

**DELHI & DISTRICT CRICKET ASSOCIATION (DDCA)**

**Arun Jaitley Stadium, Feroze Shah Kotla Ground, Delhi-2**

**DDCA ELECTION 2024**

**Instructions for “Counting of Votes” on 16.12.2024,**

- 1) The Counting of Votes for the DDCA Election – 2024 shall take place on 16.12.2024.
- 2) Strong Room will be **opened at 9.00 A.M** in presence of Contesting Candidates/their Authorized Representatives, who may be present at the Strong Room. The Candidates can come in advance at the “Strong Room” where the Ballot Boxes are Stored. They can observe the process of opening of Strong Room.
- 3) It is made clear that Candidates may witness the proceedings but opening of the Strong Room will be done at the appointed time 9.00 A.M and the E.O/R.O will not wait for any particular Candidate/Authorized Representative before opening the Strong Room at the Appointed Time.
- 4) All the Contesting Candidates are allowed to appoint TWO “Counting Agents” (at a time ONE may remain Present in the Counting Hall and the other will be Reliever). Counting Agents of Candidates of One Hall will be allowed to witness the Counting Process in the Counting Hall for which He/She is appointed.

- 5) (1) Each Contesting Candidate can nominate TWO PERSONS as His/Her Counting Agents. The Counting Agents can be appointed as per the following alternatives:
- a) **Alternative 1**: Both the Counting Agents can be members of DDCA, (whose Name is include in the Final Electoral Roll of DDCA).
  - b) **Alternative 2**: One Counting Agent can be a member of DDCA and one Counting Agent can be a Non-Member.
  - c) **Alternative 3**: Both the Counting Agents can be Non-Members.
- 5) (2.1) Any person (Member or Non-member) who is proposed to be appointed as counting would have to give a Passport Size color photograph.
- 5) (2.2) If a Non-Member is to be appointed as a Counting Agent, His/Her Passport Size color photograph would have to be given. A zerox copy of the ADHAR CARD would also have to be submitted.
- 5) (3) If a Non-Member is to be appointed as a Counting Agent, He/She should not be a Member of a Legislative Body.
- 5) (4) He/She should be a Resident of Delhi.
- 5) (5) The Non-Member should not have any Bad Record with the Police Authorities.
- 5) (6) The Application Form for Appointment of a Counting Agent -- **Member of DDCA / Non-member of DDCA would have to be submitted as per Annexure-I is enclosed.**
- 5) (7) The Application Form for the Appointment of Counting Agents by the candidate may be submitted in the office of Electoral office up to 15/12/2024.
- 6) Normally one Counting Agent would be allotted to be present at the Counting Centre at any given point of time.
- 7) Ballot Boxes for **Office Bearers** Posts would be shifted to “**Control Room**” , **Counting Hall No.1 and the Ballot Boxes for the post of Directors would be shifted to “Dressing Room” , Counting Hall No.2. In Counting Hall**

No.-1( **“Control Room”** ) Ballot Papers for the FIVE( 5) Office Bearers Post would be Counted whereas in Counting Hall No. 2 ( **“Dressing Room”** ) Ballot Papers for the SEVEN (7) Director’s Posts would be Counted.

8) (i) All the Ballot Boxes would be opened in the respective Counting Halls after the Contesting Candidates/their Authorized Representatives are satisfied that the Seals etc are not tampered with. All the Candidates and their Counting Agents, who have been duly Appointed by the Election Officer/R.O can remain present in their Respective Counting Halls.

(ii) All the Ballot Papers would now be taken out of the Ballot Boxes and would be staked into Bundles of 100 each. Now the account of the Ballot Papers found in the Ballot Boxes would be ascertained and will be matched with the account of Votes polled. Any short fall in the number of Ballot Papers would be noted in the Counting Sheet. E.O will make an announcement regarding number of Rounds of Counting Process and any other important aspect of Counting Process.

9) The Returning Officer/Assistant Returning Officer(R.O/ARO) will now take up counting of votes polled by taking one bundle of Ballot Papers containing 100 ballot papers. Counting Assistants will be seated in front of the R.O/ARO. Votes recorded in each Ballot Paper would be announced by the R.O/ARO on the Public Address System(PAS) in the Counting Hall and the Counting Assistants will note the Votes secured by Candidates in the Counting Sheets. Arrangements have been made for display of Votes Recorded in the

TV Screen display. All the Contesting Candidates are allowed to appoint TWO “Counting Agents” (at a time ONE may remain present in the Counting Hall and the other will be Reliever) . Counting Agents of Candidates appointed for the Concerned Counting Hall would be allowed to witness the Counting Process for that Counting Hall only.

10) First 50 votes will be read over PAS in detail ie. Name of the candidates who gets Vote and His/Her serial number in the Ballot Paper in full would be read and after reading of 50 Ballot Papers, only the serial number of the Candidate who gets the vote in the Ballot Paper would be read .

11) After Counting of 100 votes, the RO/ARO will announce the Votes secured by each Candidate. Candidates/Counting Agents may note the count of the Votes polled and in case of any doubt, seek clarification or request for recount of Votes of particular Candidate in respect of whom there is doubt about the votes recorded by the Counting Officials. **Request for Recount of previous Rounds will not be entertained.**

12) Votes polled by each Candidate will be recorded in the Counting Sheet. After Counting of all the Votes, the Election Officer/R.O/ARO will announce the result of the Counting and further will issue Declaration of Result.

Dated: 14 .11.2024

TAPAS KUMAR BHATACHARYA  
RETURNING OFFICER

**ANNEXURE-I**

To

Date: - \_\_\_\_\_

**Returning officer,  
DDCA Election 2024,**

**Subject: - Appointment of Counting Agents and Issuance of Identity Card to the Counting Agents for the DDCA Election -2024.**

Sir,

Kindly Appoint following Persons as My Counting Agents for the DDCA Election-2024.

**(I) Counting Agent No-1**

- 1. Name \_\_\_\_\_
- 2. S.N. in the Final Electroll for  
DDCA Election 2024 \_\_\_\_\_
- 3. Signature \_\_\_\_\_

**(II) Counting Agent No-2**

- 1. Name \_\_\_\_\_
- 2. S.N. in the Final Electroll for  
DDCA Election 2024 \_\_\_\_\_
- 3. Signature \_\_\_\_\_

Contestant Candidate for the Post of \_\_\_\_\_ Name \_\_\_\_\_  
Signature \_\_\_\_\_

**Note: - 1. The Candidate concerned would have to decide as to Whether He/She would like to have ONE/TWO Counting Agents to Work on His/Her behalf.**

**2. The Candidate concerned would also have to submit Passport Size Color Photograph of the Concerned Counting Agents. In case of Non-Members, a Zerox Copy of the Adhar Card would also have to be submitted.**