

**STATE ELECTION COMMISSION, ODISHA,
TOSHLI BHAWAN, B-2, 1ST FLOOR, SATYANAGAR,
BHUBANEWAR-751007**

E-mail ID - stateelectioncommission.odisha@gmail.com
Fax No. 0674-2573494

No. 2067 /SEC.,
Ele (Ml)16/2018

Date: 18.5.18

From

Shri U.N. Das, OAS (SAG)
Secretary.

To

All District Magistrates.

**Sub: Procedure for finalization of Polling Station/Booth for
General Election to Urban Local Bodies.**

Madam/Sir,

I am directed to say that Rule 38 of the Odisha Municipal (Delimitation of Wards, Reservation of Seats and Conduct of Election) Rules, 1994 & Rules 35 of Odisha Municipal Corporation (Division of City into Wards, Reservation of Seats and Conduct of Election) Rules, 2003 provides that the Election Officer of every Municipality shall, with the previous approval of the Election Commission, provide sufficient number of Polling Stations for each Ward and shall publish in such manner as the Election Commission may direct, a list showing the Polling Stations so provided and the polling areas for which they have been provided.

After the final publication of the Electoral Roll the Electors will be split up Polling Station/booth-wise. The State Election Commission directs that the following procedure shall be adopted in finalization of the Polling Station/Booth.

A. Finalisation of Polling Stations

- i) One Polling Station shall be provided for a well defined polling area covering on an average of 1,000 electors, as far as practicable. In case the number of voters in a proposed Polling Station exceeds



1200, there should be one more Polling Station distributing the voters as far as possible without disturbing the family or locality structure.

- ii) The Polling Station should be set up within the limits of the Ward as far as possible.
- iii) The location of Polling Station should be carefully selected in advance and to the extent possible they may be located in permanent Govt. buildings.
- iv) There can be more than one Polling Station in one location. But there must be separate waiting space, entrance and exit for each such Polling Station.
- v) Polling Station should not be located in police stations, hospitals and religious institutions.
- vi) The Polling Stations should ordinarily be located in Government or Government aided schools and other Government or Semi-Government institutions as the furniture and other facilities required for the poll would be available there and which can be made use of without any extra cost. Private club/ buildings shall not be taken for location of Polling Stations even though the club buildings are used for public purposes.
- vii) Location of Polling Station/Booths in private Community Centre and private building or premises shall be avoided as far as possible.
- viii) The building selected for Polling Station/Booths should have sufficient space for Exit and Entrance.
- ix) Where no suitable public building is available, Polling Station can be located in temporary structure. As far as possible, this should be avoided as it involves extra expenditure and also it is not safe during rain or fire, etc. Only in exceptional cases when there is no other alternative, such recourse may be taken to.
- x) The security arrangement of the Polling Station and the polling area will be the responsibility of the state police which will assist

the Election Officer for the Urban Local Bodies and the Presiding Officer for the Polling Station.

B. Publication of list of Polling Stations

The Electoral Roll of a Municipality/NAC/Corporation is prepared Ward wise not Polling Station wise. The name of the Polling Station is reflected in the printed copy of Electoral Roll.

The following procedure shall be followed in publication and finalization of Polling Stations.

- i) Soon after the Electoral Roll is finally published, a draft list of Polling Stations should be worked out. In the draft list of Polling Stations, Ward No., the location of Polling Station, the polling area it covers and the serial number of voters who are allotted to such Polling Station for voting should be published in prescribed form.
- ii) The list of Polling Stations should be prepared Ward wise.
- iii) The draft list of Polling Station shall be published in the office of the Municipality/NAC/Corporation, Election Officer and in conspicuous place of the Ward in the form prescribed by the Commission. (Copy enclosed)
- iv) Notice may be given to the public for giving suggestions, if any, on the location of the Polling Stations within 3 days of the publication.
- v) The draft list of Polling Stations so published shall be discussed with the representatives of the Recognized Political Parties. After taking into consideration the objections and suggestions, if any, received from the public and Political Parties, the Election Officer shall draw up the list of Polling Stations and submit the same to the Commission for its approval.
- vi) The Polling Stations approved by the Commission shall be final list of Polling Stations for the Ward/Urban Local Body.
- vii) The Polling Stations shall be numbered serially from 1 to last for each ULB wise.

A handwritten signature in black ink, appearing to be a stylized 'G' or a similar character, is written over a diagonal line.

- viii) The name of the Polling Station instead of indicating in abbreviated form shall be indicated in full form such as name of the School with "Room No-1" or "Room No-2" etc where there are more than one Polling Station at one Location or Institution for that Ward.
- ix) The approved final list of Polling Stations shall not be altered for a particular ward without the approval of the Commission.
- x) There should be no Political Party office within 100 meters of a Polling Station.
- xi) As far as possible, the Polling Station should be set up in the ground floor of a building to be old age & disabled friendly.
- xii) Electricity, drinking water & separate toilet facilities for men & women should be available as far as possible.

C. Approved list of Polling Stations

- i. Approved copy of list of Polling Stations/Booths received from the Commission may be copied and one copy be given to the Commission for record.
- ii. After the Polling Stations are finalized, the Electoral Roll of each NAC/Municipality/corporation be printed booth wise.
- iii. The Election Officer cannot change any Polling Stations without prior approval of the Commission. Any proposal of change of Polling Station is to be submitted to Commission by the Election Officer through the District Magistrate with proper justification and after consultation with contesting candidates or Political Parties.

This instruction supersedes all previous instructions in this regard.

Yours faithfully,

SECRETARY
Secretary

Memo. No. 2068 /SEC, dated 18.5.18

Copy forwarded to Commissioner-cum- Secretary, Housing & Urban Development Department for information and necessary action.

SECRETARY
Secretary

2069

Memo. No. /SEC, dated 18.5.18

Copy forwarded to All Election Officers/Executive Officers of NAC/Municipality/ Municipal Commissioners for information and necessary action.

S/ 17/5

Secretary

Memo No *2070* SEC., Dated 18.5.18

Copy forwarded to OSD to State Election Commissioner for kind information of Commissioner/All Officers for information and necessary action.

S/ 17/5

Secretary

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ସବ୍ରତିଜିତନ

ଅଧିକୃତ ଷେତ୍ର ପରିଷଦ/ପୌର ପରିଷଦ
ପୌର ମିଗମ

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ନିର୍ବାଚନ ଅଧିକାରୀଙ୍କ ସ୍ଥାନର

ବି. ଦ୍ୱ. - ପାହାର ପଦି କୌଣସି ଆପଣି ବା ଅଭିଯୋଗ ଆପ ସେମାନେ ତାଲିକା ପ୍ରକାଶନର ମଧ୍ୟରେ ତାହା ଦାଖଲ କରିବେ ।