

**PRESIDING OFFICER'S DIARY**

Municipal Council/Nagar Panchayat/Ward Development Committee Member  
Elections, 20 .....

1. Date of poll:
2. Number & name of polling station:
3. Number of polling officers recruited locally, if any:
4. Number of ballot boxes used:
5. Number of polling agents and the number who arrived late:
6. Number of candidates who had appointed polling agents at the polling stations.
7. Number of ballot papers issued at the polling station:
8. Number of electors who voted -  
Men .....  
Women .....  
Total .....
9. Challenged votes –  
Number allowed .....  
Number rejected .....  
Amount forfeited Rs. ....
10. Number of electors who voted with the help of companions:
11. Number of tendered votes:
12. Whether it was necessary to adjourn the poll and if so, the reasons for such adjournment.
13. Numbers of votes cast -  
from 8 a.m. to 12 a.m.  
from 12 p.m. to 3 p.m.  
from 3 p.m. to 4 p.m.
14. Number of slips issued at the closing hour of the poll:
15. Electoral offences with details :  
Number of cases of –  
a) canvassing within one hundred meters of a polling station :  
b) impersonation of voters :  
c) bribing of voters:  
d) intimidation of voters and other persons :
16. Was the poll interrupted or obstructed by-  
a) riot :  
b) open violence :  
c) natural calamity :  
d) any other cause :  
Please give details of the above.
17. Was the poll vitiated by –  
a) any ballot box used at the polling station having been unlawfully taken out of the custody of the Presiding Officer –  
i. accidentally or intentionally lost or destroyed :  
ii. damaged or tampered with :  
b) the ballot papers having been unlawfully marked by any person and deposited in the ballot box :  
Please give details.
18. Serious complaints, if any, made by the candidates:
19. Number of cases of breach of law and order:
20. Report of mistakes and irregularities committed, if any, at the polling station :
21. Whether the declarations have been made before the commencement of the poll and if necessary, during the course of poll when a new ballot box is placed for reception of marked ballot paper and at the end of poll as necessary:

**Place :**  
**Date :**

**Presiding Officer**