

NO VOTER TO BE LEFT BEHIND

Welcome to the Learning Module for District Election Officer

Session 8

Arrangements for Polling Station

Learning Objectives of the Module

Sr. No.	Learning Objectives	Sr. No.	Sub Learning Objectives
8	To supervise arrangements for polling stations in the constituency	8.1	To recall major legal provisions related to polling stations
		8.2	To be able to set up polling stations
		8.3	To be able to publicize & supply list of polling stations
		8.4	To be able to make arrangements required at each polling station

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Sub Learning Objective 1

To recall major legal provisions related to polling stations

Legal provisions related to polling stations

RP Act, 1951

- Sec 25: DEO is responsible for provision of polling stations and publication of list of polling stations

Conduct of Election Rules, 1961

- Rule 31: Arrangements at polling station
- Rule 32: Admission into polling station
- Rule 49C: Arrangements at polling stations (EVM)
- Rule 49D: Admission into polling station (EVM)

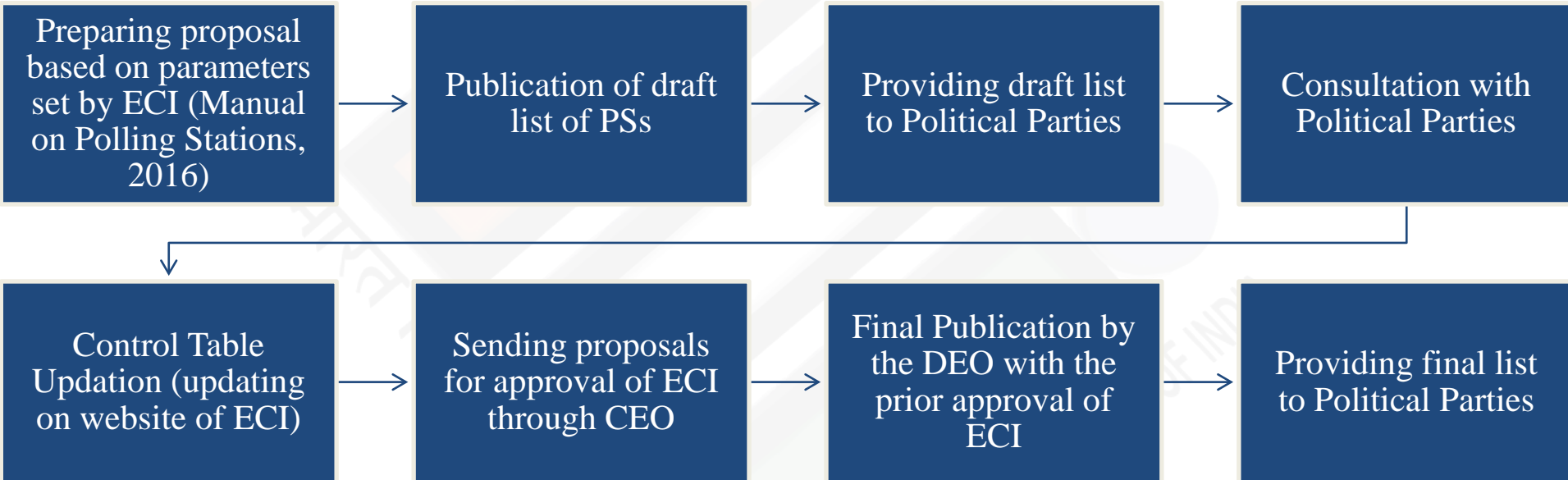
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Sub Learning Objective 2

To be able to set up polling stations

Process of setting PS during rationalization of PSs

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Sub Learning Objective 3

To be able to publicize & supply list of polling stations

Annexure I as per Manual on PS for RO- Draft List of Polling Stations

ANNEXURE I

(CHAPTER -3, PARA 3.2)

LIST OF POLLING STATIONS

For..... (Assembly Constituency comprised within the) Parliamentary Constituency.

SN of Polling Station	Locality	Building in which it will be located	Area of the Polling Station	Whether there is a separate entrance and exit if not reasons	Polling* Areas	Whether for all voters or men only or women only	Total Number of Voters assigned	Maximum distance that a voter will have to travel to reach the station	Remarks
1	2	3	4	5	6	7	8	9	10

2. Total number of voters
3. Total number of polling stations proposed
4. Average number of voters per polling station

Date..... District Election Officer/Returning Officer

* Here give names of villages, wards, streets, localities, and house numbers and part NO. of the electoral roll assigned. In case part is split up into two polling stations, then the serial numbers (not the house numbers) of the voters assigned should also be mentioned.

