

**ANDHRA PRADESH STATE ELECTION COMMISSION**  
**L-Block, Secretariat, Hyderabad – 500 022.**

**C I R C U L A R**

**No.210/SEC-B2/2017**

**Date: 27.11.2017**

Sub:- Elections – Ordinary elections to Gram Panchayats - Setting up of Polling Stations for Election to Sarpanch & Ward Member of Gram Panchayats - Guidelines - Issued.

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Ordinary elections to Gram Panchayats are to be held before the expiry of term of the existing elected bodies on 01.08.2018. The Collector and District Election Authority is responsible for providing sufficient number of Polling Stations and for the publication of the list of Polling Stations for the conduct of elections to Gram Panchayats. The preliminary arrangements for the setting up of Polling stations should be initiated well in advance. The Mandal Parishad Development Officer and Tahsildars concerned should be entrusted with the work of identification of Polling Stations, preparation of list of Polling Stations, publication of draft and final list of polling stations. The District Collectors should obtain the lists from the concerned Mandal Parishad Development Officers, scrutinise and approve them before their final publication. The Mandal Parishad Development Officer and Tahsildars concerned should be instructed to physically check up the buildings proposed for Polling Stations in all the Gram Panchayats in their respective Mandals.

The following detailed instructions are, hereby issued for setting up of Polling Stations.

**1. DETERMINATION OF NUMBER OF POLLING STATIONS:**

- (1) Each ward in a Gram Panchayat should be provided with atleast one polling station. However, more than one polling station can be set up in a ward based on following guidelines. Ordinarily separate polling station should be set up for about 600 voters.
- (2) If the number of voters in a ward exceeds 600 only marginally say upto 50, second polling station is not required. But if it exceeds 650, set up 2 polling stations in that ward and allot approximately equal number of voters to each.
- (3) If the number of voters is more than 1300 in a ward, set up three polling stations and distribute the voters equally among all the polling stations.

The polling station number will be same as ward number. If there is more than one polling station in a ward suffix the polling station number with A,B or C.

**2. LOCATION OF POLLING STATIONS:**

- a) All polling stations relating to a Gram Panchayat (having no hamlets) should, as far as possible, be located in one building provided there is sufficient accommodation. The construction of temporary structure should be avoided, as far as possible.
- b) In respect of Gram Panchayat having hamlets, the Polling Stations relating to the ward covering the hamlets of the main village should as far as possible be located in the hamlet. The polling stations relating to the remaining wards shall be located in one public building in the main village. As far as possible, each polling station should be located in a separate room in the same building. If sufficient rooms are not available in the building more than one polling station can be accommodated in one hall by making partitions.

- c) If the population of the SC, ST communities in a ward exceed 1/3<sup>rd</sup> of the total number of voters in the ward, the polling stations should invariably be located in the SC/ST locality to enable the weaker sections of the society to exercise their franchise freely.
- d) The actual site of each Polling Station should be chosen carefully in advance and arrangements have to be made in order to make the polling station satisfy the requirements of practical convenience. Provision of all requirements should be completed at least one day before the day of Poll.
- e) To the extent practicable, Polling Stations should be located at the same place where it was located in the last ordinary elections, so that the voters could go and cast their votes at the place already familiar to them.
- f) Polling Stations should be set up in such a manner that ordinarily no voter is required to travel more than two Kms for casting vote. However, in scarcely populated hilly or forest areas, this norm may have to be relaxed. In order to avoid voters having to walk unduly long distances, polling stations, in such cases, may have to be set up for a smaller number of voters.
- g) As far as possible, polling stations should be located in schools (Government or aided) and other Government or semi-Government institutions, such as, Gram Panchayat Offices and Community Halls, as the furniture and equipment required would be available there and could be made use of without any extra cost. The location of polling stations in private buildings or premises should be avoided. But where this becomes unavoidable the buildings should be properly obtained with the written consent of the owner. The private building so obtained should be at the disposal of the Returning Officer for the period required for the poll. No watch and ward or other personnel connected with the owner, whether armed or unarmed, should be allowed to remain either at the polling station or within a radius of hundred metres around it. The security arrangement at the polling station and within the above area will be the responsibility of the State Police under the control of the Presiding Officer. It should be ensured that the owner of the private building, in which polling station is located, is not a contesting candidate or a known sympathizer or worker of any of the candidates at the election.
- h) No polling station should be located in Police Stations, Hospitals and places having religious significance.
- i) In case no suitable buildings of the Government or private are available, the polling station can be located in temporary structures but, as far as possible, this should be avoided as it involves considerable expenditure.

