



झारखण्ड राज्य विधिज्ञ परिषद्
JHARKHAND STATE BAR COUNCIL

(Statutory Body Constituted Under The Advocates' Act, 1961)

Justice Colony, North Office Para, Doranda, Ranchi-834002

Phone : 0651-2410008, 62039 16170

E-mail : jharkhandstatebarcouncil2005@gmail.com | Website : www.jharkhandstatebarcouncil.org

Ref. No. : 366/2026

Date : 26/02/2026

**GUIDELINE FOR ALL CONCERNED FOR THE ELECTION OF
JHARKHAND STATE BAR COUNCIL, 2026-2031**

Responsibilities and authorities of the Election Officers (Presiding officers and polling officers) deputed by the JSBC for the conduct of elections of the Bar Council as per Bar Council of Bihar (Jharkhand) Election Rules, 1968 & Chapter II of Bar Council of India Rules (For qualification /Disqualification and Procedure for Election and Code of Conduct for the Elections of SBC.BCI), 2023.

THE TERM 2026-2031.

A. GUIDELINE FOR ELECTION OFFICERS

1. Every officer is requested to read the Bar Council of Bihar (Jharkhand) Election Rules, 1968 r/w **Chapter II of Bar Council of India Rules (For qualification /Disqualification and Procedure for Election and Code of Conduct for the Elections of SBC.BCI), 2023** and to work under the overall supervision and direction of the Returning Officer for the purposes of the election.
2. Every Presiding Officer (President/Secretary/senior member of Adhoc Committee of the Associations) or the person, nominated by the Chief Returning Officer, shall function in consultation with polling officer. However, the decision at the spot by the Presiding Officer shall prevail subject to final decision taken by the Returning Officer in the matter.
Clause:- Candidates, proposer and Secondor of the Candidate shall not be the Presiding Officer)
3. Every election officer shall be impartial in his discharge of function and any partiality, misconduct shall he dealt with under appropriate provision of law.
4. (a) Polling officers who are deputed to (1) Barhi, (2) Koderma, (3) Bokaro, (4) Chaibasa, (5) Chakradharpur, (6) Jamshedpur, (7) Chatra, (8) Chattarpur, (9) Hussainabad, (10) Daltonganj, (11) Deoghar, (12) Madhupur, (13) Dhanbad, (14) Dumka, (15) Garhwa, (16) Nagar Untari, (17) Ghatsila, (18) Giridih, (19) Godda, (20)



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Mahgama, (21) Hazaribag, (22) Jamtara, (23) Latehar, (24) Lohardaga, (25) Gumla, (26) Pakur, (27) Rajmahal, (28) Sahibganj, (29) Seraikela, (30) Simdega, (31) Chandil and (32) Tenughat **shall be present at 7.00 AM sharp on 11.3.2026** at the office of Jharkhand State Bar Council, Bungalow No.08, Near Kendriya Vidyalay, Doranda, Ranchi. The Polling Officers who are deputed to places other than the aforementioned **shall report at 6:00 AM sharp on 12.03.2026** (1) Jharkhand High Court (2) Civil Court, Ranchi (3) Khunti, (4) Ramgarh (5) Bundu at the same venue.

(b) Polling officers shall receive the election materials as per Articles Chart and verify the same.

(c) Polling Officers shall receive their honorarium and also that of Presiding Officer.

(d) Polling Officers shall take phone numbers of the President, Presiding officers and other office bearers of the concerned Bar association and other important phone numbers as may be provided to them.

(e) Polling officers shall take charge of allotted vehicle alongwith detail of driver etc.

(f) Polling Officers shall contact the Presiding Officer, local Bar Association and the JSBC office immediately on reaching the concerned place.

(g) At the local Bar, check the facilities for the conduct of elections ie. the place where election officers will be seated, and where voters will wait for their turn before their credentials are verified, where ballot papers will be distributed, and where voters will wait for their turn to cast their votes, and the screened areas. They shall check that arrangements have been made to ensure there is no opportunity for anyone to know the preference cast by any voter, and no opportunity for the voters to be able to show their votes or to record their preference electronically For the purpose, the voters must not be able to carry any electronic device like mobile phones.

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Any advocate whether voter or not, who violates or help the violation of instructions shall be liable for action under Section 35 of Advocates Act, 1961 and any other person shall be liable for action as per law. To ensure this, the Polling officers are authorised to recommend action for consideration by Returning Officer. All arrangements must be checked to be ready before the poll commences.

