

STATE ELECTION COMMISSION, ODISHA  
TOSHALI BHAWAN, B-2, 1ST FLOOR, SATYANAGAR  
BHUBANESWAR-751007

No. 775

dated the 14<sup>th</sup> January 2022

From

**Sri R. N. Sahu, I.A.S.,  
Secretary**

To

**All District Magistrates**

Sub: Procedure for finalisation of Polling Station/Booth for General Elections to  
Urban Local Bodies 2022

Madam/Sir,

I am directed to say that Rule 36 of the Odisha Municipal (Delimitation of Wards, Reservation of Seats and Conduct of Election) Rules, 1994 & Rule 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 finalisation of the Polling Station/booth. :-

1. One Polling booth 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 booth exceeds 1200, there should be one more booth, equally distributing the voters as far as possible.

2. The polling station should be carefully selected in advance and to the extent possible, they may be located more or less in permanent fireproof public buildings.

3. The polling booths should not be located in the premises of police stations, hospitals, religious institutions and private buildings.

4. There can be more than one booth in one Polling Station. But, there must be separate waiting area, entrance and exit for each such booth.

5. The Polling Stations should ordinarily be located in Government or Government aided schools and other Government or semi-Government institutions as the furniture and equipments required for the poll would be available there and be made use of without any extra expenditure. Private clubs shall not be taken for location of booths even though the club buildings may be used for public purposes.

6. The location of polling booths in community centers shall be avoided

7. Where no suitable public building is available, Polling Stations may be located in temporary structures. But this should be avoided as it is not safe in rain, fire, etc. Only in exceptional cases when there is no other alternative such a recourse may be taken to. Such temporary structures shall be certified by the District Magistrate that there are no alternative permanent public buildings available in the Ward, and setting up booth in a temporary structure is a last resort.

8. The location of the polling booth thus worked out, the polling area it covers and the serial number of the voters of a Ward who are allotted to such booth for voting should be published in draft in the form prescribed by the Commission (copy enclosed) by affixing the same at a conspicuous place of the Ward, the notice board of the NAC/ Municipality/Corporation concerned and in the notice board of the Election Officer.

9. Three days' notice shall be given to the public for filing of objections, if any, and to offer their suggestions on the location of the Polling Station(s)/booth(s).

10. The draft list of Polling Stations shall also be discussed with the representatives of the **recognized political parties**.

11. After taking into consideration the objections and suggestions received from the public and the political parties, the Election Officer shall draw the list of Polling Stations and booths and submit the same to the State Election Commission for approval.

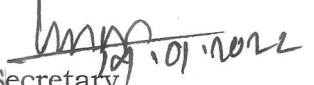
12. The Polling Stations and booths approved by the Commission for the Urban Local Body is final and cannot be altered without prior approval of the Commission.

13. Copies of the approved list of Polling Stations/booths in the form mentioned at Para 8 above shall be given to the local representatives of each of the recognized political parties free of cost. A copy of the list of Polling Stations shall be forwarded by the Election Officer to the State Election Commission for record.

14. After the Polling Stations/polling booths are finalized, the Electoral Roll of each NAC/Municipality/Corporation shall be printed booth wise.

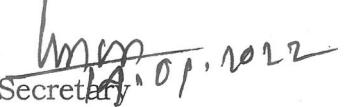
These instructions are issued for identification of polling stations in advance and tagging of voters to polling stations during preparation of ward wise electoral roll to ULBs. Detailed schedule will be issued in due course.

Yours faithfully,

  
Secretary

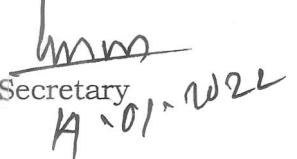
Memo. No. 776 /SEC., dated the 14/01/2022

Copy forwarded to the Principal Secretary to Government, Housing & Urban Development Department for information and necessary action.

  
Secretary

Memo. No. 777/SEC., dated the 14/01/2022

Copy forwarded to Director, Municipal Administration, Odisha for information and necessary action.

  
Secretary