

**AGENDA NOTE FOR VIDEO CONFERENCE WITH ALL ELECTORAL
REGISTRATION OFFICERS-CUM-SUB-COLLECTORS REGARDING
RATIONALISATION OF POLLING STATION IN THE STATE
ON 11.07.2013 AT 11.00 A.M**

Proposals for Rationalization of Polling Stations:

As per the instructions of the Commission communicated in this Department letter No.5744/Elec. dt.24.06.2013,

- Optimum number of electors that can be assigned to a polling station is 1200 in case of rural areas and 1400 in case of urban areas. However, depending upon various issues, the District Election Officers may by providing necessary justification request to approve the lower or higher limit proposed by them.
- Some criteria for proposing new polling stations may be –
 - i. New polling station may be proposed if a village has more than 300 electors and a suitable Government building is available for the polling station.
 - ii. If it is necessary to do so in view of vulnerability mapping.
 - iii. If a new colony with a number of dwelling units has cropped up, then new polling station may be created.
 - iv. Polling area assigned to a polling station should be compact.
- **N.B:** - The areas comprised in the respective Assembly Constituencies should be strictly as per the delimitation order notified by the Commission and any changes in the administrative units subsequent to 15.02.2004 should be ignored while providing polling stations.
- All instructions contained in the Handbook for Returning Officers relating to consultation with political parties and preparation and publication of list of polling stations must be followed scrupulously.
- **All existing polling stations must be inspected / physically verified to find out –**
 - a) Whether the building is dilapidated or dangerous;
 - b) Whether polling station is situated outside the polling area;
 - c) Whether voters have to cross river / canals / ravines etc. to reach the polling stations;
 - d) Whether voters are not required to cover distance of more than 2 Kms to reach polling station;
 - e) Whether the polling station location has more than two polling stations in rural areas or more than 4 polling stations in urban areas;
 - f) Whether polling station is in private building. Polling stations should be in Government /Semi Government building, preferably in a school;

- g) Whether polling station is located in police station/ hospital/ dharmasala/ temple or religious place;
- h) Whether polling station is on 1st floor or above;
- i) Whether any political party office is situated within 200 meters from polling station premises;
- j) In localities predominately inhabited by minorities, weaker section of society like Scheduled Caste / Scheduled Tribes, the polling station should be located in such localities in such a manner that such communities are not prevented from reaching the polling station and casting their votes. If required, polling stations may be created in localities inhabited by such communities irrespective of number of electors. The Inspecting Officer should give a special written report in this respect. Inputs should also be obtained from NGOs and CSOs working for their welfare;
- k) Whether the minimum area of polling station 20 Sq. meters and whether it is having two doors;
- l) Whether the building has an electric connection;
- m) Whether ramps have been provided for physically challenged persons;
- n) Whether toilet and drinking water facilities exist in the polling station premises;
- o) Whether there is shed to shelter the voters from sun and rain;
- p) Whether the polling station has telephone connection. If yes, what is the phone number;
- q) Whether polling station area has been correctly and fully described in the existing polling station list (if not please do it). Further, to the extent possible, the villages / localities comprised within polling station area should fall within one administrative unit like police station / block/ sub-division etc.

- **Time Frame** – The time frame for rationalization of polling stations is as under:

1	Completion of physical verification of polling stations	By 8 th July, 2013
2	Draft publication of the rationalized list of polling stations to invite claims and objections and supply of copies of the proposal of modification in the existing list of polling stations to the local branches of recognized political parties etc.	By 12 th July, 2013
3	Meeting with political parties,	By 17 th July, 2013
4	Disposal of claims and objections and Finalization of rationalized list of polling stations	By 22 nd July, 2013
5	Updation of Control Tables in "ECI Control Table Database"	By 25 th July, 2013
6	Forwarding the list of proposals along with relevant documents to CEO.	By 27 th July, 2013

- All Electoral Registration Officers-cum-Sub-Collectors should confirm whether physical verification of polling stations has been completed by 8th July, 2013.
- **The Draft list of proposed polling stations should be sent to recognized political parties at the district level by 12th July 2013.**
- **The District Election Officer & Collector should preside over the meeting of political parties.**
- Control Tables in “ECI Control Tables Database” must be updated on the ECI website, before sending the proposal for approval of rationalized polling station list. A printout of the list of polling stations from the updated “ECI Control Tables Database” must be included in the proposal.
- **Submission of Proposals:** The proposal for rationalization should be sent to this Department along with following documents in duplicate:

- List of Polling Stations in the prescribed form in Annexure-III of the Hand Book for the Returning Officer (2009 Edition)
- Scrutiny sheet for list of Polling Stations in the prescribed form in Annexure-IV of the Hand Book for the Returning Officer (2009 Edition)
- Certificate to be furnished along with list of Polling Stations in the prescribed form in Annexure-V of the Hand Book for the Returning Officer (2009 Edition)
- Map of the Assembly Constituency demarcating all the polling areas vide para 5.1 and 5.3 of the Hand Book for the Returning Officer (2009 Edition)
- Report of the Returning Officer and District Election Officer on the process followed in rationalization of the polling stations as indicated in Para 4 (a) of this Department letter No.5744/Elec. dt.24.06.2013.
- Copies of the minutes of meeting with political parties in which the subject of rationalization of polling stations was discussed as indicated in Para 4 (b) of this Department letter No.5744/Elec. dt.24.06.2013.
- Information in respect of proposals for creation of new Polling Stations

Sl. No.	No. & Name of AC.	No. & Name of the existing Polling Stations with locations and Name of each Section and No. of Electors in each Section.	No. & Name of the new Polling Station with location and Name of the Section to be tagged with number of electors (including serial numbers)	Reason for creation of new Polling Stations
(1)	(2)	(3)	(4)	(5)

Nomenclature of Polling Stations.

Sl. No.	No. & Name of AC.	No. & Name of the existing Polling Stations with locations	Proposed No. & Name of the Polling Station with location	Reason for change of location/ correction of nomenclature
(1)	(2)	(3)	(4)	(5)

- ix) The proposal should specifically mention that no polling station is in a dilapidated building or in a religious place or within 200 meters of the office of political parties.
- x) The proposal should specifically mention that all infrastructure i.e. ramp, drinking water, toilet facilities, shed and shelter etc. has been provided in the proposed polling stations.