

ELECTIONS TO MUNICIPALITIES / NAGAR PANCHAYATS

STATUTORY AND NON-STATUTORY COVERS

COVERS REQUIRED FOR ELECTION OFFICER FOR POSTAL BALLOT:-				
Cover Code	Item Description	Colour	Size	Requirement
PB-1	Cover (Form XII) (Addressed to Election Officer himself)	White	Medium	150 per Ward
PB-2	Cover (With Number of Ballot Paper to be entered on its face to keep Ballot Paper)	White	Small	150 per Ward
PB-3	Cover (To despatch Postal Ballot Paper, Instructions on Postal Ballot, Letter of Intimation, Medium envelope addressed to Election Officer and Small envelope to keep Postal Ballot Paper)	White	Big	150 per Ward

STATUTORY & NON-STATUTORY COVERS:-				
Cover Code	Item Description	Colour	Size	Requirement
C-1	Cover for keeping the following sealed BROWN coloured covers	BROWN	Big	1 per PS
C-2	Cover for Ballot Paper Account	Brown	Medium	2 per PS
C-3	Cover for Paper Seal Account	Brown	Small	1 per PS
C-4	Cover for keeping the Declarations of Presiding Officer - Before, During and After Poll	Brown	Medium	1 per PS
C-5	Cover for Presiding Officer's Diary	Brown	Small	2 per PS
C-6	Cover for Visit Sheet	Brown	Small	1 per PS
C-7	Cover for keeping the following sealed GREEN coloured covers	GREEN	Big	1 per PS
C-8	Cover for Marked Copy of Electoral Roll	Green	Medium	1 per PS
C-9	Cover for keeping the Signed, but Unused Ballot Paper with Counterfoils	Green	Medium	1 per PS
C-10	Cover for keeping Unused Ballot Papers with Counterfoils	Green	Medium	1 per PS
C-11	Cover for keeping Ballot Papers Cancelled for Violation of Voting Procedure	Green	Small	1 per PS
C-12	Cover for other Cancelled Ballot Papers	Green	Small	1 per PS
C-13	Cover for Counterfoils of Used Ballot Papers & Counterfoils of Used Tendered Ballot Papers	Green	Medium	1 per PS
C-14	Cover for Tendered Ballot Papers	Green	Small	5 per PS
C-15	Cover for keeping List of Tendered Votes in Form-XVI	Green	Medium	1 per PS

C-16	Cover for keeping the following sealed YELLOW coloured covers	YELLOW	Big	1 per PS
C-17	Cover for other Copies of Electoral Rolls (Other than Marked Copy)	Yellow	Medium	1 per PS
C-18	Cover for Appointment Orders of Polling Agents	Yellow	Medium	1 per PS
C-19	Cover for Revocation of Appointment Orders of Polling Agents	Yellow	Small	1 per PS
C-20	Cover for keeping Election Duty Certificate in Form X-C	Yellow	Small	1 per PS
C-21	Sealed Cover for keeping List of Challenged Votes in Form XVII	Yellow	Small	1 per PS
C-22	Cover for keeping the List of Blind and Infirm Voters and Declarations of the Companions	Yellow	Small	1 per PS
C-23	Cover for Declarations obtained from the Voters as to their Age and List of such Voters	Yellow	Small	1 per PS
C-24	Cover for Receipt Book and Cash in respect of Challenged Votes	Yellow	Small	1 per PS
C-25	Cover for keeping Unused and Damaged Paper Seals	Yellow	Small	1 per PS
C-26	Cover for keeping Unused and Damaged Address Tags	Yellow	Small	1 per PS
C-27	Cover for keeping any other paper that the Presiding Officer decided to keep in the sealed cover	Yellow	Medium	1 per PS
C-28	Plain Cover coloured BLUE for keeping the following items	BLUE	Big	1 per PS
	Handbook for Presiding Officer			
	Indelible Ink Set (with stopper having been secured on each indelible ink phial)			
	Stamp Pads			
	Metal Seal of Presiding Officer			
	Arrow Cross Mark Rubber Stamp			
	Distinguishing Mark Rubber Stamp			
C-29	Plain Cover coloured WHITE	WHITE	Big	1 per PS

COVERS REQUIRED AT THE TIME OF COUNTING:

C-30	Plain Cover coloured WHITE Cover for keeping Counted Ballot Paper bundles (Ward-wise and Candidate-wise) and also for other requirements during counting	White	Big	30 per Ward
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Sizes of Covers: Big: 16" x 12"; Medium: 12" x 10"; Small: 5" x 11"

White Medium

Postage Prepaid

ELECTION-IMMEDIATE

ELECTION TO THE MEMBER OF WARD _____ (NO. & NAME) OF
_____ MUNICIPALITY/NAGAR PANCHAYAT

COVER FOR POSTAL BALLOT PAPER (FORM-XII)
(NOT TO BE OPENED BEFORE COUNTING)

To
*The Election Officer

Signature of Sender: _____

* Election Officer to mention his / her full postal address.

