

// Elections – Most Immediate //

**TELANGANA STATE ELECTION COMMISSION**

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Secretary**

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**Lr.No.832/TSEC-ULBs/2019**

**Dated:3.07.2019**

To  
The Director of Municipal Administration and  
Election Authority, Telangana  
Hyderabad.

Madam,

**Sub:- TSEC – Elections – Ordinary elections to Nizamabad, Karimnagar and  
Ramagundam Municipal Corporations, 2019 – Setting up of polling  
stations – Guidelines – Reg.**

**Ref:- TSEC Circular No.832/TSEC-ULBs/2019, dated 06.02.2019.**

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I invite your attention to the circular cited in the reference, wherein, the Commission issued guidelines on setting up of polling stations for election to ward members of Municipal Corporations. A copy of the said circular is enclosed herewith.

As instructions will be issued shortly for preparation and publication of polling stations for conduct of elections to Nizamabad, Karimnagar and Ramagundam Municipal Corporations, I request you to communicate the said circular immediately to the Commissioners of Nizamabad, Karimnagar and Ramagundam Municipal Corporations for taking necessary action for setting up of polling stations as per the schedule to be given by the Commission.

**Yours faithfully,  
Sd/- M. Ashok Kumar  
Secretary**

**// Attested //**

**M. Jayaram Reddy  
Joint Secretary**



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**TELANGANA STATE ELECTION COMMISSION**  
**1<sup>st</sup> Floor, DTCP Building, Opp: PTI Building, A.C. Guards, Hyderabad – 500 004.**

**CIRCULAR**

**Cir. No.832/TSEC-ULBs/2018**

**Dated:06.02.2019**

Sub: TSEC – ELECTIONS – Elections to the Municipal Corporations–  
**Setting-up of Polling Stations** for Election to Ward Members –  
Guidelines – Issued – Reg.

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Under Section 29 of the Greater Hyderabad Municipal Corporation Act, 1955, for conduct of elections to Member, Municipal Corporation, the Returning Officer is responsible for Setting up the Polling Stations and for publication of the of the list of Polling Stations with the approval of the Commissioner, Municipal Corporation. The Polling Stations are set up more or less at a permanent location covering well defined polling areas. Changes will become necessary only when there is an abnormal increase or decrease of electors in a particular polling area.

Where the elections to Municipal Corporations are conducted with Electronic Voting Machines (EVMs), the strength of voters allotted to a polling station is fixed at a maximum of 1200. In case of elections where ballot boxes are used, the voters strength will be a maximum of 800 per Polling Station.

The Returning Officer concerned should be entrusted with the work of identification of Polling Stations, preparation of list of Polling Stations, publication of draft list of polling stations, Disposal of objections filed if any and Publication of final list of polling stations for Ward(s) of Municipal Corporation with the approval of the Commissioner, Municipal Corporation concerned. Before publication of the draft list of polling stations, the Returning Officer concerned shall physically inspect the buildings proposed for Polling Stations in their Ward(s).

The following detailed instructions are, hereby issued for setting up of Polling Stations for ordinary/casual elections to Member, Municipal Corporations.

**2-1. DETERMINATION OF POLLING STATIONS:**

- a. The list of polling stations shall be prepared and published based on the strength of voters of the Ward concerned so prepared by adopting the latest Assembly Electoral Rolls and published on the date specified by the State Election Commission.
- b. The optimum number of Polling Stations to be set up in a Ward where EVMs are used, should be determined by dividing the total number of voters in a Ward by 1200. Hence, the maximum number of voters allotted to each polling station in such an election should be 1200 with marginal adjustments.

- i. When the number of voters in a Ward exceeds 1200, separate polling station should be set up, as far as possible, in the same building.
  - ii. Polling Station may be set up in colonies predominantly inhabited by the Schedule Castes and weaker sections of the society even though the number of voters is less than 1200.
- c. The optimum number of Polling Stations to be set up in a Ward where elections are held using Ballot boxes, shall be determined by dividing the total number of voters in a Ward by 800. Hence, the maximum number of voters allotted to each polling station in such an election should be 800 with marginal adjustments.
- i. When the number of voters in a Ward exceeds 800, separate polling station should be set up, as far as possible, in the same building.
  - ii. Polling Station may be set up in colonies predominantly inhabited by the Schedule Castes and weaker sections of the society even though the number of voters is less than 800.
- 2.2.** As far as practicable, the polling station should normally be located within the Ward and have a minimum area of 20 sq. meters so that there is no congestion inside the polling station.
- 2.3.** Select a hall/room which is well lit and is having two openings, as far as practicable, so that one can be used as 'entrance' and the other as 'exit' for the smooth and orderly conduct of poll.

