



THE BAR COUNCIL OF THE STATE OF ANDHRA PRADESH

R.O.C.Ele. No. 28 of 2026

Dt. 29-01-2026

INSTRUCTIONS TO POLLING OFFICERS

- (1) The Polling Officer shall receive the Ballot Boxes, Ballot Papers, Voters List, Sealing Kit sent by the Bar Council through DTDC Courier Service and acknowledge the receipt of the same, after observing that the locks and seals of the Ballot Boxes are intact.
- (2) The Ballot Boxes are made of Tin Sheet and are covered with a Cloth Bag. After receiving the Ballot Boxes, the Boxes and Kit shall be kept in safe custody under the lock & seal of the Polling Officer.
- (3) The Polling Officer shall accommodate to install C.C.TV cameras (to be provided by the Bar Council) for continuous recording of the polling. (i.e. from 10.00 am to 5.30 pm) and to monitor of the same by the Bar Council.
- (4) That Ballot Papers will be sent in sealed cover and the cover should be opened on 13-02-2026 at 10:00 a.m. The Polling Officer shall count the Ballot Papers received and enter the same in the Ballot Paper Account Form.
- (5) Along with Ballot Papers, the following papers will be sent separately
 - (i) List of Voters of the Polling Station (2 sets)
 - (ii) Ballot Paper Account sheet
 - (iii) Instructions to Voters
 - (iv) Instructions to contesting candidates
 - (v) Sealing Kit (sealing wax, cotton thread, stitching needle, 2 match Boxes and Iron Scale)
- (6) In Order to ensure fair and transparent Elections, carrying of Mobile Phone or other gadgets are strictly prohibited into the Polling Booth. While entering into the Polling Booth, the Voter shall deposit the mobile phone before the Polling Officer and after completing Voting Process, can collect the same. If any voter disobeys the same, he/she shall not be permitted to vote.



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- (7) The Polling Officer shall arrange one or more Polling Booths according to the necessity at the Bar Association Room, wherein the Voters shall record their preferences on the Ballot Paper, without being observed by others. Copies of Instructions to Voters, shall be affixed in the Polling Booths and at two visible places near to Polling Booths.
- (8) On 13-02-2026 at 10:00 A.M., the Polling Officer shall remove the lac seal on cloth cover of the Ballot Box and take out the Ballot Box from the cloth cover, in the presence of the candidates or their Agents, if present. After removing the cloth cover, a cardboard could be seen, which is placed over the Ballot Box for the protection of the Ballot Box. The cardboard should be preserved for repacking along with the cloth cover.
- (9) The Ballot Box will be closed with a sealed Lock and the key will be with the Secretary, Bar Council. The Lock should not be touched or disturbed. After removing the cardboard, a slit will be at the top of the Ballot Box, which will be covered with sticker, containing the signature of the Returning Officer. Just before the Polling, the tape should be removed so that the slit will be open for Polling.
- (10) The Ballot Box should be placed on a table at the concerned Bar Association in front of the Polling Officer, which should be visible to all, at the time of Polling.
- (11) **Issuing of Ballot Paper :** The Ballot Paper should be issued to the voter on production of Identity Card issued by the Bar Council on Enrolment/ COP / ID Card issued by the concerned Bar Association, by taking the signature of the Voter in the Voters' List, sent by the Bar Council to the Polling Officer. The Serial number on the Ballot Paper has nothing to do with serial number in the Voters' List. The Polling Officer need not note the serial number of the Ballot Paper, issued to the Voter either in the Voters' List or anywhere. The Polling Officers are requested to maintain secrecy of the vote.



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- (12) The Names of the Advocates, shown in the Voter List are entitled to exercise their franchise, irrespective of payment of subscription to the Bar Association, concerned.
- (13) **Hours of Polling :** The Polling should commence at 10.30 a.m. on 13-02-2026 and should be closed as soon as all the voters shown in the Voters' List have exercised their franchise or by 5:00 p.m. If the voters are in 'Q' by 5.00 p.m., they shall be allowed to vote.
- (14) **Method of Voting:** After receiving the Ballot Paper, voter shall get into the Polling Booth and record his preferences on the Ballot Paper secretly, as per the instructions given in the "Instructions to Voters". The Voters shall after filling the Ballot Paper, fold the same in the Polling Booth itself and deposit the same in the Ballot Box, by inserting through slit.
- (15) When a Ballot Paper has been handed over to a Voter, a second Ballot Paper shall not be issued to Voter, unless he satisfies the Polling Officer that the Ballot Paper issued has been spoilt or mutilated or destroyed. Such Ballot Paper shall be marked by the Polling Officer thereon, as "Spoilt & Cancelled" and shall be returned to the Council along with unused Ballot Papers.
- (16) Extra Ballot Papers will be sent in a separate sealed cover. The Polling Officer shall open the cover in case of deficiency of Ballot Papers, either due to improper printing or tearing/damage of the Ballot Paper. Otherwise, such sealed cover shall be returned to the Council, without opening.
- (17) The Polling Officer shall authorize the Agents to watch the proceedings if sponsored by any candidate for Election, on furnishing the particulars of the Agent, such as Name, Enrolment Number, Place of Practice, Phone number etc. The Agents on Election duty are also strictly prohibited to carry Mobiles / any other Gadgets into the Polling station.



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- (18) **Delegation of Duties of Polling Officer:** If the Polling Officer owing to illness or other unavoidable cause, is obliged to absent himself from the Polling station, his functions shall be performed by such person or persons, who shall be the Members of the Bar, authorized by the Polling Officer, in writing. The Polling Officer can take the assistance from the Members of the Bar for performing such functions. The Polling Officer can exercise his franchise during the polling hours, at his convenience.
- (19) The contesting candidates are permitted to enter the Polling station to observe the Polling and leave the station, after few minutes. The contesting candidates are also restricted to carry Mobiles/Cameras into the Polling Station, during the Polling.
- (20) After polling, the Polling Officer should close the slit completely with gum tape and put his signature on the slit in the presence of the candidates or their Agents. The Polling Officer should ensure that the slit is completely closed.
- (20) **Sealing of Ballot Boxes:** After the Ballot Box is closed, the cardboard shall be placed over it and should be put in the cloth cover and should be stitched properly and sealed with lac with the seal of the Polling Officer and should be sent to the Returning Officer, Bar Council. The Polling Officer can make use of address already written on the cloth cover, while sending back the Boxes, by changing the words **“To” as “From” and “From” as “To”**.
- (22) **Papers to be returned by the Polling Officer:**
1. The Voters' List containing the signatures of the Voters, to whom Ballot Papers are issued;
 2. The unused Ballot Papers in main cover;
 3. Extra Ballot Papers sent in sealed cover;
 4. The cancelled Ballot Papers, if any;
 5. Ballot Paper Account Form (duly filled up) ;
 6. Letters received to appoint Polling Agents, if any;
 7. Letters of received to appoint Polling Officer, if any; and
 8. Any other paper or papers, which the Polling Officer intends to send.



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- (23) All the Ballot Boxes and Papers are to be handedover to the authorized Person of DTDC Courier with signature of Polling Officer, after completion of polling. The name of the DTDC Courier Agent, who collects Ballot Boxes will be informed separately.

Returning Officer
Election for
Bar Council of Andhra Pradesh
AMARAVATI

(Justice A.V. Sesa Sai),
Former Judge, High Court of A.P.
Returning Officer,
Bar Council of Andhra Pradesh,
AMARAVATI.