* Will not apply in the case of Union Territories (1) Andaman and Nicobar Islands, (2) Chandigarh, (3) Dadra and Nagar Haveli, (4) Lakshadweep and (5) Daman and Diu.

Instructions for filling up the columns of the format

Publicize & Supply list of Polling Stations

Publish the list in draft in language(s) of electoral roll, inviting objections and suggestions by a specified date, allowing not more than 7 days

Notice of publication and place/s at which it can be inspected should also be given in

- Local Newspapers
- Local branches of all recognized political parties
- Sitting MPs, MLAs concerned
- Ex-MPs, Ex-MLAs if the House of People and Legislative Assemblies stand dissolved

Publicize & Supply list of Polling Stations

DEO to call meeting of political party representatives, legislators to discuss draft list and take suggestions

DEO will then decide and amend draft list where necessary and forward it to CEO along with map, scrutiny sheet and certificate in prescribed forms (Annexure IV & V of RO HB)

CEO to scrutinize and forward all documents to ECI with comments for approval

ECI will consider and approve proposed list of PS with any changes it may deem necessary. This finalized list to be published.

Annexure-II of Manual on PS (2016)

SCRUTINY SHEET FOR LIST OF POLLING STATIONS

.....Assembly Constituency of
.....State /UT

1. Date of Poll
2. Total number of voters in the Constituency
- (a) Men
- (b) Women
- (c) Service Voters
- Total
3. Number of polling stations required on the basis of an average of 1000 voters per polling station.
4. Total number of polling stations actually provided. :
5. Average number of voters per polling station:
6. Number of polling stations to each of which more than 1200 voters have been assigned, indicating the highest number of voters assigned to a polling station.
7. The lowest number of voters assigned to a polling station. :
8. Whether the number of voters in respect of each component village or other unit of the polling area has been shown in the list/map.
9. No. of polling stations for which the maximum distance that a voter will have to travel is more than 2 kilometers.
10. Whether all the polling areas have been clearly demarcated.
11. Whether serial number of polling stations has been done in a systematic manner. :
12. (a) Whether there are any areas predominantly inhabited by electors belonging to SC/ST and other weaker sections of the society
- (b) If so, the number of polling stations set up separately for them and the total number of electors assigned to each of them
13. 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
14. No. of polling stations which have less than 20 sq. mt. area. :
15. Whether it has been certified that the private buildings do not belong to any of the Candidates, his active workers or known sympathizers
16. Details of Polling stations where more than 4 polling stations in urban areas and more than 2 polling stations in rural areas have been located in the same building
17. Whether it has been certified that all the polling areas within the constituency are covered by the proposed polling stations.
18. (a) Serial Nos. of separate polling stations provided for women voters
(b) In case of (a) above, whether polling stations for men and women voters of a particular area have been located in the same building
19. Serial number of polling stations, which have not been situated in the villages having the largest number of voters
20. Serial number of polling stations which have not been located in any of the villages attached to it
21. Whether the list has been informally published and discussed with the political parties, etc.

Annexure-III Certificate to be furnished along with PS (Manual on PS)

CERTIFICATE TO BE FURNISHED ALONG WITH LIST OF 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 Commission's Directions;
- (ii) That all the polling areas within the constituency 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 or 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
SC/ST 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) Where the usual limit of 1500 voters per polling station or the limit of two kilometers beyond which a voter should not ordinarily be required to walk has not been maintained, no better arrangement is 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; and
- (viii) In cases where private buildings have been selected as polling stations, the written consent of the owner for the purpose has been obtained.