**The following are the main steps involved in setting up of Polling Stations:**

- I. Preparation of draft list of Polling Stations in **Annexure- I (A)** by the concerned Returning Officer accompanied by Map & Check List in **Annexure -II & Scrutiny Sheet in Annexure -III.**
- II. Consolidated list of draft Polling Stations for entire Municipal Corporation in **Annexure I-(B)** to be prepared by the Municipal Commissioner accompanied with Corporation Map duly indicating the Wards, Polling Stations in each ward & Polling areas of each polling station and communicate to Returning Officers.
- III. The Returning Officers will publish draft polling stations list approved by Commissioner, Municipal Corporation in the format of **Annexure-I (A)** at the places specified inviting the objections & suggestions.
- IV. Convening the meeting with representatives of all political parties, Members(s) of Legislative Assembly by the concerned Municipal Commissioner to discuss on draft polling stations; which is prepared **Annexure -I (B)** inviting suggestions & Objections if any.

- V. The Returning Officer will dispose of all suggestions & objections received in his Ward/Wards. Prepare final list in **Annexure –IV (A)** and submit to Municipal Commissioner along with **Annexure-V** certificate.
- VI. The Municipal Commissioner shall scrutinize and consolidate the proposal of final polling stations received from all the Returning Officers in **Annexure - IV (B)**; approve & communicate to the Returning Officers along with proceedings in **Annexure – VI**. The **Annexure-IV (B)** also published by the Municipal Commissioner at the places specified.
- VII. The Returning Officer will also publish the final list of polling stations pertaining to his Ward in **Annexure-IV (B)** as approved by the Municipal Commissioner concerned along with notice in **Annexure-VII**.

### **3. LOCATION OF POLLING STATIONS:**

The demarcation of polling area should be clearly defined. The area of a Ward of the Municipal Corporation covered by the polling area and the number of voters in it should be shown in the respective columns against each polling station. The map of a Municipal Area showing polling stations should be prepared and converted into digital form, if possible. By a clear description of the polling area, such as H. No: 1-1 to 1-128, Kummari veedhi; H. No; 4-12 to 4-128 Main Road: H. No: 6-12 to 6-212 Harijana Wada; etc so as to make it possible for an ordinary voter to identify his/her polling station. In order to ensure that a uniform method is followed in the matter of filling up the columns of the format in **Annexure - II**.

While preparing the check list for preparation of draft polling stations (**Annexure - II**) the following instructions should be kept in mind –

- a. The actual site of each Polling Station should be chosen carefully in advance and arrangement for such structures, fittings, etc., as may have to be set up in order to make the polling station satisfy the functional requirements, should be made at least three days before the day of Poll.
- b. To the extent practicable, Polling Stations should be located at the same place/ building where it was located in the last Ordinary Elections, so that the voters could go and cast their votes always at the same Polling Station and not at different Polling Stations for different elections.
- c. Polling Stations should be set up in such a manner that ordinarily no voter is required to travel more than one Kilometer for casting his vote. In sparsely populated hilly or forest areas, this rule may have to be relaxed. In order to avoid voters having to walk unduly long distances, polling stations in such cases should be set up for a smaller number of voters also.
- d. If the polling station is for both men and women, there should be separate queues for men and women. The old, infirm, pregnant women, lactative mothers and differently abled persons should be allowed to enter the polling station without having to stand in the queue.

e. All polling areas within the Ward should be covered by one or the other polling stations.

f. As far as possible, polling stations should be located in schools (Government or aided) and other Government or semi-Government institutions such as Municipal Ward Offices and Community Halls as the furniture and equipment required would be available there and could be made use of without any extra expenditure to the Municipal Corporation. The location of polling stations in private buildings or premises should be avoided. But where this becomes unavoidable, the buildings should be properly secured with the written consent of the owner. The private building so obtained should be at the disposal of the Returning Officer for the period required for the poll. The building and the area around it up to a radius of one hundred meters should be under the control of the Presiding Officer. No watch and ward or other personnel connected with the owner, whether armed or unarmed, should be allowed to remain either at the polling station or within a radius of hundred meters around it. The security arrangement at the polling station and within the above area will be the responsibility of the State Police under the control of the Presiding Officer. It should be ensured that the owner of the private building in which polling station is located is not a contesting candidate or a known sympathizer or worker of any of the political party candidates at the election.

g. No polling station should be located in Police Stations, Hospitals, and places having religious significance.

h. All the polling stations shall be setup in ground floor only to avoid inconvenience to old aged persons and disabled persons.

i. In case no suitable buildings of the Government or private are available, the polling station can be located in temporary structure as a last resort, but, as far as possible, this should be avoided as it involves considerable expenditure to the Municipal Corporation and is also open to other risks like natural calamities, fire etc.

