claims**

Date of Claim 1	Name and address of the claimant 2	Nature of Claim 3	Amount of claim 4	Grounds on which the claim is disputed 5

#### **Part-C: Account of unpaid Claims**

Date on which the Claim arose 1	Name and address of the claimant 2	Nature of unpaid Claim 3	Amount of unpaid claim 4	Reasons for non-payment of the claim 5

## **Part-D: Account of money etc. received from any person**

Date on which the money, securities equivalent of money was received by the candidate	Name and address of the persons from whom money etc. was received	The amount of money or value of securities, etc.	Specific purpose for the money etc. was received
1	2	3	4

Name & signature of candidate

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

- i. Chairman and Vice Chairman (Joint Candidate)
- ii. General Members (Ward-wise)
- iii. Woman Member
- iv. Peasant and Labourer member
- v. Youth Member
- vi. Non-Muslim Member
- vii. Persons with disabilities
- viii. Transgender persons members
- ix. Members elected directly for District Council
- x. Members elected from each Ward in case of Municipal Committee, Town Committee, Union Committee.
- xi. Chairman and Vice Chairman for District Council, Municipal Committees, Town Committees and District Municipal Corporation.
- xii. Mayor and Deputy Mayor for Municipal Corporation, Metropolitan Corporation.

## **FORM-XVI**

### **AFFIDAVIT TO BE SWORN BY A CANDIDATE**

I, \_\_\_\_\_ S/O,D/O,  
W/O \_\_\_\_\_ having been a candidate for election from  
Seat \_\_\_\_\_  
of \_\_\_\_\_ make oath and declare on  
solemn affirmation that:

(Number, if any & Name of Local Council/Ward)

1. In the aforementioned elections, all expenses incurred, all moneys, securities received, all payments made, all claims settled and all accounts maintained in the course of or in connection with the election were incurred, received, made, settled and maintained by me or within my knowledge and under my control and direction.
2. All information given and all entries made in the return of election expenses and all vouchers, bills and other documents lodged by me with that return are within my knowledge and belief, true and genuine.

#### **Name & signature of candidate**

**CNIC No.**\_\_\_\_\_

Sworn/ declared on solemn affirmation before me this  
\_\_\_\_ day of (month) \_\_\_\_\_ (year) \_\_\_\_\_  
by \_\_\_\_\_ who is personally known to me/  
who has been identified by \_\_\_\_\_ who is personally known  
to me.

#### **Signature with seal of Oath Commissioner**

Place: \_\_\_\_\_

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

- i. Chairman and Vice Chairman (Joint Candidate)
- ii. General Members (Ward-wise)
- iii. Woman Member
- iv. Peasant and Labourer member
- v. Youth Member
- vi. Non-Muslim Member
- vii. Persons with disabilities
- viii. Transgender persons members
- ix. Members elected directly for District Council
- x. Members elected from each Ward in case of Municipal Committee, Town Committee, Union Committee.
- xi. Chairman and Vice Chairman for District Council, Municipal Committees, Town Committees and District Municipal Corporation.
- xii. Mayor and Deputy Mayor for Municipal Corporation, Metropolitan Corporation.

# The Code of Criminal Procedure 1898

## Section 190, 260, 262, 263, 264 and 265

**190. Cognizance of offences by Magistrates.** [(1) All Magistrates of the first class, or any other Magistrate specially empowered by the Provincial Government on the recommendation of the High Court, may take cognizance of any offence-

- (a) upon receiving a complaint of facts which constitute such offence;
- (b) upon a report in writing of such facts made by any police officer;
- (c) upon information received from any person other than a police officer, or upon his own knowledge or suspicion.

that such offence has been committed which he may try or send to the Court of Sessions for trial.]

[{2) A Magistrate taking cognizance under sub-section (1) of an offence triable exclusively by a Court of Session shall, without recording any evidence, send the case to the Court of Session for trial.]

