

**GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF GURDWARA ELECTIONS
'F' BLOCK, VIKAS BHAWAN, IP ESTATE, NEW DELHI – 110002.**

GENERAL ELECTION TO DELHI SIKH GURDWARA MANAGEMENT COMMITTEE 2021

CHECK LIST OF STATUORY AND NON-STATUTORY COVERS

Ward No.....

Polling Station No.....

S.No.	Particulars of Cover/Envelope	Check ✓
1.	Sealed Ballot Box(es)	
2.	Unused Ballot Box(es)	
3.	Ballot Paper Account	
4.	Paper Seal Account	
5.	Presiding Officer's Diary (First Copy)	
6.	Declarations by the Presiding Officers	

A. FIRST PACKET

(To be superscribed as "Statutory Covers" and sealed with Wax)

S.No.	Particulars of Cover/Envelope	Check ✓
1.	Sealed cover containing the marked copy of electoral roll	
2.	Sealed cover containing the other copy/copies of the electoral roll	
3.	Sealed cover containing counterfoils of used Ballot papers, including the tendered Ballot papers	
4.	Sealed cover containing unused Ballot paper with counterfoils	
5.	Sealed cover containing cancelled Ballot papers	
6.	Sealed cover containing the tendered Ballot papers and the list in Form 15	
7.	Sealed cover containing the list of challenged votes in Form 14	
8.	Sealed cover containing the signed but unused Ballot papers with counterfoils	
9.	Sealed cover containing the Ballot papers cancelled for violation of voting procedure	

1. Even if a statement or record to be put in any cover mentioned above is nil, a slip noting on it that the statement or record is "NIL" may be put in the cover, and the total number of nine covers be made so that no necessity arises for the official receiving the sealed boxes to enquire about the non-production of any of the sealed covers to be received by him.
2. After the receiving official has counted the nine sealed envelopes, the bigger envelope containing nine sealed envelopes be sealed by the Presiding Officer before handing over.

B. SECOND PACKET

S.No.	Particulars of Cover/Envelope	Check ✓
1.	Cover containing Presiding Officer's Diary Second copy	
2.	Cover containing the unused and damaged paper seal	

Note: Bigger envelope containing these two envelopes will be sealed by the Presiding Officer at the Reception Centre after the receiving official has counted the two envelopes.

C. THIRD PACKET (Not to be sealed)

S.No.	Particulars of Cover/Envelope	Check ✓
1.	Pusher for Ballot box and metal strip	
2.	Indelible ink set	
3.	Self inking pad	
4.	Handbook "Instruction to Presiding Officer"	
5.	Metal seal of the Presiding Officer	
6.	Arrow cross mark rubber stamps	
7.	All the other remaining items including unused canvas bags or cloth, as the case may be, for wrapping Ballot box or boxes	
8.	Sealed cover containing the election duty certificates in Form 12B	
9.	Sealed cover containing the list of blind and infirm electors in form 14A	
10.	Sealed cover containing the declarations of companions	
11.	Cover containing the receipt book and cash, if any	
12.	Cover containing the appointment letter of polling agents	

D. FOURTH PACKET (Not to be sealed)

This packet may contain the remaining items.