#### **4-1: SETTING UP OF POLLING STATION FOR VOTERS SUFFERING FROM LEPROSY:**

If there is a leprosy sanatorium within the Municipal Corporation, then a separate Polling Station may be set up for the inmates alone and the Officers, medical and other staff, working in the sanatorium, may be appointed as Presiding and Polling Officers of that Polling Station.

#### **4-2. PROVISION OF POLLING STATIONS FOR WEAKER SECTIONS:**

Identify the localities predominantly inhabited by Weaker Sections and locate Polling Stations in these localities irrespective of the number of Electors. Welfare Associations or Voluntary Organizations championing the cause of such Weaker Sections should also be associated in identifying such localities and locating the Polling Stations.

#### **5-1. PREPARATION OF DRAFT LIST AND MAPS OF POLLING STATIONS:**

(a) The draft list of polling station of a Ward should be drawn up in the form given in **Annexure-I A** by the Returning Officer concerned. The demarcation of polling area

and Polling Station number should be clearly indicated. The name of each polling area and the number of voters in it should be shown in the respective columns against each polling station of a Ward. By a clear description of polling area, it should be feasible for an ordinary voter to know to which polling station he should go for casting his vote. In order to ensure that a uniform method is followed in the matter of filling the columns, the following instructions may be borne in mind –

**Column 1:**

*The Tentative Polling station Numbers serially within Ward should be specified here.*

**Column 2:**

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 clearly by mentioning "North Wing", "South Wing" or Room Nos. of High School, Primary School, Upper Primary School, etc.

**Column 3:** The Locality has to be specified, that 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 for the location of the temporary structure should be clearly indicated.

**Column 4:** The minimum area required is 20 Sq. meters. Pl specify the area of the Polling Station here.

**Column 5:** Specify whether the polling station proposed, is having separate entrance and exit.

**Column 6:** The names of Municipal areas, blocks, wards, streets, localities, house numbers should be given.

**Column 7:** This column should contain information about the total number of voters assigned to the polling station according to the final electoral rolls concerned and also indicate starting and ending serial number of the voters in the Electoral Rolls.

**Column 8:** It should be indicated whether the polling station is for all voters, or men voters only or women voters only.

**Column 9:** This column should indicate the distance to be travelled, if the maximum limit of 1 km is exceeded.

**Column 10:** Where it is not practicable to conform to the above guidelines with regard the location or area of the polling station, brief reasons may be given in this column, for consideration of the Commissioner of Municipal Corporation.

**5-2.** The total number of voters in the Municipal 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.

**5-3. The Draft List of Polling Station(s) of a Ward should be accompanied by a map drawn to scale showing:**

- (i) The Returning Officer shall prepare Ward wise MAP containing the details of, number of polling stations in that Ward with the number of voters;
- (ii) The place selected for the location of the polling station;
- (iii) The area covered by each polling station; and
- (iv) Serial number of the polling stations should be indicated in a systematic manner preferably beginning from the north-western corner of the Ward, proceeding in a row by row pattern and ending at the south-eastern corner; and
- (v) The model layout of the polling station drawn using CAD with correct dimensions and model layout, with BMF information, actual images of Polling Station and key map on how to reach, wherever felt necessary.

**5-4** *The use of abbreviations in the list should be avoided, as far as possible, and where these are used, they should be explained.*

**5-5** If any local terms are used to describe buildings, etc., in the list, they should be explained.

**6. Publication of the Draft List of Polling Stations:**

6-1. The list has to be prepared on the lines indicated above, after receipt of Circular Instructions from the Telangana State Election Commission fixing programme for publication of list of Polling Stations. The Returning Officer should publish draft list of polling stations on the date fixed by the Commission in the language or languages of the Electoral Rolls for the Municipal Corporation, for general information, inviting objections and suggestions by a specified date.

6-2. Initially the Returning Officer shall prepare draft list of polling station(s) of a Ward concerned and furnished it in **Annexure – I (A)** to the Commissioner of Municipal Corporation along with the Check List in **Annexure – II** and Scrutiny Sheet in **Annexure – III**.

