

GENERAL ELECTIONS-2024
No-57 PALACOLE ASSEMBLY CONSTITUENCY
POs & APOs TRAINING
ONE DAY TRAINING TIME TABLE
ON: 10.04.2024 and 12.04.2024 at BRMVH High School,
Palacole

TIME	TOPICS	COVERING POINTS
09.15AM to 09.30AM	REGISTRATION	➤ POs & APOs ATTENDANCE ELECTION MATERIAL
09.30AM to 09.45AM	INAGURATION BY RETURNING OFFICER, NO.57-PALACOLE AC & SPL DEPUTY COLLECTOR, KRRC WEST GODAVARI, BHIMAVARAM	➤ ELECTON SCENARIO
09.45AM to 10.45AM	1.PRELIMINARY	➤ Polling relative training, ➤ Duties of Polling Officers ➤ Voter Asst Booth(VAB) ➤ VideoNo.01 (Distribution centre video)
	2. SET UP OF POLLING STATIONS & SECURITY ARRANGEMENTS	➤ Polling Parties ➤ Polling Agents ➤ Micro Observers, ➤ Use of WEB casting ➤ VideoNo.02 (before poll day)
10.45AM to 11.00 AM TEA BREAK		
11.00AM to 12.00PM	3. SETTING & PREPARATION OF EVM & VVPAT-	➤ Conduct of Mock Poll ➤ Arrangement of BVC (BU/VVPAT/CU) ➤ Video Mock Poll
	4.POLLING PROCEDURE	➤ Verification of Electors Identity ➤ Recording of votes and voting procedure. ➤ Normal Polling VideoNo.04 ➤ ASD Video No.05
12.00 PM to 01.15PM	5.SPECIAL CASES	➤ Voter deciding not to vote - Video No.06 ➤ Refusal to Vote Procedure -Video No. 07 - ➤ Blind & Infirm voter - Video No.08 ➤ Under Age Vote - VideoNo.09 ➤ Tender Vote -VideoNo.10 ➤ Challenger Votes - VideoNo.11 ➤ Test Vote - VideoNo.12
	6.ADJOURNMENT/STOPPAGE OF POLL DUE TO RIOT, BOOTH CAPTURING etc...	➤ Explaining difference situation to Adjournment poll Ex: Booth Capturing Calamities etc....
	7.CLOSE OF POLL	➤ Closing up poll & VideoNo.13 Sealing procedure ➤ Packets envelops - Video No.14-06 ➤ PO Diary - Video No.15 ➤ Form 17C - Video No.16
01.15 PM TO 02.00 PM LUNCH BREAK		
TIME	TOPICS	COVERING POINTS
2.00 PM to 2.30 PM	CORRUPT PRACTICES AND ELECTORAL OFFENCES & ACTIONABLE POINTS FOR PO/POLLING OFFICERS AT A GLANCE	➤ COMMON MISTAKES Dos & DON'ts
2.30 PM to 3.00 PM	ANNEXURES FILLING	➤ Mock Poll Certificate ➤ P.O Diary ➤ 17C etc.,
03.00 PM to 04.00 PM	EVM & VVPAT	➤ HANDS ON PRACTICE ➤ Sealing of machines & EVM video