The draft list of polling stations should be drawn up in the Form given in **Annexure-I**. The demarcation of polling area or part of the electoral roll should be clearly indicated.

The serial number of polling station should be used in conjunction with the serial number of Ward within which it is situated. If there is more than one polling station in a Ward, it should be numbered suffixing "A, B" etc. For example, if there are two polling stations in ward number 6, the serial numbers of polling stations will be 6 A and 6 B.

### **3. PUBLICATION OF THE LIST OF POLLING STATIONS IN DRAFT:**

The Mandal Parishad Development Officer is responsible for preparation of draft list of polling stations. He should prepare at least 6 copies of the draft list of polling stations, for each Gram Panchayat in the Mandal and publish the draft list by exhibiting at following places.

- (1) At the Office of the Mandal Parishad Development Officer.
- (2) At the Office of the Gram Panchayat.
- (3) 2 other prominent places/public buildings in the Gram Panchayat, eg: School Building, Village chavadi etc.

The Mandal Parishad Development Officer should thereafter examine suggestions received from the public and amend the draft list, wherever found necessary and submit proposals to the District Election Authority for final approval of the list. The proposal should be accompanied by Checklist given in **Annexure-II**.

### **4. FINAL PUBLICATION OF THE LIST OF POLLING STATIONS AND PUBLICITY:**

After approval by the District Election Authority, the final list of polling stations in **Annexure I** shall be published again at the same places indicated in para 3 above.

### **5. MODIFICATIONS IN THE LIST:**

- (a) Changes in the location of polling stations originally chosen may become necessary if the owner of the building originally proposed for a polling station has since become a contesting candidate or a strong sympathiser for a candidate or on account of any natural calamity. All such cases warranting change in polling station should be reported to District Collector.
- (b) Once the lists of polling stations are finally approved, request for shifting of the polling stations from one site to another should be considered only if there are overriding considerations of public convenience. The District Collector, may in such cases, consult the contesting candidates and make modifications only where he is satisfied that it is absolutely necessary;
- (c) Where changes become inevitable, such changes should be re-published and all contesting candidates be informed in writing.

### **6. SUPPLY OF COPIES OF THE LISTS:**

Each contesting candidate should be supplied, free of cost, one copy of the list of polling stations for that Gram Panchayat, immediately after the last date for withdrawal of candidature. Copies should also be made available for sale at the cost price.

### **7. COPIES OF LIST OF POLLING STATIONS TO BE PRINTED:**

Sufficient copies of the final list of Polling Stations to be made available for the following purposes –

- (1) For final publication (At various locations)
- (2) For supply to contesting candidates
- (3) For Police
- (4) For election staff
- (5) For sale
- (6) Reserve

## **8. BASIC MINIMUM FACILITIES (BMF) AT POLLING STATIONS:**

Availability of basic facilities at polling station encourages citizens to participate in poll actively. Hence, the following Basic Minimum Facilities (BMF) have to be provided at each polling station –

- a) Proper signage and Reception / Help Desk
- b) Proper shades for electors in queues for protection from sun and rain.
- c) Provision for drinking water
- d) Toilet
- e) Proper lighting & Power supply
- f) Adequate furniture
- g) Ramp for the benefits of old and infirm

## **9. ARRANGE HELP DESK:**

Where more than two polling stations have been set up in the same building / premises, in order to ensure orderly polling at polling stations, the State Election Commission issues the following instructions to ensure smooth conduct of poll at such polling stations –

- a) Where more than two polling stations are set up in the same building/ premises, a help desk shall be arranged at the entrance of the building to guide the electors to their respective polling stations and also to locate the serial number of the voter in the electoral roll of the concerned polling station. The help desk should be manned by one or two persons.
- b) Additional police personnel shall be deployed at such buildings depending on the number of polling stations set up in the building for traffic management as well as to ensure that voters are lined up properly in queues at their respective polling stations.