6-3. The Municipal Commissioner shall examine and approve the ward-wise draft Polling Stations list set up by Returning Officers in **Annexure – I A**. After that consolidate draft list of polling stations in the language (or) languages of the electoral roll for entire Municipal Corporation in **Annexure I (B)** with MAP duly demarking the Ward Numbers, Polling Station numbers, polling areas of each polling station for entire Municipal Corporation, copies of the said lists should be supplied to all recognized political parties, registered political parties with reserved symbol and to the Member Legislative Assembly, Member, House of the People concerned and sitting Ward Member under due acknowledgement by the concerned Municipal Commissioner. Copies of the approved draft list of polling stations shall also be sent to the concerned Returning Officer to enable them to publish as per the State Election Commission schedule at the place specified of their Ward concerned in Annexure – I (B) to the effect of that Ward.

The notice of draft list of polling stations should be published in the offices as specified i.e., in the Municipal Corporation ie., Office of the District Collector,

Revenue Divisional Officer, Tahsildar, Sub-Register, District Court/Sub Court and Post Offices etc., Wards and the places at which it can be inspected, should also be published in local newspapers inviting written objections or suggestions for consideration.

6-4. The Commissioner of Municipal Corporation should, thereafter, convene a meeting with all Recognised Political Parties representatives and Legislators along with the Returning Officers, on the date fixed by the Commission and explain the draft list and receive the suggestions if any. Any bonafide intending candidate who wishes to take part in the discussions at this meeting should also be permitted to do so.

6-5. The Returning Officer concerned should after expiry of date for objections & suggestions, examine all the objections/suggestions, take decision and amend the draft list, wherever necessary and finalize the list of Polling Stations for his Ward(s) in **Annexure – IV (A)** and send it to the Commissioner Municipal Corporation with Ward wise MAPs along with the Certificate in **Annexure – V** for approval.

6-6. The Municipal Commissioner shall scrutinize the proposals, approve and prepare Final List of Polling Station(s) of entire Municipal Corporation in **Annexure – IV (B)**.

6-7. Once approved by the Municipal Commissioner concerned, copies of the approved Ward wise final list of polling stations shall also be sent to the concerned Returning Officer to enable them to publish at the places specified in para 7 of this circular of their Ward concerned in **Annexure – IV (A)** along with notice in **Annexure – VI** on the date fixed by the State Election Commission.

## **7. Final Publication of the List of Polling Stations:**

**7-1.** After approval, the Commissioner, Municipal Corporation /Additional Election Authority, shall publish the final list of polling stations of entire Municipal Corporation in **Annexure IV (B)**; on the date fixed by the Commission, by making available a copy thereof for inspection at the following places while displaying the same at his office and same may be uploaded to Te-Poll software so as to display in TSEC website.

1. At the Office of the Municipal Commissioner
2. At the Office of the District Collector
3. At the Office of the Revenue Divisional Officer/Deputy District Election Authority.
4. At the Office of the Sub-Register.
5. At the Office of the Tahasildar.
6. At the Office the District Court/Sub-Court.
7. At the Office of the Munisif Magistrate's Court.
8. At the Office of the Public Libraries.
9. At Post Offices.
10. At Banks.

The Returning Officers of the Wards shall also publish the final list of Polling Stations pertaining to his Ward/Wards as approved by the Municipal Commissioner in Annexure – IV B along with notice in Annexure – VII at the following places.

- (i) At his Office.
- (ii) At Ward Office.
- (iii) Tahsildar Office.
- (iv) Police Station and other conspicuous places in the ward.

The list so published shall be the List of Polling Stations for election of Wards of the Municipal Corporation.

7-2. The Returning Officer of the Municipal Corporation is empowered to correct only printing or clerical mistakes, if any, after such publication.

7-3. The Final List of Polling Stations for the Wards of the Municipal Corporation shall be published in the language or languages in which the electoral roll for that Municipal Corporation is published.

**Note: The serial numbers of Polling Stations of all Wards of concerned Municipal Corporation shall be continued in case of Annexure – IV(B).**

#### **8. Modifications in the List:**

8-1. Modifications as a result of variation in the number of voters within the polling area allotted to a polling station consequent on the additions/deletions of electoral rolls till Election should be reported by the Returning Officer to the Commissioner, Municipal Corporation.

Changes in the location of polling stations to new buildings or sites may become necessary where the owner of the building or site originally proposed for a polling station has since become a contesting candidate or has developed strong sympathies for any candidate or a political party or because of any natural calamity that might have damaged such building. All such changes should be reported forthwith to the Commissioner, Municipal Corporation for approval.

8-2. The Returning Officer should on no account make any change in the location of polling stations already approved by the Commissioner, Municipal Corporation, without his prior approval, as any change may ultimately result in the election being declared as void.

8-3. Where modifications/location changes become inevitable and have to be made, such changes should be referred to the Commissioner, Municipal Corporation for his approval.