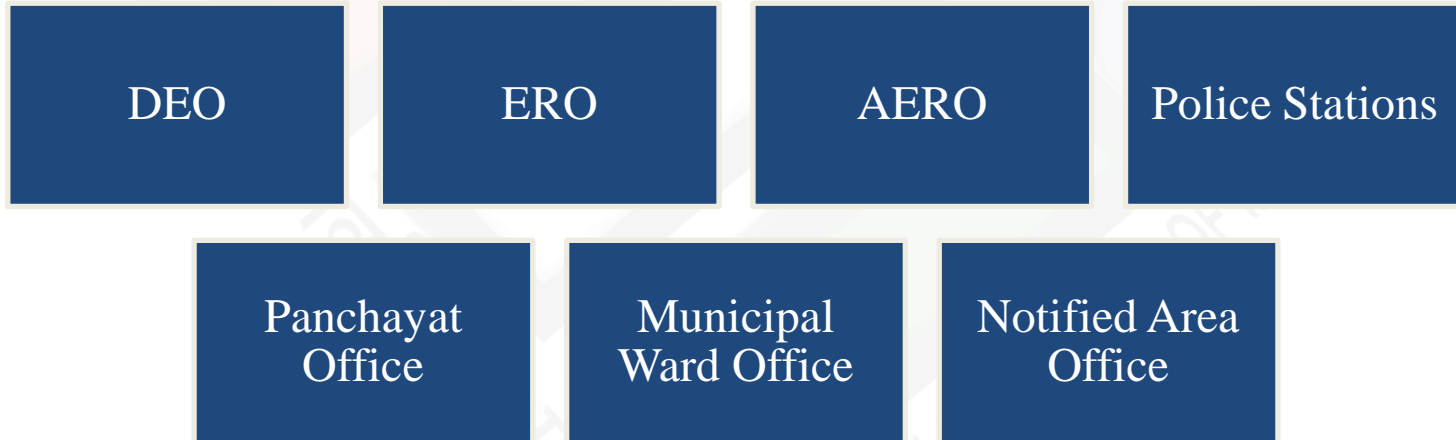
Place

Date

*Signature of the District Election Officer /
Returning Officer*

Final Publication of List of PSs

- DEO to publish ECI approved list of polling stations by making a copy and displaying at his office and at ERO office a notice.
- List of PS for AC to be published in language of electoral roll.
- Copy of relevant parts of list with notice appended to be available at offices of:



Publicize & Supply list of Polling Stations

RO of Parliamentary constituency need not publish this second time except at his office in case of simultaneous elections.



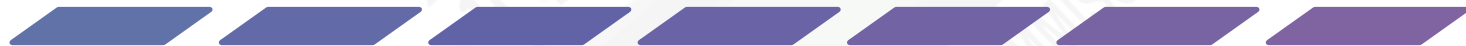
RO should however publish in case of single election to House of People.



Copies of list may be made available for sale at fixed price



The District Election Officer can correct only printing or clerical mistakes, if any, after such publication



Modifications in the List of PS

Every modification as a result of variation in the number of voters, consequent on the revision of electoral rolls, should be reported to the Commission for information.

Changes in the location of polling stations

- Where the owner of the building proposed for a polling station has since become a contesting candidate or has strong sympathies for such candidate or political party
- Or because of the building being affected by any natural calamity.
- All such changes should be reported to the Commission for approval.

Modifications in the List of PS

Once the lists are approved, requests from political parties and individuals for shifting of the polling stations from one village to another or from one site to another should be considered, only in extremely exceptional cases where there are overriding considerations of public convenience for the change proposed. If the District Election Officer/Returning Officer is satisfied, he should consult other political parties and contesting candidates and then only make his recommendations to the Commission.

Copies of the list of PS to be sent to various Stakeholders

Copies of finalized list of PS to be supplied, free of cost, to all recognized political parties to whom draft lists were sent.

Each contesting candidate shall be supplied 4 copies of the finalized list of PS

Copies should also be provided to DGP/SP

Copies to RO/AROs,
Election Department of
State Government

List of polling stations to
be put on official website

Change in nomenclature of the building of PS

After the approval of the list of polling stations for a constituency, if there is any change in the nomenclature of the building where there is no change in the location of the polling station, cases of such change need not be referred to the Commission for its prior approval.

However, the Commission should be informed of such change.

The political parties and the contesting candidates etc. should also be informed in writing about such change.

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Sub Learning Objective 4

To be able to make arrangements required at each polling station

Arrangements at polling stations for poll

Space

- Minimum area of 20 sq. ft.
- Well lit
- Two opening for entry and exit
- Space for separate queues of men and women and waiting room
- Permanent structure unless unavoidable

Location

- Within polling area, by and large
- Polling station within village within largest number of voters or in village with better facilities
- Voters should not require to walk more than 2 km to vote- can be relaxed in case of sparsely populated/forested/hilly areas
- Polling area within one administrative unit
- Special consideration for existence of obstructions such as forests, river, hill, etc.

