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STATE ELECTION COMMISSION, HARYANA,
Nirvachan Sadan, Plot No. 2, Sector 17, Panchkula.

No. SEC/2ME/2013/1857-1863

Dated:- 16.03.2013

To

The Deputy Commissioners
Ambala, Panchkula, Yamuna Nagar, Karnal, Panipat, Rohtak and
Hisar

Subject: Preparation of electoral rolls of Municipal Corporation
Ambala, Hisar, Karnal, Rohtak, Panchkula, Panipat and
Yamunanagar- Instructions for establishment of polling
stations regarding.

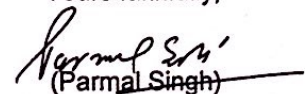
Sir / Madam,

I am directed to invite your attention towards chapter III (copy enclosed) of the hand book for Returning Officers for the elections of Municipal Corporation which provides detailed guidelines for the selection of polling stations. As directed by Hon'ble State Election Commissioner, Haryana, in the meetings at a few district levels held in the recent past, the final electoral rolls of each ward would be required to be divided into polling stations and the polling station-wise shall also be printed on the final roll.

2. I am further directed to say that the Commission earlier vide its letter no. SEC/2ME/2013/1121-26, dated 05.03.2013 has directed that the polling stations shall be set up on the scale of 1,000 voters per booth. The figure of 1,000 voters per polling station is an indicative number and the numbers of voters per polling stations can be increased up to 1,500 as per the guide lines mentioned above. In case the distance of polling station being more than 2 Km a polling station with lesser than 1,000 voters can be set-up, provided such a polling station is not more than 2 km away from the colony.

3. I am, therefore, directed to request you that guide lines mentioned above be followed in letter and spirit while selection of polling stations in the above said Municipal Corporations and a list of the proposed polling stations to be set up in the Municipal Corporations be sent to the Commission by **March 20, 2013, positively** so that the same could be approved by the Commission by March 25, 2013.

Yours faithfully,


(Parmal Singh)

Asstt.State Election Commissioner, Haryana

CHAPTER III

POLLING STATIONS

1. **Legal Provisions** – As per provision made in rule 35 of the Haryana Municipal Corporation Election Rules, 1994, the Returning Officer shall provide such number of polling stations as he may deem necessary. The Returning Officer shall post the list of polling stations on the date specified in rule 21 ibid at his office and the office of the Corporation showing the polling area or the group of voters for which they have respectively been provided and the hours during which they shall remain open for the poll. The list of proposed polling stations shall be approved by the Commission. Accordingly, when the programme for election is issued, the Returning Officers are simultaneously requested to send lists of proposed polling stations.
2. **Selection and Number of Polling Stations** – The draft roll of each ward shall be prepared polling station/booth wise. For the establishment of polling stations, the following instructions shall be kept in view: -
 - (a) The polling stations should be set up at the scale of 1,000 voters per booth. The scale of 1,000 voters per booth is an indicative and the numbers of voters per booth can be increased up to 1,500 voters depending upon the situation and location of building.
 - (b) In case, the distance of a booth from the abadi is more than 2 Km., an additional booth with lesser than 1,000 voters could be set up so that no voter is required to travel more than 2 Km.
 - (c) When the number of voters in a ward exceeds 1,000, a separate polling station should be set up as far as possible in the same building.
 - (d) The buildings for polling stations should, as far as possible, be only public building accessible to all communities. The religious buildings like temples, mosques, churches and mutts and hospitals and delivery centers should not be selected as polling stations.
 - (e) Where suitable public buildings are not available, the polling stations may be set up in private buildings subject to the written consent of the owner of the building. However, it should be ensured that the owner of such building is not directly or indirectly connected with any political party.
 - (f) A polling station should normally have a minimum area of 22 sq. meters so that there is no congestion inside the polling station.
 - (g) Select the actual site of each polling station carefully in advance and arrange for materials, structures, fittings etc., necessary to set up a polling station.
 - (h) If there is a leprosy sanitarium within the Corporation area, a separate polling station may be set up for the inmates alone and the officers, medical and other staff working in the sanitarium may be appointed as Presiding and Polling Officers of the Polling Station.
 - (i) Identify the localities predominantly in-habited by weaker sections and Scheduled Castes (SC) and locate polling stations in these localities irrespective of the number of electors, even though the number of voters may be less than 1,000. Welfare associations or

voluntary organizations championing the cause of such weaker elections should also be associated in identifying such localities and locating the Polling Stations.

(j) After selection of the polling stations, the list of all the ward-wise polling stations should be sent to the State Election Commission for approval.

(k) A copy of the list of ward-wise polling stations should be sent to all political parties.

3. **List of Maps** : The draft list of Polling Stations should be drawn up in the prescribed form as shown in **Annexure-I** after delimitation of wards is finally approved by the Government. The demarcation of polling area should be clearly done. The name of each polling area and the number of voters in it should be shown in the respective columns against each Polling Station. By a clear description of the polling area it should be feasible for an ordinary voter to know to which Polling Station he should go for recording his vote. In order to ensure that a uniform method is followed in the matter of filling up the columns as detailed in Annexure – I, the following instructions may be kept in mind.

Column 1: Ward number shall be entered in this column.

Column 2 : The serial numbers of the Polling Stations should be given on a rational basis commencing from the north-western corner of the ward and proceeding in a zigzag manner to south-eastern corner of the ward.

Column 3: The locality to be specified is the name of the area in which the Polling Station is located. In the case of temporary structures, the description of the exact site chosen for the location of the temporary structure should be clearly indicated.