8-4. The Returning Officer may in such cases, consult the political parties and contesting candidates make modifications only where he is satisfied absolutely and then make his recommendations in the matter to the Commissioner, Municipal Corporation if is absolutely necessary. The Commissioner, Municipal Corporation should ensure that the Returning Officer furnishes a certificate to the effect that he has consulted the political parties and the Legislators and that they have no objection to the modifications.

Such changes should be re-published in prescribed manner and all contesting candidates and political parties will be informed in writing duly obtaining proper acknowledgement from all concerned.

#### **8-5. Change in the nomenclature of the building of a Polling Station:**

After the approval of the list of polling stations for a Ward, if there is any change in the nomenclature of the building in which the polling station is set up, for example, up gradation of a Primary School to a Upper Primary School and the like, but otherwise there is no change in the location of the polling station, cases of such change need not be referred to the Commissioner, Municipal Corporation for his approval. However, the Commissioner, Municipal Corporation should be informed of such change. The political parties and the contesting candidates, etc., should also be informed in writing about such change under proper acknowledgement.

#### **9. SUPPLY OF COPIES OF THE LIST:**

9-1. Each contesting candidate should be supplied, free of cost, with three copies of the list of polling stations for that Ward Area, in the form of **Annexure – IV (A)**, immediately after the last date for withdrawal of candidatures. Copies should also be made available at the reasonable price fixed by the Commissioner, Municipal corporation and may be sold to all persons on demand. Web hosting and a facility to download the same would go a long way in improving the efficiency.

The Programme for publication of list of Polling Stations would be issued separately by the State Election Commission.

#### **10. COPIES OF LIST OF POLLING STATIONS TO BE PRINTED:**

The Returning Officer should supply sufficient copies of the final list of Polling Stations to be made available for the following purposes –

- (1) For final publication (At various locations)
- (2) For supply to contesting candidates
- (3) For supply to political parties
- (4) For Police (Commissioner of Police / Dy. Commissioner of Police / Superintendent of Police / Dy. Superintendent of Police) as the case may be.
- (5) For election staff
- (6) For sale
- (7) Reserve copies.

#### **11. AUXILLARY POLLING STATION:**

After final publication of electoral roll, if it comes to notice that, the maximum number of electors in a polling area far exceed beyond the prescribed limit i.e. 1200 per polling station in case of EVMs and 1000 in case of Ballot boxes and as a result it is not possible to manage the electors in the existing polling station, auxiliary polling station(s) to be provided by bifurcating/trifurcating the electors of existing polling station. Generally, such auxiliary polling station is situated in the same polling station location(premises) in which the main (original) polling station is earlier housed. The

serial number of auxiliary polling station(s) is indicated by adding a suffix to the serial number of the main polling station, like '6' as '6A', '6B' so on.

**Conditions under which auxiliary polling stations are allowed:**

- a. Auxiliary polling stations shall have the same serial number as that of the original (main) polling station, with a suffix "A", "B", etc.
- b. As far as practicable, the auxiliary polling stations shall be located in the same building or premises as that of the original (main) polling station.
- c. The auxiliary polling station may be located in a separate building only when it is absolutely unavoidable owing to non-availability of suitable rooms in main building. But it shall be within the same area as that of the original (main) polling station.
- d. Separate serial number shall not be given to an auxiliary polling station even if it is located in a separate building. It shall have the same serial number as that of the original (main) polling station with the suffix "A" or "B" in view of the fact that the original (main) polling station and its auxiliary polling station may be having the electors shown in the same part of the electoral roll.

The Returning Officer shall submit all such proposals to the Commissioner of Municipal Corporation concerned for approval. Once approved the same have to be communicated invariably to all the political parties/ contesting candidates. The Commissioners of all Municipal Corporation are requested to take necessary action accordingly in the matter for setting up of the polling stations as per the above instructions accordingly. The State Election Commission will communicate schedule for publication of list of polling stations separately.

**12. BASIC MINIMUM FACILITIES (BMF) AT POLLING STATIONS:**

Availability of basic facilities at polling station encourages citizens to participate in poll actively. Hence, the following Basic Minimum Facilities (BMF) has to be provided at each polling station –

- a) Proper signage and Reception / Help Desk
- b) Proper shade for electors in queues for protection from sun and rain.
- c) Provision for drinking water
- d) Toilet
- e) Proper lighting & Power supply
- f) Adequate furniture
- g) Ramp for the benefits of old and infirm.
- h) Wheel chairs

**13. ARRANGE HELP DESK:**

Where more than two polling stations have been set up in the same building/premises, in order to ensure orderly polling at polling stations, the State Election Commission issues the following instructions to ensure smooth conduct of poll at such polling stations –

- a. Where more than two polling stations are set up in the same building/premises, a help desk shall be arranged at the entrance of the building to guide the electors to

their respective polling stations and also to locate the serial number of the voter in the electoral roll of the concerned polling station. The help desk should be manned by one or two persons.

b. Additional police personnel shall be deployed at such buildings depending on the number of polling stations set up in the building for traffic management as well as to ensure that voters are lined up properly in queues at their respective polling stations.

