



राज्य निर्वाचन आयोग, हरियाणा

निर्वाचन सदन, प्लॉट नं० २ सैक्टर - १७
पंचकूला, हरियाणा - १३४१०९

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नगरनिकाय - चुनाव, २०२५

अति-आवश्यक

क्रमांक:- रा०नि०आ०/२एम०ई०/२०२५/११५

दिनांक:- १६.०१.२०२५

सेवा में

✓ हरियाणा राज्य के सभी उपायुक्त,
(जिला चरखी दादरी, पंचकूला, रेवाड़ी के सिवाय)

विषय:- आगामी नगरनिगम/नगरपरिषद्/नगरपालिका के चुनावों हेतु मतपत्रों की छपाई बारे।

महोदय/महोदया,

उपरोक्त विषय पर मुझे आपको यह कहने का निर्देश हुआ है कि आगामी १० नगरनिगमों, ०५ नगरपरिषदों तथा २६ नगरपालिकाओं के महापौर/प्रधान/सदस्य के आम चुनाव/उप-चुनाव २०२५ निकट भविष्य में ई.वी.एम. के माध्यम से करवाये जाने प्रस्तावित हैं। इससे पूर्व हुये चुनावों के दौरान आयोग के ध्यान में आया है कि सम्बन्धित रिटर्निंग अधिकारियों द्वारा महापौर/प्रधान/सदस्य के चुनाव के लिए जो मतपत्र तैयार कर छपवाने हेतु प्रैस में भेजे गये उनमें काफी त्रुटियां पाई गई, जिस कारण प्रैस में मतपत्रों की छपाई करवाने में काफी परेशानी व समय बर्बाद हुआ।

२. उपरोक्त स्थिति को दृष्टिगत रखते हुये महापौर/प्रधान/सदस्य के चुनाव के लिये मतपत्रों की छपाई के सम्बन्ध में राज्य निर्वाचन आयोग, हरियाणा द्वारा जारी अधिसूचना NO. SEC/2ME-III/2020/4049 दिनांक

११.१२.२०२० की प्रति पुनः इस अनुरोध के साथ प्रेषित की जाती है कि आप इसकी प्रति जिसमें मतपत्रों की छपाई देवनागरी लिपि में तैयार और मुद्रित किये जाने तथा मतपत्र का प्रारूप और डिजाइन बारे विधि का वर्णन किया गया है, सभी रिटर्निंग अधिकारियों के उपलब्ध करवाने का कष्ट करेंगे।

३. इसके अलावा मतपत्र का नमूना तैयार करते समय चुनाव प्रतीक आंबटन की प्रक्रिया में काफी गलतियां पाई गई, चुनाव प्रतीक

email
speed post

आबंटन की प्रक्रिया का वर्णन रिटर्निंग अधिकारी की हस्तपुस्तिका में भी दिया गया है। मतपत्र हिंदी वर्णमाला के निम्नलिखित क्रमानुसार तैयार किये जाने होंगे :-

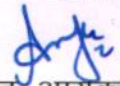

- (i) मान्यताप्राप्त राजनैतिक दल (राष्ट्रीय व राज्य स्तरीय दल)
- (ii) पंजीकृत गैर मान्यता प्राप्त राजनैतिक दल
- (iii) स्वतन्त्र उम्मीदवार।

4. इसके अतिरिक्त आयोग द्वारा जारी आदेश क्रमांक एस.ई.सी./2एम.ई./2020/4017-4040, दिनांक 11.12.2020 की छाया प्रति दृढ़ता से पालनार्थ पुनः प्रेषित की जाती है। डम्मी बैलेट पेपर पर चुनाव लड़ने वाले उम्मीदवारों की फोटो, (जिसका साईज 2cmx 2.5cm (2cm in breadth and 2.5cm in height in colour or black & white) नाम, चुनाव प्रतीक, पोलिंग बूथ, नगरनिगम/परिषद/पालिका का नाम, वार्ड संख्या, इत्यादि को computer/software से त्रुटि रहित तैयार किया जाये।

