

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

CIRCULAR

Cir.No.492/TSEC-ULbs /2015

Dated:23.07.2015

Sub:- TSEC - Ordinary Elections to Municipal Bodies – Prescribing Visit Sheet for
use by the Inspecting Officers on poll day – Regarding.

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A proforma of visit sheet designed by the TSEC for use by the Zonal Officer/Asst. Returning Officer/ Returning Officer/Election Officer / Assistant Election Officer, District Election Authority/Deputy District Election Authority/Additional Election Authority/ Deputy Election Authority / Election Observers on poll day to enable them to note down their remarks at the time of visit to the polling stations.

All the Municipal Commissioners shall arrange to print sufficient copies of visit sheets and arrange to handover the same to the Presiding Officers on the day of distribution of material, with instructions to handover the same to the Visiting Officers on the poll day. Sufficient copies of the same may also be given to all the Zonal Officers/ AROs/ ROs/ EOs /AEOs/District Election Authority/Dy. District Election Authority/ Additional Election Authority/Deputy Election Authority /Election Observers, so as to enable them to use the same while inspecting the polling stations on the day of poll.

The Municipal Commissioners should mention about the visit sheets during the conduct of training classes to the POs/APOs and the necessity to give it to the Visiting Officers. The filled visit sheet should be kept in separate cover and handed over at reception center alongwith other election material after end of the poll. The same has to be duly indicated in the Presiding Officer's diary also.

Sd/-M. Ashok Kumar
Secretary

To
The Commissioner & Spl. Officer & Election Authority, GHMC.
All the Commissioners of Municipal Corporations and Municipalities / Nagar Panchayats.
All the Deputy Commissioners of GHMC.

Copy to All the Observers.

Copy to All the Collectors and District Election Authorities.

// ATTESTED //


JOINT DIRECTOR


VISIT SHEET

Date of Poll : _____

Name of the Urban Local Body: _____

Name and Number of Ward: _____

Name and Number of Polling Station: _____

Number of Electors: _____

Sl. No.	Name & Designation of the Officer Visiting (Observer /DEA/RO/ARO/ Zonal Officer)	Time of Visit	Brief description of polling process (Peaceful/ Incidents, if any)	Number of votes polled the time of visit	% Polled till the time of visit	Remarks, if any	Signature of Officer

Signature of Presiding Officer

(with date)