Column 4: The name of the building in full should be clearly described. The use of abbreviations should be avoided. In cases where more than one polling station is located in the same building, the location should be made clear by mentioning "North Wing", "South Wing", etc.

Column 5: The area of the polling station in square meters should be indicated. The reason for locating Polling Stations in rooms/halls having an area of less than 22 square meters should be furnished in 'Remarks' Column of the Proforma against the appropriate entry.

Column 6 : If there is a separate entrance and a separate exit, 'Yes' may be written, otherwise reasons why it has not been possible to locate the Polling Station in a room/hall with separate entrance and exit may be given.

Column 7: The names of blocks, wards, streets, localities, house numbers should be given.

Column 8: It should be indicated whether the station is for all voters or exclusively for men voters or women voters.

Column 9: This column should contain information about the total number of voters assigned to the Polling Station according to the final electoral roll of the Corporation.

- Column 10:** This column should indicate the distance to be travelled if the maximum limit of 2 Kilometers is exceeded.
- Column 11:** Where it is not practicable to conform to the directions of Returning Officer in regard to the location or area of a Polling Station, broad reasons may be given in this column, for the consideration of the Deputy Commissioner.
4. The total number of voters in the Corporation, the total number of Polling Stations proposed and the average number of voters per polling station should invariably be shown at the end of each list.
 5. **The list should be accompanied by a map to scale showing:**
 - (i) All the wards in the Corporation with the number of voters in each such ward on the map itself.
 - (ii) The place selected for the location of the polling stations;
 - (iii) The area covered by each polling station; and
 - (iv) Serial number of the polling stations indicated in a systematic manner, preferably beginning from the north-western corner of the ward proceeding zig-zag and ending at the south eastern corner.
 6. The use of abbreviations in the list should be avoided, as far as possible, and where those are used, they should be expanded.
 7. If any local terms are used to describe buildings, etc. in the list, they should be explained.
 8. **Publication of the List of Polling Stations:**
The Returning Officer shall post the list of polling station on the date fixed by the Commission with the prior approval of State Election Commission at his office, at the office of Deputy Commissioner, at the office of Municipal Corporation as the case may be and at such other conspicuous places in the Corporation Area in the form given in **Annexure-II**.
 9. **Change of Polling Stations** - Returning Officer should on no account make any change in the location of polling station already approved by the Commission. Where changes become unavoidable, approval of the Commission be obtained. The changes should be publicized for the information of the public and all the contesting candidates and the political parties etc. informed in writing.
 10. **GIS Mapping of Polling Stations** - The wards and the polling stations of the Municipal Corporations shall be put on the Google Earth using GIS techniques, showing their locations and photographs. The voters' lists should also be tagged with of the polling stations. The required software may be obtained from the office of the Chief Electoral Officer, Haryana. The GIS mapping of the polling stations helped the district administration and police authorities for deploying elections staff and the police force and thus, making all arrangements, including law and order, more effectively.
 12. **Supply of copy of the list:**
The Returning Officer for every constituency should also supply the required number of copies to the Superintendent of Police and to all the political parties etc.
 13. **Generation of voter slip:** If the State Election Commission issues directions before the poll for the issuance of voters' slips to the voters, the voters' slips with photograph of voter shall be distributed to all enrolled voters by District Administration before the day of poll. The Voters' slip may be generated from data base of the electoral roll of the Municipal Corporation concerned with the help of NIC. Two voters' slips can be printed on an A4 size page. The Voters'

Slips should be authenticated by the Returning Officer concerned before distribution. The sample Voter's Slip is placed below. All concerned should be appropriately briefed and the training of Polling Staff/RO/ARO should be updated.

Election to the Municipal Corporation.....

Voter Slip

Ward No. and Name of M.C.....

Part No.

Name

Sex.....

EPIC No.

Father's/ Mother's/husband's name

.....

Voter Serial

Number.....

Polling Station No. & Name

.....

Poll Date, Day and Time

Note 1: This Voter Slip can also be produced as an identification document.

Note 2: Bringing this voter slip to the Polling Station is, however, not compulsory. It is issued only as convenience to electors.

Note 3: If this voter slip does not have a photograph or it has wrong particulars or Photograph, the voter can still be allowed to vote based on alternate identity documents permitted by State Election Commission, Haryana.



Date:

Signature and Stamp of
Returning Officer

ANNEXURE – I

Draft list of Polling Stations

..... Municipal Corporation

Ward No.	Sl. No.	Locality of polling station	Building in which it will be located	Area of the Polling Station	Whether there is a separate entrance and exit if not reasons	Polling area	Whether for all voters or men only or women only	Total number of voters assigned	Maximum distance that voter will have to travel to reach the station	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

1. Total number of voters
2. Total number of polling stations proposed
3. Average number of voters per polling station:-

Date :

Returning Officer

* Here given names of streets, localities, house numbers and part number of the electoral roll assigned. In case part is split up into two polling stations, then the serial number (not the house numbers) of the votes assigned should also be mentioned.

ANNEXURE – II

Notice of publication of list of polling stations

I..... the Returning Officer of Municipal Corporation hereby provide for the Municipal Corporation with the prior approval of the State Election Commissioner, the polling stations specified in the appended list for the polling areas or groups of voters noted against each.

Returning Officer

Date :..... Municipal Corporation.....

List of polling stations for

..... of Municipal Corporation.

Ward No	Sl. No	Locality of Polling station	Building in which it will be located	Polling area	Whether for all voters or men only or women only
(1)	(2)	(3)	(4)	(5)	(6)

Returning Officer

Date :.....

Place :.....