5. सम्बन्धित रिटर्निंग अधिकारी अपने स्टाफ को प्रैस में मतपत्र छपवाने के लिए भेजने से पूर्व यह हर हालात में सुनिश्चित कर लेवें कि उपरोक्त सभी बिन्दुओं को ध्यान रखते हुये त्रुटि रहित मतपत्र का नमूना और soft copy तैयार कर ली गई है, मतपत्र का नमूना और उसकी Soft Copy अपने स्टाफ के साथ अवश्य ही मतपत्र मुद्रित करवाने हेतु भिजवाने का कष्ट करें। इसके अतिरिक्त त्रुटि रहित मतपत्रों की छपाई के समस्त कार्य की जिम्मेदारी आपकी/आपके कार्यालय की होगी।

6. इसके अलावा ई.वी.एम. में प्रयोग होने वाले मतपत्र में सभी उम्मीदवारों के पश्चात् **नोटा** उम्मीदवार वाले स्थान पर उपरोक्त में से कोई नहीं ~~X~~ छपवाया जाना है, इस बारे विशेष तौर पर ध्यान रखा जाये।

भवदीय,


सहायक राज्य निर्वाचन आयुक्त,
कृते: राज्य निर्वाचन आयुक्त, हरियाणा। 



STATE ELECTION COMMISSION, HARYANA

NIRVACHAN SADAN, PLOT NO. 2, SECTOR- 17, PANCHKULA-134109

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NOTIFICATION

The 11th December, 2020

NO. SEC/2ME-III/2020/ 4049 :- In pursuance of the rule 70F & 70L of the Haryana Municipal Corporation Election Rules, 1994 and rule 69F & 69 L of the Haryana Municipal Election Rules, 1978, I Dr. Dalip Singh, State Election Commissioner, Haryana hereby prescribes the design of ballot paper to be used on Electronic Voting Machine and design of tendered ballot paper for an election of Mayor & Member of Municipal Corporation and President & Member of Municipal Council / Committee in the State of Haryana. The ballot papers shall be prepared and printed in devnagri script and the form and design of the ballot paper shall be as under:-

1. **Design of ballot paper to be used on Electronic Voting Machine**
 - i. The total length of the ballot paper will be 461.5 mm and its width shall be 140 mm.
 - ii. At the top of the ballot paper, there shall be a space provided for indicating the particulars of the election and the name of the ward, of the size 7.5 mm (length) x 140 mm (width).
 - iii. In the space so provided, on the top left hand corner, the serial number of the ballot paper shall be printed. On the top right hand corner, the sheet number shall be printed if the ballot paper is printed on more than one sheet, where the number of contesting candidates exceeds sixteen. The particulars of the election shall also be printed in the said space. These particulars will contain the **serial number and name of Municipal Corporation / Council / Committee/ Mayor/ President/ Ward No./ Year / Nature of election / District Code** shall be printed in such language or languages as the SEC may specify. Code marks specified for each District are given in **Annexure-A**. The following illustrations will make the position clear:-

Name of Municipal Corporation/Council/Committee/ Mayor/ President/ Ward No./ Year / Nature of election / District Code

Provided that where the number of contesting candidates is less than sixteen, the above particulars may be printed either at the top most portion or at the bottom space meant for the candidate at serial number sixteen), as may be considered convenient from the point of view of printing.

Provided further that where the number of contesting candidates is sixteen or more, the above particulars may be printed in a vertical column, on the left hand side of the

ballot paper, with a thick line dividing the said column and the panels containing the serial numbers and names of the contesting candidates.