(h) Ensure that uninterrupted CCTV/video recording facilities are installed inside the polling booth. However, it must be strictly ensured that the secrecy of the vote is fully protected and no individual's voting choice is recorded.

(i) Ensure that CCTV cameras are installed and recording within a 10-meter radius surrounding the entrance area for voters.

5. The Polling Officer (s) shall-

(a) Be present at the poll booths at least two hours before the time prescribed for commencement of poll i.e. be present by **8 a.m. as the poll is to commence from 10 AM till 5:00 PM** .

(b) Prior to the commencements of the polls, show the representatives of the local Bar, the sealed Ballot Boxes, and other relevant material like packets of Ballot Papers, the voters' list, etc. The same should be video recorded.

(c) Remove the paper cover from the ballot boxes one by one, and place them at the designated place. Ensure that several office bearers of the local Bar are first shown the intact paper cover before the same is removed.

(d) Shall ensure that either CCTV or Videograph of polling booth is in place and the recording has to be uninterrupted. It is also to be ascertained that proper arrangement for continuous recording till the termination of voting has been arranged.

(e) Commence poll at the prescribed time.

(f) Suspend poll for lunch for not more than half an hour preferably between **1.00 P.M. to 1.30 P.M.** Adequate precautions for safety of ballot Boxes and papers at such time shall be taken by the Presiding officers, Polling officers and the local Bar Association.



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- (g) The Polling time is from **10:00 AM to 5.00 PM** with half an hour lunch preferably between 1:00 PM to 1:30PM. Provided that all such voters who are already present for casting their votes at the polling booth at **5:00 PM** shall be allowed to cast their votes.
6. (a) Ensure that each voter is (i) duly identified from the voters' list, (ii) Voter's Adhar Card no or Voter Identity Card no. is duly recorded, (iii) serial number of ballot paper of voter be recorded, (iv) voter's signature is taken, and thereafter, (v) ballot paper is allotted to the concerned voter only and not to his representative
- (b) If there is any discrepancy between the voters list and Adhar Card or Voter's Card of the concerned voter, the names and details on ballot paper and the voters' list shall prevail but trivial discrepancies may be ignored if other details and photograph matches.
- (c) If there is any discrepancy between the voters' list and the name of any candidate described on the ballot paper, the details in ballot papers shall prevail and shall be deemed to replace the details of voters' list
- (d) Only one Ballot Paper be allotted to one voter
- (e) After conclusion of voting process, the unused ballot papers, if any, shall be counted and duly recorded as such in a paper with proper signature(s) of the polling officer(s) and the said paper shall be countersigned by minimum four office bearers of the local Bar association in order of seniority available at the station alongwith stamp of Bar association. The unused ballot papers, if any, shall be sealed in the large box. The entire process should be video recorded.
7. **The Presiding officer(s) and the Polling Officer(s) are authorized to report against any person who violates the aforementioned instructions as also against the persons who videograph/photograph or record once own vote or preferences. Such person shall be liable to action under law**
8. The Presiding officer(s) as well as Polling Officer(s) shall ensure that there is no campaign, canvassing or persuasion for vote by anyone near the polling booth as well as inside it.
9. The Presiding officer(s) and the Polling officer(s) shall not enter polling booth unnecessarily and it is only in the emergent circumstances that



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they can enter the polling booth during the voting process and for that there shall be proper recording of reason, time and period of stay inside it. This report along with other reports must be sealed in the large box.

10. If there is any dispute that shall be resolved by the Presiding Officer in consultation with Polling Officer but the decision of the Presiding Officer shall prevail and the same shall be subject to subsequent decision of the Returning Officer
11. It is again emphasized that polling officer(s) shall count total number of unused ballot paper, if any, and record such details in a paper under their signature(s) as well as with the countersignature(s) of minimum four office bearers of the local Bar association. This recording has to be sealed inside the large box. The unused ballot papers shall also be sealed in the large box. The report of the Presiding Officer(s) shall be taken in Form D of the Election Rules.
12. After conclusion of the voting process, the ballot box(es) shall be sealed first by the Presiding Officer(s) with the cooperation of the Polling Officer(s). Thereafter the ballot box(es) shall be sealed by the local Bar association. Evidently, there has to be double sealing likewise. The lock of the large box shall be sealed by local Bar Association. The entire process has to be video recorded.
13. **The master recording of the videograph or CCTV at the conclusion of the voting shall be immediately handed over to the Presiding Officer in presence of the Polling Officer(s) and be sealed along with other aforementioned articles in the large box.**
14. After conclusion of the voting, process, preparation of the reports by the Presiding Officer and the Polling Officer(s) under counter signature(s) of the local Bar association and sealing of ballot box(es) along with other articles as aforementioned the polling officer(s) shall commence the return journey as per the direction given to them. It is to be ensured by the Polling Officer(s) that there is no unnecessary and undue stay or break of journey and they shall also keep Council's office posted about their return journey.