Arrangements at polling stations for poll

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Building

- Preferably schools (Govt. or aided), govt. or semi-govt. institutions
- Urban Areas – not more than 4 PS in same building
- Rural Areas – not more than 2 PS in same building
- In case of 2 PS per building, no objection in creating separate PS for men and women
- Private buildings to be avoided. If unavoidable, then should be requisitioned at disposal of RO at least 24 hours before poll day/ take written consent from owner
- Not in hospitals, police stations, temples or places of religious significance

Arrangements at polling stations for poll

Basic Infrastructure

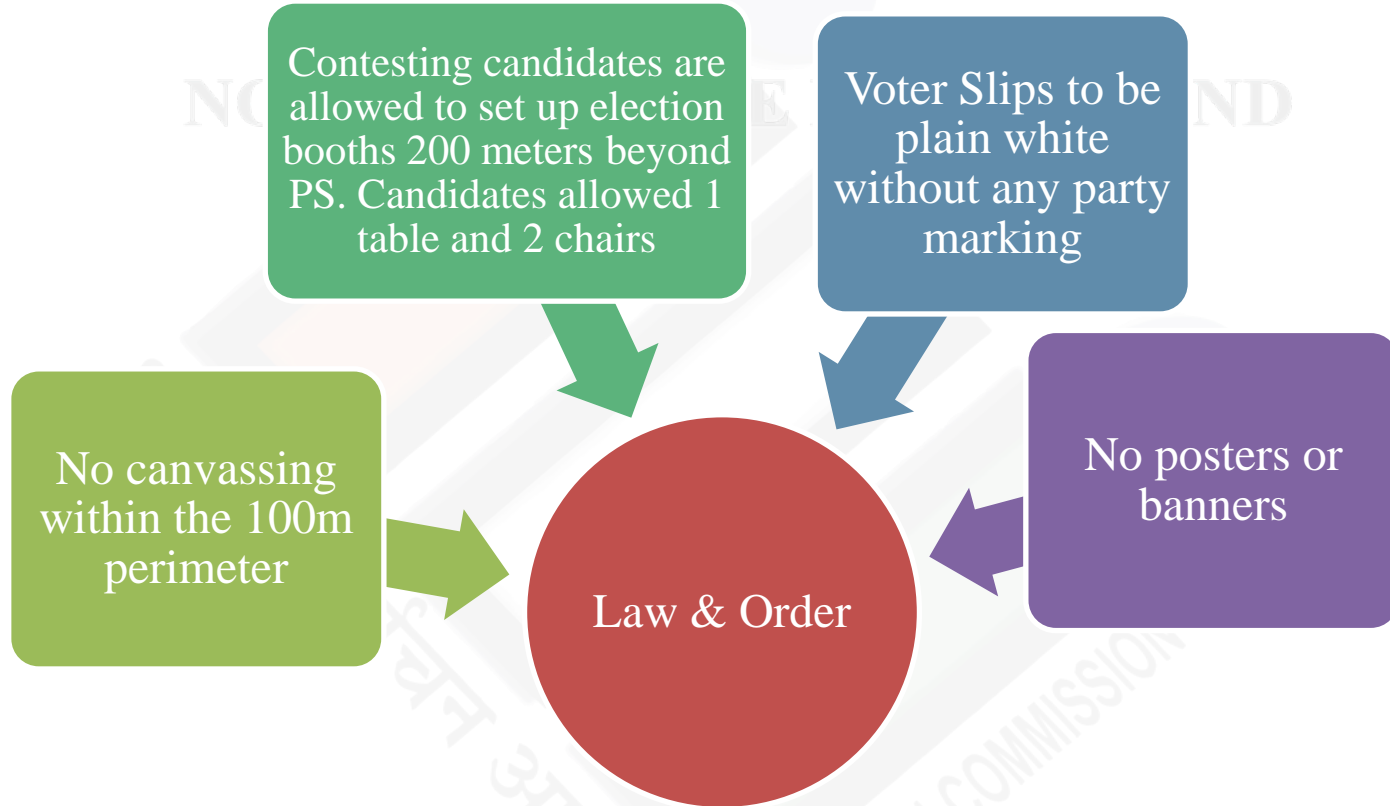
- Tables
- Chairs
- Shade for voters
- Adequate space for separate male and female queues
- Electricity connection
- Water Connection
- Notice outside PS displaying details of electors, polling area & contesting candidates