PB-1

White Small

(NOT TO BE OPENED BEFORE COUNTING)

**ELECTION TO THE MEMBER OF WARD _____ (NO. & NAME) OF
_____ MUNICIPALITY/NAGAR PANCHAYAT OF _____ DISTRICT**

COVER FOR POSTAL BALLOT PAPER

Serial No. of the Ballot Paper: _____

PB-2

White Big

ELECTION TO THE MEMBER OF WARD _____ (NO. & NAME) OF

_____ MUNICIPALITY/NAGAR PANCHAYAT _____ DISTRICT

OUTER COVER FOR POSTAL BALLOT PAPER

***To**

*** Full postal address of the voter to be written here.**

PB-3

Brown Big

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

BIG COVER FOR KEEPING SEALED BROWN COLOURED COVERS

Date of Poll: _____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name: _____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-1

Brown Medium

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

COVER FOR BALLOT PAPER ACCOUNT

Date of Poll:_____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name:_____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-2

Brown Small

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

COVER FOR PAPER SEAL ACCOUNT

Date of Poll: _____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name: _____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-3

Brown Medium

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

**COVER FOR KEEPING THE DECLARATIONS OF PRESIDING OFFICER
BEFORE, DURING AND AFTER POLL**

Date of Poll: _____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name: _____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-4

Brown Small

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

COVER FOR PRESIDING OFFICER'S DIARY

Date of Poll: _____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name: _____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-5

Brown Small

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

COVER FOR VISIT SHEET

Date of Poll: _____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name: _____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-6

Green Big

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

**COVER CONTAINING ALL SEALED STATUTORY COVERS OF
GREEN COLOUR**

Date of Poll:_____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name:_____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-7

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

COVER FOR MARKED COPY OF ELECTORAL ROLL

Date of Poll: _____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name: _____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-8

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

**COVER FOR KEEPING THE SIGNED, BUT UNUSED BALLOT PAPERS
WITH COUNTERFOILS**

Date of Poll:_____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name:_____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-9

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

**COVER FOR KEEPING THE UNUSED BALLOT PAPERS
WITH COUNTERFOILS**

Date of Poll: _____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name: _____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-10

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

**COVER FOR KEEPING BALLOT PAPERS CANCELLED
FOR VIOLATION OF VOTING PROCEDURE**

Date of Poll:_____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name:_____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-11

Green Small

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

COVER FOR OTHER CANCELLED BALLOT PAPERS

Date of Poll: _____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name: _____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-12

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

**COVER FOR COUNTERFOILS OF USED BALLOT PAPERS &
COUNTERFOILS OF USED TENDERED BALLOT PAPERS**

Date of Poll:_____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name:_____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-13

Green Small

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

COVER FOR POLLED TENDERED BALLOT PAPERS

Date of Poll: _____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name: _____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-14

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

COVER FOR KEEPING THE LIST OF TENDERED VOTES IN FORM - XVI

Date of Poll: _____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name: _____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-15

Yellow Big

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

COVER FOR KEEPING ALL SEALED COVERS OF YELLOW COLOUR

Date of Poll: _____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name: _____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-16

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

**COVER FOR KEEPING COPIES OF ELECTORAL ROLLS
(OTHER THAN THE MARKED COPY)**

Date of Poll:_____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name:_____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-17

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

COVER FOR APPOINTMENT ORDERS OF POLLING AGENTS

Date of Poll:_____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name:_____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-18

Yellow Small

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

COVER FOR REVOCATION OF APPOINTMENT ORDERS OF POLLING AGENTS

Date of Poll:_____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name:_____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-19

Yellow Small

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

COVER FOR KEEPING ELECTION DUTY CERTIFICATES IN FORM - X-C

Date of Poll: _____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name: _____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-20

Yellow Small

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

COVER FOR LIST OF CHALLENGED VOTES IN FORM-XVII

Date of Poll: _____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name: _____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-21

Yellow Small

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

**COVER FOR LIST OF BLIND AND INFIRM VOTERS AND DECLARATIONS OF THE
COMPANIONS**

Date of Poll: _____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name: _____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-22

Yellow Small

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

**COVER FOR DECLARATIONS OBTAINED FROM THE VOTERS AS TO THEIR AGE AND
LIST OF SUCH VOTERS**

Date of Poll:_____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name:_____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-23

Yellow Small

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

COVER FOR RECEIPT BOOK AND CASH IN RESPECT OF CHALLENGED VOTES

Date of Poll: _____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name: _____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-24

Yellow Small

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

COVER FOR UNUSED AND DAMAGED PAPER SEALS

Date of Poll: _____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name: _____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-25

Yellow Small

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

COVER FOR UNUSED AND DAMAGED ADDRESS TAGS

Date of Poll: _____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name: _____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-26

Yellow Medium

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

**COVER FOR ANY OTHER PAPER THAT THE PRESIDING OFFICER DECIDED TO KEEP
IN THE SEALED COVER**

Date of Poll:_____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name:_____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-27

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

PLAIN COVER COLOURED BLUE FOR KEEPING THE FOLLOWING ITEMS

1. Handbook for Presiding Officer
2. Indelible Ink Set (with stopper having been secured on each indelible ink phial)
3. Stamp Pads
4. Metal Seal of Presiding Officer
5. Arrow Cross Mark Rubber Stamp
6. Distinguishing Mark Rubber Stamp

Date of Poll: _____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name: _____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

White Big

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

PLAIN COVER COLOURED WHITE

Date of Poll: _____

Polling Station No. & Name: _____

Election to the Member of Ward No. & Name: _____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

C-29

White Big

ELECTION TO WARD MEMBER OF MUNICIPALITY/NAGAR PANCHAYAT

**PLAIN COVER COLOURED WHITE COVER FOR KEEPING
COUNTED BALLOT PAPER BUNDLES
(WARD-WISE AND CANDIDATE-WISE)
AND ALSO FOR OTHER REQUIREMENTS DURING COUNTING**

Date of Poll:_____

Date of Counting: _____

Election to the Member of Ward No. & Name:_____

Name of the Municipality/Nagar Panchayat: _____

Name of the District: _____

Name of the Candidate: _____

C-30

(THIS COVER IS REQUIRED FOR ELECTION OFFICER LEVEL AT THE TIME OF COUNTING)