## CHAPTER XXII -OF SUMMARY TRIALS

**260. Power to try summarily** (1) notwithstanding anything contained in this Code,-

- (b) any Magistrate of the first class specially empowered in this behalf of the [Provincial Government], and
- (c) any Bench of Magistrate invested with powers of a Magistrate of the first class and especially empowered in this behalf by the [Provincial Government],

may, if he or they think fit, try in a summary way all or any of the following offences:

- a) offences not punishable with death, exceeding six months; transportation or imprisonment for a term offences relating to weights and measures under section 264, 265 and 266 of the Pakistan Penal Code;
- b) hurt, under section [clause (i) of section 337A] of the same Code;
- c) theft, under section 379, 380 or 381 of the same Code, where the value of the property stolen does not exceed [ten thousand rupees];
- d) dishonest misappropriation of property under section 403 of the same Code, where the value of the property misappropriated does not exceed [ten thousand rupees];
- e) receiving or retaining stolen property under section 411 of the same Code where the value of such property does not exceed [ten thousand rupees];
- f) assisting in the concealment or disposal of stolen property, under section 414 of the same Code, where the value of such property does not exceed [ten thousand rupees];
- g) mischief, under section 427 of the same Code;
- h) house-trespass, under section 448, and offences under sections 451, (453,454L 456 and 457 of the same Code;
- i) insult with intent to provoke a breach of the peace, under section 504, and criminal intimidation, under section 506 of the same Code;
- j) offence of personation at an election under section 171-F of the same Code;]
- k) abetment of any of the foregoing offences;
- l) an attempt to commit any of the foregoing offences, when such attempt is an offence;

*m) offences under section 20 of the Cattle-Trespass Act, 1871:*

(2) When in the course of a summary trial it appears to the Magistrate or Bench that the case is one which is of a character which renders it undesirable that it should be tried summarily, the Magistrate or Bench shall recall any witnesses who may have been examined and proceed to rehear the case in manner provided by this Code.

(3) **Procedure [ prescribed in Chapter XX]** [(1) in trials under this Chapter the procedure prescribed in Chapter XX shall be followed except as hereinafter mentioned.]

**Limit of imprisonment.** (2) No sentence of Imprisonment for a term exceeding three months shall be passed in the case of any conviction under this Chapter.

(4) **Records in cases where there is no appeal.** In cases where no appeal lies, the Magistrate or Bench of Magistrates need not record the evidence of the witnesses or frame a formal charge; but he or they shall enter in such form as the [Provincial Government] may direct the following particulars:-

- a) the serial number;
- b) the date of the commission of the offence;
- c) the name of the report or complaint;
- d) the name of the complainant (if any);
- e) the name, parentage and residence of the accused;
- f) the offence complained of and the offence (if any) proved, and in case coming under clause (d), clause (e), clause (f), or clause (g) of sub-section (1) of section 260 the value of the property in respect of which the offence has been committed;
- g) the plea of the accused and his examination (if any);
- h) the finding, and, in the case of a conviction, a brief statement of the reasons therefore;
- i) the sentence or other final order; and
- j) the date on which the proceedings terminated.

[**264. Record in appealable cases.** In every case tried summarily by a Magistrate or Bench in which an appeal lies, such Magistrate or Bench shall record the substance of the evidence and also the particulars mentioned in section 263 and shall, before passing any sentence, record a judgment in the case.]

**265. Language of record and judgment.** (1) Records made under section 263 and Judgments recorded under section 264 shall be written by the presiding officer, either in English or in the language of the Court, or, if the Court to which such presiding officer is immediately subordinate so directs, in such officer's mother tongue.

**Bench may be authorized to employ clerk.** (2) The Provincial Government may authorize any Bench of Magistrates empowered to try offences summarily to prepare the aforesaid record or judgment by means of an officer appointed in this behalf by the Court to which such Bench is immediately subordinate, and the record or judgment so prepared shall be signed by each member of such Bench present taking part in the proceedings.

(2) If no such authorization be given, the record prepared by a member of the Bench and signed as aforesaid shall be the proper record.

(3) the Bench differs in opinion, any dissentient member may write a separate judgment.



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