- iv. Below the space provided at the top for printing the particulars of the election, there shall be a thick black line of 1.00 mm.
- v. Below this line, there shall be printed the serial number of contesting candidate, his name, photo and the symbol allotted to him, in a separate panel for each candidate.
- vi. The size of the panel for each contesting candidate shall be 27.5 mm (length) x 140 mm (width).
- vii. The panels of the candidates shall be separated from each other by a thick black line of 1.00 mm.
- viii. The names of the contesting candidates shall be arranged on the ballot paper in the same order in which their names appear in the list of contesting candidates.
- ix. If two or more candidates bear the same name, they shall be distinguished by the addition of their occupation or residence or in some other manner.
- x. The names of not more than sixteen candidates shall be arranged on one sheet of a ballot paper. If the number of contesting candidate is less than sixteen, the space below the panel for last contesting candidate shall be kept blank, except where the particulars of election, etc., are printed at the bottom under clause (iii) above.
- xi. If the number of contesting candidates exceeds sixteen, the ballot paper shall be printed on two sheets of the above mentioned size and dimensions if the number of candidates is between seventeen and thirty two, on three sheets if the number of contesting candidates is between thirty three and forty eight, on four sheets if their number is between forty nine and sixty four.
- xii. In such cases where the ballot paper is printed on more than one sheet, the names of contesting candidates from S.No.17 to 32 shall be printed on the second sheet, from S.No.33 to 48 on the third sheet and from 49 onwards on the fourth sheet. If the number of candidates is less than thirty two the space below the panel for the last contesting candidate in the second sheet shall be kept blank. Similarly, for the third and fourth sheets of the ballot papers.
- xiii. On each such sheet, in the space provided for indicating the particulars of the election, its number shall be indicated in bold words and letters, e.g., .Sheet No.1., .Sheet No.2., etc.
- xiv. The names of the contesting candidates shall be printed in the same language or languages in which the list of contesting candidates has been prepared. The serial number of the candidate shall be indicated in the international form of Indian numerals.
- xv. Serial number and the name of the candidate shall be printed on the left hand side and photo & his symbol on the right hand side in the panel meant for him.

- xvi. Unless otherwise directed by the SEC in any particular case, the ballot papers for Mayor of Municipal Corporation and President of Municipal Council / Committee shall be printed on **pink paper with black ink or on white paper with pink ink**. The ballot papers for Member of Municipal Corporation and Member of Municipal Council / Committee shall be printed on **white paper with black ink**.
- xvii In the last panel/row after the end of contesting candidates in the ballot paper of Mayor & Member of Municipal Corporation, President & Member of Municipal Council / Committee, Member of Municipal Council / Committee the word "उपरोक्त में से कोई नहीं" with symbol ~~☒~~ shall be printed.

2. The Notifications earlier issued in this respect vide no. SEC/2ME/ 2007/ 1432, dated 13.02.2007, No. SEC/2ME/2010/1634, dated 06.05.2010 and No. SEC/2ME/ 2018 / 6625, dated 29.11.2018 are hereby stand repealed from the issuance of this notification.

Dated, Panchkula
the 11th December, 2020

Dr. DALIP SINGH
State Election Commissioner, Haryana.

Endst. No. SEC/2ME/ 2020/4050-4073

Dated: 11.12.2020

A copy is forwarded to the following for information and necessary action:-

1. The Additional Chief Secretary to Govt. Haryana, Urban Local Bodies Department, Chandigarh.
2. The Director, Urban Local Bodies Department Haryana, Panchkula.
3. All the Deputy Commissioners in the State of Haryana.

(Pushkar Dutt),
Superintendent/MC,
State Election Commission, Haryana.

Endst. No. SEC/2ME/2020/4074

Dated: 11 .12.2020

A copy is forwarded to the Controller, Printing & Stationery Department, Haryana for publication in the Haryana Government Gazette.

(Pushkar Dutt),
Superintendent/MC,
State Election Commission, Haryana.

ANNEXURE – “A”

SPECIFIED CODE NUMBERS OF DISTRICTS FOR BALLOT PAPERS.