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15. Polling Officer(s) shall handover the ballot box(es) and other materials to the personnel of Jharkhand State Bar Council as authorized by the Chief Returning Officer alongwith sealed cover report as per Form-D and any other report that they may be deem fit proper.

B. GUIDELINE FOR VOTERS

1. To receive ballot paper:

- a. The voter must visit the poll booth at the prescribed time which is 10 AM to 5 PM. The poll will be suspended at Luch time for maximum half an hour. The lunch time is scheduled preferably between 1:00 PM to 1:30 PM for half an hour.
- b. Where there are a large number of voters, multiple polling officers have been deputed. They have been assigned ballot papers for voters of names that commence/start with particular alphabets. **The voter must check as to which polling officers she/he must go to receive the ballot paper.**
- c. The voter must carry Adhar Card issued by UIDAI or voters' Identity card issued by the Election Commission or Identity card issued by JSBC for identification and receiving of Ballot Paper.
- d. The voter must peacefully wait for his turn and duly show Adhar Card or Voter's identity card or Identity Card issued by JSBC to receive the ballot paper after recording of the concerned number and putting his signature and the peacefully proceed to the polling booth for casting vote.
- e. If there is any dispute, same shall be resolved by Presiding Officer in consultation with Polling Officer but decision of Presiding Officer shall prevail and the same shall be subject to subsequent decision of the Chief Returning Officer.

2. Necessary Precautions:

- a. The voter shall not carry any mobile phone or any other electronic device namely camera, Video Camera, Recorder etc inside the polling booth/screen place. The voter shall not canvass for any candidate inside the Polling Booth as well as in its vicinity. This should be strictly followed.



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- b. That voter shall not show his votes to any one inside the polling booth, screen short. The voter shall not record/photograph/videograph in manner his preferences of cast.

Note: If any voter violates any of instructions, the voter and Presiding Officer will be responsible and they may be subjected for appropriate action under section 35 of the Advocates Act.

3. How to cast vote:

- a. Each voter shall have a maximum of **twenty three** preferential votes.
- b. Every voter shall be required to exercise at least 5 preferences/options on their ballot papers, failing which, the ballot may be declared invalid depending on the discretion of Returning Officer.
- c. Voter **must use only words** i.e "One", "Two", "Three", "Four", upto "Twenty Three". The voter is free to cast five preferences upto a maximum number of "Twenty Three". Preferences must be sequence wise. Thus, if the voter wants to case his preference vote "Two" for any candidate, voter for the first preference i.e "One" must also be cast. Similarly, one has to cast "One" and "Two" also be able to cast vote for preference no. "Three:
- d. The mark "one", "Two", "Three", etc must be marked at the prescribed place i.e opposite the name of concerned candidate.
- e. Voter shall not put any mark on the ballot paper other than aforesaid and in that case it shall stand invalidated.
- f. The voter **must not** use figures like 1 or 2 or 3 to show his preference i.e to cast his vote otherwise the ballot paper will be rejected

Note:

- i. Any clearly physically challenged person may seek the help of Presiding Officer to cast his vote which may direct any



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- senior advocate of the Bar to provide such assistance or may himself render such assistance to the voter.
- ii. All the advocates shall render all assistance to the designated polling Officers and Presiding Officer/s for smooth conduct of polls.
- iii. Any advocate who is present at the poll booth but fails to render assistance when requested or is proven to have created problems to hurdle the smooth conduct of poll shall be liable to actions for "Misconduct" under section 35 of the Advocates' Act.


Date: 26.02.26

**Chief Returning Officer
Jharkhand State Bar Council**