



AIR TRAFFIC CONTROLLERS' GUILD (INDIA)
OFFICE OF THE CHIEF ELECTION COMMISSIONER, CEC ELECTION 2026

EC/ATCGI/CEC-ELEC-2026/ 134

Date: 20/04/2026

**PROCEDURE FOR COUNTING OF VOTES
(SINGLE BALLOT PAPER SYSTEM)**

1. INTRODUCTION

This document lays down the detailed step-by-step procedure for counting of votes to ensure transparency, accuracy and integrity of the election process.

2. MAJOR COMPONENTS OF COUNTING

The counting process shall consist of the following stages: Opening of ballot boxes, Reconciliation, Sorting, Counting, Verification, and Declaration of Results.

3. PRE-COUNTING CHECKS

Ensure only authorized personnel are present. Verify counting hall security, sealing arrangements and availability of tally sheets and stationery.

4. OPENING OF BALLOT BOXES

Ballot boxes shall be opened in the presence of Returning Officer, Observer and counting agents after verifying seals. Contents shall be emptied on the table.

5. RECONCILIATION OF BALLOTS

Total ballots shall be counted and matched with issued ballots. Segregate used, unused and spoiled ballots. Any discrepancy must be recorded and resolved.

6. MIXING OF BALLOTS

All ballots shall be mixed thoroughly to maintain secrecy before counting begins.

7. SORTING AND BUNDLING

Ballots shall be unfolded and grouped in bundles (50) after checking for its validity. Thereafter ballot number shall be masked for secrecy. Each bundle shall be counted twice for accuracy.

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20/4/26



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8. COUNTING OF VOTES (SINGLE BALLOT SYSTEM)

Counting Team Structure

For the purpose of counting, there shall be 04 Counting Teams, namely Team A, Team B, Team C, and Team D. Each Counting Team shall consist of at least 3 members (One will read out the votes for each candidate and other two shall mark/fill the counting sheet provided). However, depending upon the availability of manpower, O/o CEC may increase or reduce the number of Counting Teams.

Each counting team will collect 01 bundle of 50 ballot each and after counting will hand over each bundle to their counterpart teams for recounting. Record of Handover/Return of bundles shall be maintained by election commission.

A counting sheet is used to record votes for each candidate. Each ballot shall be examined and counted carefully. Votes shall be recorded post-wise {President, GS, VP, AGS, Treasurer, Member (Female), Members (general 05 post) in the counting sheets, each filled square will represents 5 votes (Five-bar tally system) for a candidate. At the end, the total for each will be easy to count.

All 04 teams will count and recount 200 votes in one round. (More teams will be added subject to availability of manpower)

After completion of a round of counting by all counting teams, the ballots and counting sheets shall be handed over to the CEC/EC for updating the records in master sheet. The Counted ballots shall be matched with valid, invalid and disputed votes for each bundle of 50 ballots. The counted valid ballots shall be bundled and along with Invalid ballot & disputed ballots shall be handed over to CEC/EC

After submitting all bundles by all counting teams, next round of counting will start, and procedure mentioned above shall be followed. As far as practicable each round of counting will commence simultaneously by all teams.

9. HANDLING OF DISPUTED BALLOTS

All disputed ballots shall be kept separately in a box marked for such use. Final decision on its validity shall be taken by the nominated officer of the rank of senior Jt.GM, CATC and his decision shall be binding on all.



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10. VOTE COUNT MECHANISM

The counting sheets having records of the votes for a particular counting station will be signed by the concerned counting officers. A swap of bundle will take place between two counting stations for double check. Separate counting sheet shall be used after swap. If errors are detected while tallying the votes of same station or its counterpart, the recounting of the disputed bundle shall take place by team of EC.

11. PREPARATION OF RESULT SHEETS

Once the counting process is over, ECs will verify the numbers from each round and prepare the statements of vote round wise mentioning total valid votes and invalid vote. The statement of votes must be signed by election commissioners and the representatives of candidates prior to declaration of result.

12. DECLARATION OF RESULTS

Election commission shall declare results.


13. POST COUNTING PROCEDURE

Ballots shall be sealed and kept in safe custody for minimum period 07 days before shredding.

14. PROCEDURE FOR RECOUNTING

Any candidate wishes to recount the vote he/she shall appeal within 03 days of declaration of result to the O/O CEC with valid reasons for recounting. Recounting request shall be made only by runners up candidates of each post and such request shall be looked upon its merit by EC.

Recounting will be done as per above procedure and in case of different outcome, CEC will revise its result.


20/04/26

(Ankur Singh)

Chief Election Commissioner
ATC GUILD (I), CATC Prayagraj