**(BY ORDER AND IN THE NAME OF THE STATE ELECTION COMMISSIONER)**

**Sd/- M. Ashok Kumar  
SECRETARY**

**Encl:-**

- Annexure-I(A): Draft List of Polling Station of a Ward which prepared by the RO to be submit to the Commissioner, Municipal Corporation.
- Annexure-I(B): Draft list of Polling Stations of entire Municipal Corporation to be prepared by the Municipal Commissioner.
- Annexure-II: Check List for Preparation of Draft List of Polling Stations.
- Annexure-III: Scrutiny Sheet for Preparation of Draft List of Polling Stations.
- Annexure-IV A: Final List of Polling Station(s) of a Ward to be prepared and furnished to the Commissioner, Municipal Corporation by the Returning Officer.
- Annexure-V: Form of Certificate to be furnished by the Returning Officer.
- Annexure-IV B: Final list of Polling Stations of entire Municipal Corporation for approval of the Commissioner, Municipal Corporation. After approval, Ward wise Final list of Polling Stations shall be sent to the RO concerned for publication.
- Annexure-VI: Form of Proceeding to be issued by the Commissioner, Municipal Corporation.
- Annexure-VII : Form of Notice of Publication of Final List of Polling Station(s) of a Ward concerned.

**To**

1. All the Returning Officers of Municipal Corporations.
2. All the Commissioners of Municipal Corporations.
3. All the Deputy Commissioners of GHMC, Hyderabad.

**Copy**

1. All the Collectors & District Election Authorities.
2. The Commissioner and Election Authority, GHMC.
3. The Election Authority & Commissioner & Director of Municipal Administration, Hyderabad, Telangana.
4. The Regional Director cum Appellate Authorities of Municipal Administration Department, Hyderabad & Warangal.
5. The Principal Secretary to Government, MA&UD, Department, Government of Telangana, Secretariat.

**// Attested //**

*M. Jayaram Reddy*  
Joint Secretary  
*Rao*  
S.O. 11/25

**ANNEXURE – I (A)**  
**(See Para 5)**

**ELECTIONS TO WARD MEMBERS OF ..... MUNICIPAL CORPORATION, 20\_\_\_**

**WARD WISE DRAFT LIST OF POLLING STATIONS**

**Election to the Ward. No. .... of .....Municipal Corporation.**

Polling Station No	Name of the Building/Wing which is proposed for setting up of Polling Station	Locality of Polling Station	Area of the Polling Station in Sq. meters.	Whether there is a separate entrance and exit if not, reasons	Polling Area*	Total number of voters assigned S. Nos From.... To.....	Whether for all voters or Men/Women only	Maximum distance that a voter have to travel to reach the station	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

1. Total number of Voters in the Ward:
2. Total number of polling stations proposed in the Ward:
3. Average number of voters per polling station:

Place: .....

Date : .....

**Signature of the Returning Officer**

.....Municipal Corporation

**\* The Polling Station number will be tentatively given in seriatim within the Ward.**

**\* Here give the details of streets, localities and house numbers assigned to polling stations. In case part is split up into two polling stations, then the serial number (not the house number) of the voters assigned should also be mentioned.**

**ANNEXURE – I (B)**

**DRAFT LIST OF POLLING STATIONS**

**ELECTIONS TO WARD MEMBERS OF .....MUNICIPAL CORPORATION, 20\_\_\_**  
**.....DISTRICT**

Ward No.	* Polling Station No	Name of the Building/Wing which is proposed for setting up of Polling Station	Locality of Polling Station	Area of the Polling Station in Sq. meters.	Whether there is a separate entrance and exit if not, reasons	** Polling Area	Total number of voters assigned S. Nos From.... To .....	Whether for all voters or Men/Women only	Maximum distance that a voter have to travel to reach the station	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

1. Total number of Voters in the Municipal Corporation:
2. Total number of polling stations proposed in the Municipal Corporation:
3. Average number of voters per polling station:

Place: .....  
 Date : .....

