URGENT COUNTING INSTRUCTIONS

1. Counting shall start at 5.00PM sharp.
2. Ballot Papers will be segregated for Central Team (Pink in colour) and for District Team (white in colour) and make bundles of 50 each.
3. First counting of Central Team shall take place. There are 60 candidates for this committee. Names will be noted down from the ballot paper account in rough sheet with sufficient space. Number-01 sheet will be for President, Senior Vice President, Vice President and Number-2 Sheet will be for General Secretary, Secretary, Organising Secretary, Office Secretary and Number-03 sheet will be for Cultural Secretary, Press Secretary, Treasurer, Internal Auditor so that each sheet will have 20 names.
4. PO-1 will have Number 1 sheet, PO -2 will have sheet Number-2 sheet and PO-3 will have Number 3 sheet. Pr.O/PO -4 will call the names from ballot paper for each post about the votes polled to record by above three POs in their respective sheets by drawing a vertical line up to 4 (i.e. IIII ) against the name of candidate. For fifth vote they will draw slant line (i.e \ ) over above four vertical lines to make a block of 05 votes so that it will be easier to count number of votes polled by a candidate by multiplying number of blocks into five and adding the remaining lines.
5. After completion of counting for Central Team Pr.O will prepare the part-II of the ballot paper account for result for counting. He will sign it at the place provided and take signature of counting agents present and provide a photo copy thereof to each agent if they desire or they can note down the figures.
6. In case of District Team PO-1 will have sheet-1 for District Secretary, PO-2 and PO- 3 will have sheets for Executive Members in ratio of 50-50 %. Pr.O/PO-4 will call the names from ballot paper of District Team for each post about the votes polled to record by above three POs in their respective sheets in the above manner.
7. After completion of counting for District Team Pr.O will prepare the part-II of the ballot paper account for result for counting. He will sign it at the place provided and take signature of counting agents present and provide a photo copy thereof each if they desire or they can note down the figures.