Arrangements at polling stations for poll

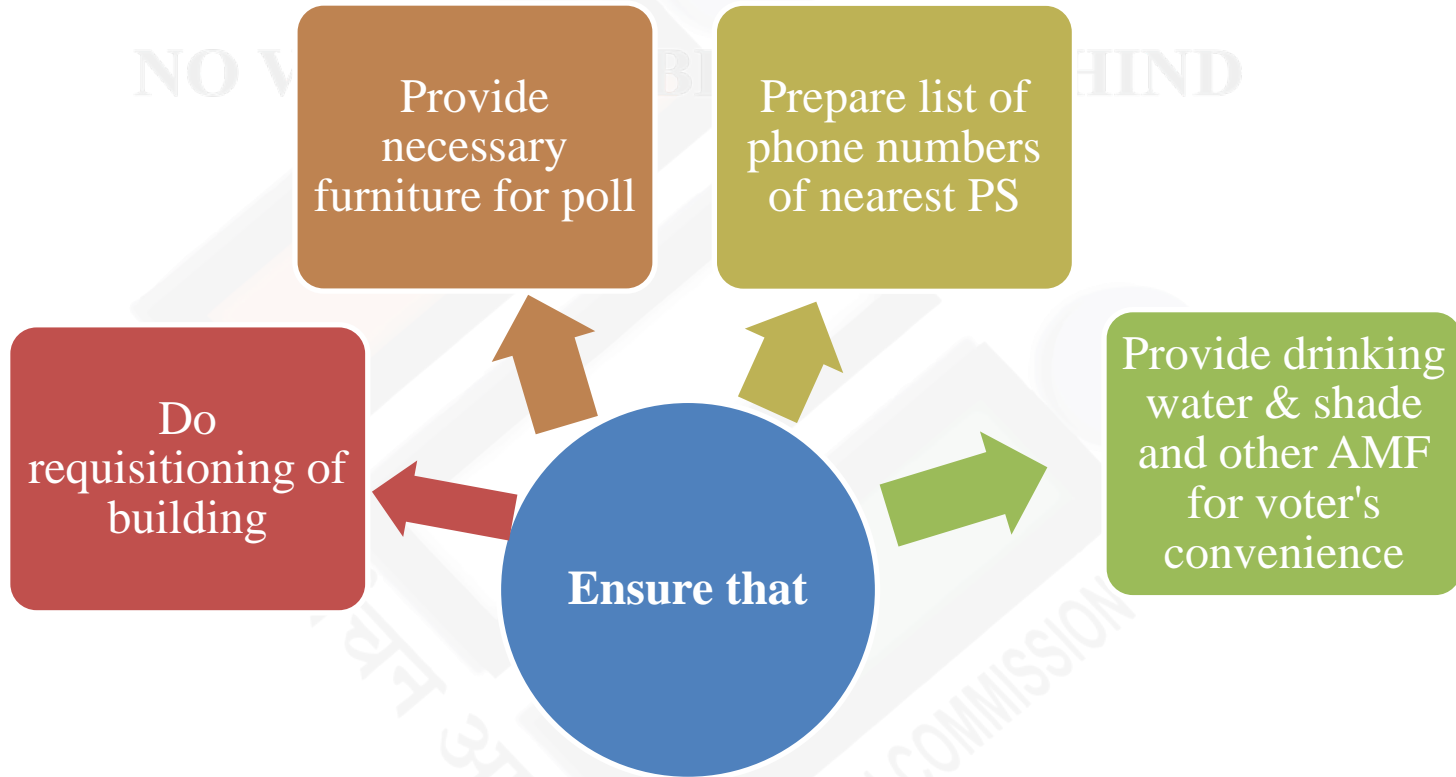
Basic Amenities

- Separate male and female toilets
- Electrical Utilities – fans, lights, plug points
- Alternative arrangements for electricity such as generator, etc.
- Landline
- Drinking Water facility
- Fire Extinguishing facilities
- Medical Aid facility
- Ramp for easy mobility of physically challenged

Guidelines for making arrangements for Polling Stations



Guidelines for making arrangements for Polling Stations



Thank You

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