<u>SR.NO.</u>	<u>NAME OF DISTRICT</u>	<u>CODE MARK</u>
1.	Ambala	AMB
2.	Yamuna Nagar	YNR
3.	Kurukshetra	KKR
4.	Kaithal	KHL
5.	Karnal	KNL
6.	Jind	JND
7.	Sonepat	SPT
8.	Rohtak	ROK
9.	Gurgaon	GUR
10.	Faridabad	FBD
11.	Mahendergarh.	MGR
12.	Rewari	RRI
13.	Bhiwani	BNI
14.	Hissar	HSR
15.	Sirsa	SSA
16.	Panipat	PPT
17.	Panchkula	PKL
18.	Fatehabad	FTD
19.	Jhajjar.	JJR
20.	Mewat	MWT
21	Palwal	PWL
22	Charkhi Dadri	CKD



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ORDER

Whereas the State Government vide its notification No. S.O.52/H.A.24/1973/S.257 & S.276/2020, dated 30.10.2020, has amended the Haryana Municipal Act, 1973 according to which President and Members of Municipal Councils/ Committees shall be chosen through the direct election by the electors of all wards of concerned Municipal Council/Committee.

2. In view of above, the ballot papers are printed for the elections of Municipal Corporations/Councils/Committees in accordance with the provisions of Rule 70F & 70L and 69F & 69L of the Haryana Municipal Corporation Election Rules, 1994 and Haryana Municipal Election Rules, 1978 respectively and in accordance with the instructions contained in the Hand Book for Returning Officers and affixed on the Electronic Voting Machines for use and for issue as tendered ballot paper in connection with the aforesaid elections.

2. And whereas the State Election Commission Haryana has already issued directions to provide a panel after the name of the last contesting candidate on a ballot paper, for 'None of the above' to enable a voter to press button on EVM against this panel to show that he/she does not wish to vote to any of the above contesting candidates.

3. And Whereas it has been noticed that there are cases where more than one contesting candidates having similar names are in the contest and due to

alphabetical arrangements of names on the ballot paper, names and symbols of such candidates are printed one after the other which creates confusion in the mind of the voters coming to cast their votes at a polling station.

4. In view of above the State Election Commission, Haryana in exercise of powers conferred under section 3A of the Haryana Municipal Act, 1973 and Section 9 of the Haryana Municipal Corporation Act, 1994 and under clause (1) of Article 243ZA of the Constitution of India, hereby order to print photograph of the contesting candidates on the ballot papers along with other particulars to be displayed on the balloting unit of EVMs and the tender ballot papers in addition to the existing particulars, the photograph of the candidate to be printed in the panel for the name of the candidate and to appear on the right side of the name in between the name and symbol of the candidate. The size of the photograph to be printed on the ballot paper shall be 2 cm x 2.5 cm (2 cm in breadth and 2.5 cm in height) and further directs that:

- (a) every ballot paper for use in the elections to the Municipal Corporations/ Councils/Committees in the State of Haryana, to be held hereafter, shall contain photographs of the contesting candidates as specified in para 4 above. A specimen of the ballot paper to be printed under these directions is enclosed as Annexure 'A'.
- (b) candidates are required to submit their recent two photographs along with the nomination form.
- (c) photograph should be stamp size 2 cm x 2.5 cm (2cm in breadth and 2.5cm in height) in white/off white background, with full face view directly facing the camera, neutral facial expression with eyes open. The photo may be in color or black and white as may be convenient for the candidates.
- (d) photograph should be in normal clothing. Photograph in uniform is not permitted. Caps/hats should be avoided. Dark glasses also to be avoided.

- (e) if the photograph of the candidate is not submitted along with nomination paper, the returning Officer of the ward shall give a notice/asking the candidate to submit the photograph latest by the date and time fixed for scrutiny of nominations. A specimen of the form of notice to be given to the candidate is enclosed as Annexure 'B'. The photograph should bear the signature of the candidate on the reverse side of the photograph.
- (f) if a candidate does not submit his/her photograph or still fails or refuses to give his/her photograph, his/her photograph will not be printed on the ballot paper. Non submission of the photograph by the candidate shall, however, not be a ground for rejection of the nomination of the candidate.
- (g) Returning Officer shall display a list of validly nominated candidates with the photographs of the candidates against their names on the day following the date fixed for the scrutiny of nominations. The Returning Officer shall inform the candidates at the time of scrutiny that the photographs to be printed on ballot paper will be displayed on his notice board on the next day (time may also be specified). If there is any error in the photograph or other particulars, the candidates will get an opportunity to point out the same to the Returning Officer for rectifying the error.
- (h) Returning Officer shall also prepare the draft of the ballot paper in soft copy and shall provide to the officer deputed for the printing of ballot papers.