**Signature of the Commissioner**  
 .....Municipal Corporation

**\* The serial number of the polling stations shall be mentioned consecutively of all Wards of Municipal Corporation.**

**\*\* Here give the details of streets, localities and house numbers assigned to polling stations. In case part is split up into two polling stations, then the serial number (not the house number) of the voters assigned should also be mentioned.**

## ANNEXURE-II

(See Para 3)

### CHECK LIST FOR PREPARATION OF DRAFT POLLING STATIONS FOR ELECTIONS TO THE POST OF WARD MEMBER IN MUNICIPAL CORPORATION.

Name & Number of Ward: .....

Name of the Municipal Corporation .....

Name of the District: .....

#### PART-I – GENERAL

- 1 Has the heading of the list been properly given?
- 2 Has the list been prepared in the prescribed form?
- 3 Have two copies of the lists in English (Including scrutiny sheet and certificate) been sent to the Commissioner, Municipal Corporation?
- 4 Have copies of the Map been sent to the Commissioner, Municipal Corporation ?
- 5 Has the Returning Officer made cent-percent inspection of the location of the Polling stations?
- 6 Has the location of polling stations been inspected by the Returning Officer concerned?
- 7 (a) Have all the polling areas within the jurisdiction of the Ward been covered by the draft list of polling stations?  
(b) Do the Serial Nos. of voters given in the list of polling stations tally with those in the printed electoral rolls?

- 8 What is the total number of voters of Ward as per draft rolls?
- 9 Has the information regarding the total number of voters and the average number of voters per polling station been specified at the end of the list?
- 10 Names and designation of the officers who prepared draft list.

**PART- II**

- | Sl. No. | Details   |
|---------|---|
| 1       | Has the polling station number been correctly specified in column (1) against each polling station?   |
| 2       | Has the location been specified correctly in column (2) against each Station?<br>(a) Has the exact location of the polling station specified in column (3) against each station? (Such as Girls High School, Boys Primary School, etc.,<br>(b) Has it been ensured that abbreviation such as GHMC/MC for Greater Hyderabad Municipal Corporation and Municipal Corporation, been avoided in all cases full description given ?<br>(c) In case where more than one polling station is proposed in the same building, has clear description like, North-wing or South-wing been given? (Specify also the serial number of polling stations) |

(d) In case where temporary structures have been proposed, has it been ensured that full description of the site chosen with survey number etc., been given ? (specify also the serial numbers of polling stations)

3 Have the total number of voters assigned to each polling station has been indicated in column (7)?

4 Have the Serial No. of voters assigned to each Polling Station have been indicated in column (7)?

**5 MAP**

(a) Have the boundaries of the various local units, namely, etc, Ward area, Municipal area been marked distinctly in different colors?

(b) Have the areas served by the polling stations been Marked distinctly in red colors?

(c) Have the serial numbers of Polling Stations been entered correctly in red circles?

(d) Have the numbers of voters in the Ward within the Municipal Corporation Area been indicated in black ink.

**Returning Officer,  
Name & Number of Ward: .....  
..... Municipal Corporation.**

**ANNEXURE – III**

**SCRUTINY SHEET FOR LIST OF POLLING STATIONS**

**(to be furnished to the Commissioner, Municipal Corporation along with  
Annexure – I(A) & II)**

Name & Number of Ward: .....

Name of the Municipal Corporation .....

Name of the District: .....

- 1 Total number of voters in the Ward.
  - (a) Men .....
  - (b) Women .....
  - (c) Others .....Total Voters .....
- 2 Number of Polling Stations required on the basis of 1200/1000 voters per polling station.
- 3 Total number of polling stations actually provided:
- 4 Average number of voters per polling station
- 5 Number of Polling Stations for which distance that a voter will have to travel is more than 1 kilometer:
- 6 Whether all the Polling areas have been clearly demarcated:
- 7 Whether serial number of polling stations has been done in a systematic manner:

- 8 Whether any polling station has been proposed to be located in any:
  - (a) Private Building
  - (b) Temporary Structure; and if so, whether the exact site chosen for the location of the polling stations has been clearly indicated in the list.
- 9 Whether it has been certified that the private buildings do not belong to any of the candidates, his active worker or known sympathizers;
- 10 Number of polling stations which have less than 20 sq. meter area:
- 11 Details of polling stations where more than 4 Polling Stations have been located in the same building:
- 12 Whether it has been certified that all the polling areas within the Ward are covered by the proposed polling stations:
- 13 Number of Polling Stations which have not been situated within the ward, even if that ward is having the highest number of voters:
- 14 (a) Serial Number of separate polling stations provided for women Voters.
  - (b) If so, (a) as above, whether polling stations for men and women voters of a particular area have been located in the same building.

15 (a) Whether a polling station is located  
outside the jurisdiction of a ward.

(b) if so, furnish reasons.