5. The orders earlier issued in this respect vide No. SEC/1ME/2016/3730-3781, dated 23.12.2016 and No. SEC/2ME/2018/6574-6624, dated 29.1.2018 are hereby stand repealed from the issuance of this order.

Dated: 11th December, 2020
Place: Panchkula

DR. DALIP SINGH
State Election Commissioner, Haryana

Endst. No. SEC/2ME/2020/ 4017-4040

Dated: 11.12.2020

A copy of the above is forwarded to the following for information and necessary action:-

1. The Additional Chief Secretary to Govt. Haryana, Urban Local Bodies
Department, Chandigarh.
2. Director, Urban Local Bodies, Haryana, Panchkula.

3. All the Deputy Commissioners in the State of Haryana. They are requested to bring into the notice of the concerned Returning Officers for the immediate compliance.

(Pushkar Dutt)
Superintendent/MC
State Election Commission, Haryana.

ANNEXURE-A

SL No. _____

1.	अजय बराड		
2.	अनिल कुमार		
3.	अग्नेज बठला		
4.	मनोज कुमार		
5.	उपर में से कोई नहीं		

महापौर, नगरनिगम -----

अथवा

प्रधान, नगरपरिषद्/नगरपालिका -----

अथवा

सदस्य नगरनिगम/नगरपरिषद्/नगरपालिका -----/वार्ड संख्या --/2020/सा0/
उपचुनाव

हस्ता/-
रिटर्निंग अधिकारी,
नगरनिगम/नगरपरिषद्/नगरपालिका

ANNEXURE-B

Original /Duplicate
(Original to be kept with nomination paper and
Duplicate To be handed over to candidate)

Notice by Returning Officer for non-submission of Photograph of the Candidate.

Mayor/ President / Member from Ward No. of Municipal Corporation/ Council/Committee	:	_____
Name of the Candidate	:	_____
Date and time of filing nomination paper	:	_____
Sr. No. of nomination paper.	:	_____

As per the direction of the Commission, photograph of the candidate is required to be printed on the ballot paper.

It is hereby brought to your notice that you have not submitted your photograph for this purpose.

You are requested to submit your photograph by 3.30 PM on _____(date fixed for scrutiny of nomination).

The specifications for the photograph are as follows:-

- (i) Candidates are required to submit their recent photograph (taken during the preceding period of 3 months before the date of notification.
- (ii) Photographs should be of stamp size 2cm X 2.5cm (two cm. in breadth and 2.5 cm in height) in white/off white background, with full face view directly facing the camera, neutral facial expression with eyes open. The photo may be in colour or black and white as may be convenient for the candidate.
- (iii) Photograph should be in normal clothing. Photograph in uniform is not permitted. Caps/hats should be avoided. Dark glasses has also to be avoided.

The photograph has to be submitted alongwith the declaration in the enclosed format.

It may be noted that if photograph is not submitted by the time mentioned above, your photo will not be printed on the ballot paper.

Received.

(Signature of Candidate)

(Signature of RO/ARO)

Date & Time :
Place:

ANNEXURE-C

Declaration by Candidate while submitting the photograph.

Subject: Election to the Mayor/ President / Member of Municipal Corporation/
Municipal Council / Municipal Committee from Ward No. _____ to
be held on _____.

I, _____ (name and address of
the Candidate), son/daughter/wife of Shri _____
nominated as a candidate for the above mentioned election, I am submitting herewith my
photograph (duly signed by me on the back of the photograph) for the purpose of printing
the same on the ballot paper. I declare that the photograph has been taken during the
last 3 months before the date of notification of the above mentioned election.

Name _____

Address _____

Telephone/ Mobile No. _____