16 Any other remarks:

**Returning Officer,  
Name & Number of Ward: .....  
..... Municipal Corporation.**

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**Note:** Please specify the serial numbers in addition to total number of polling stations against items – 5, 6, 10(b), 11, 13, 14, 16 and 17.

**ANNEXURE – IV (A)**

**WARD WISE FINAL LIST OF POLLING STATIONS FOR CONDUCT OF  
ELECTIONS TO ..... WARD /WARDS. ....  
OF ..... MUNICIPAL CORPORATION, 20....**

Sl. No.	Polling Station No.	Name of the Building/Wing which is proposed for setting up of Polling Station has been set up	Door No's		Sl. No. of the voters		Whether for all voters or men only or women only	Total number of voters assigned FROM.....TO	Remarks
			From	To	From	To			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Date:.....

Place:.....

\*Polling Station number shall be the number assigned by Municipal Commissioner in Annexure – VII (B).

**Returning Officer,  
Name & Number of Ward: .....  
..... Municipal Corporation.**

**ANNEXURE – V**

**Certificate to be furnished along with list of final Polling Stations:**

- (i) That the draft list was duly published, objections and suggestions were invited and discussed with the party representatives and legislators on the lines indicated in the Commissioner, Municipal Corporation directions;
- (ii) That all the polling areas within the Ward have been covered in the list;
- (iii) That no building, public or private which is a Temple, Church, Mosque, Gurudwara or has any religious significance or in respect of which any section of the public may have any legitimate objection to enter, has been proposed as a polling station;
- (iv) That no police station, hospital or dispensary is proposed as a polling station;
- (v) That separate polling stations have been set up in areas, electors of which are predominantly scheduled castes and other weaker sections of the society and that no such area has been either left out or linked with areas where electors predominantly belong to forward communities.
- (vi) That the usual limit of 1200/1000 voters per polling station or the limit of one kilometer beyond which a voter should not ordinarily be required to walk has been maintained, no better arrangements are practicable;
- (vii) That no private building in the list of polling stations belongs to any political party or is known to belong to any prominent or active member of any of the political parties;
- (viii) That in case where private buildings have been selected as political stations, the written consent of the owner for the purpose has been obtained; and
- (ix) All the voters existing in Ward is covered in concerned Municipal Corporation electoral rolls and none of the voter left uncovered in any of the proposed Polling Stations to be set up in the Municipal Area.

Place.....

Date.....

**Returning Officer,**  
**Name & Number of Ward: .....**  
**..... Municipal Corporation.**

**ANNEXURE – IV (B)**

**WARD WISE FINAL LIST OF POLLING STATIONS FOR CONDUCT OF  
ELECTIONS TO ..... WARD /WARDS. ....  
OF ..... MUNICIPAL CORPORATION, 20....**

Sl. No.	Polling Station No.	Name of the Building/Wing which is proposed for setting up of Polling Station has been set up	Door No's		Sl. No. of the voters		Whether for all voters or men only or women only	Total number of voters assigned FROM.....TO	Remarks
			From	To	From	To			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Date:.....

Place:.....

\*Polling Station number shall be the number assigned by Municipal Commissioner in Annexure – VII (B).

**Sd/- Commissioner**  
..... **Municipal Corporation**

// Attested //

**Returning Officer**  
.....**Ward/Wards**  
..... **Municipal Corporation**

## ELECTIONS TO WARD MEMBERS

Ward No.	* Polling Station No.	Name of the Building which is proposed for up of Polling Station to be set up
(1)	(2)	(3)

**\* The serial number of the polling station**

**ANNEXURE – VI**

**Proceedings of the Commissioner, ..... Municipal Corporation ..... District.**

I ..... Commissioner, Municipal Corporation / Additional District Election Authority hereby publish the Final list of Polling Stations for the entire Municipal Corporation for the convenience of all the Voters and Political Parties. The Returning Officers shall also publish the Final Polling Stations list pertaining to their Wards in Annexure – IV B along with notice in Annexure – VII at the places notified. They shall also make the copies available for inspection at such of the place/places as he/she may consider necessary.

**COMMISSIONER**

**..... MUNICIPAL CORPORATION**

**ANNEXURE - VII**

**NOTICE OF PUBLICATION OF LIST OF POLLING STATIONS**

I ..... Returning Officer for Ward/Wards No. .... of Municipal Corporation hereby provide the Polling Stations for above Wards with the prior approval of the Commissioner ..... Municipal Corporation. The polling stations with their polling areas or groups of voters against each are specified in the list appended.

Place:.....  
Date:.....

**Returning Officer,**  
**.....Ward**  
**..... Municipal Corporation**