The District Collectors and District Election Authorities are requested to take action accordingly. The State Election Commission will communicate schedule for publication of list of polling stations separately.

**Sd/- Dr. N. Ramesh Kumar  
State Election Commissioner**

To  
The Collectors and District Election Authorities.  
The District Panchayat Officers and Additional Election Authorities.  
The MPDOs and Assistant District Election Authorities (through DPOs).

Copy to:  
The Principal Secretary to Government, P.R. & R.D. Department, A.P.  
The Election Authority and Commissioner of Panchayat Raj, A.P.

// Forwarded :: By Order //



Secretary

**ANNEXURE – I**  
**(See Para 3)**

**ORDINARY ELECTIONS TO GRAM PANCHAYATS, 20\_\_\_\_**  
**LIST OF POLLING STATIONS**

**Name of Gram Panchayat:** \_\_\_\_\_

Ward No.	Polling Station No.	Locality	Name of the Building in which it is located	Area of the Polling Station in Sq. meters	Whether separate entrance and exit. If not re	*Polling area in detail	Whether for All voters or for Men / Women	Total No. of voters assigned From____ to____ Total:____	Maximum distance that a voter will have to travel to reach Polling Station	Remarks
1	2	3	4	5	6	7	8	9	10	11

- I. Total Number of Voters:
- II. Total Number of Polling Stations proposed:
- III. Average Number of voters per Polling Station:

\* Here, give the details of streets, localities and house numbers assigned to polling station.

**Date:** \_\_\_\_\_

**Collector & District Election Authority**

**ANNEXURE – II**  
**(See Para 3)**

**SCRUTINY SHEET FOR CHECKING THE LIST OF POLLING STATIONS FOR ELECTIONS  
TO THE POST OF GRAM PANACHAYAT MEMBER, SARPANCH**

Name of the Gram Panchayat: .....

Name of the Mandal : .....

Name of the District : .....

**PART – I – GENERAL**

1. Has the heading of the list been properly given?
2. Has the list been prepared in the prescribed Form?
3. Have two copies of the lists in English (Including scrutiny sheet and certificate) been sent to the District Collector?
4. Have copies of the Map been sent to the District Collector?
5. Has Mandal Parishad Development Officer made cent-percent inspection of the location of the Polling Stations?
6. (a) Have all the wards in all the Gram Panchayats been covered by the list of Polling Station?  
(b) Do the Serial Nos of voters given in the list of Polling Stations tally with those in the printed electoral rolls?
7. What is the total number of voters of Gram Panchayat as per final rolls?
8. Has the information regarding the total number of voters and the average number of voters per Polling Station been specified at the end of the list?
9. Names and designation of the Officers who prepared lists.

**PART – II**

1. Has the Ward No been specified correctly in column (1) against each Station?
2. Has the Polling Station number been correctly specified in column (2) against each Polling?
3. Has the exact location of the Polling Station specified in column (4) against each station?
4. Have the total number of voters assigned to each Polling Station has been indicated in column (9)?

5. Have the Serial No. of voters assigned to each Polling Station have been indicated in column (9)?

**6. MAP**

(a) Have the boundaries of the various local units, namely hamlet, Village, Gram Panchayat, ward been marked distinctly in different colours?

(b) Have the areas served by the Polling Stations been Marked distinctly in red colour?

(c) Have the serial numbers of Polling Stations been entered correctly in red circles?

(d) Have the number of voters in the ward been indicated in black ink?

(e) Have the numbers of voters been assigned to polling stations indicated near the stations in red ink?

**PART - III**

FOR LIST OF POLLING STATIONS

..... Gram Panchayat  
..... Mandal  
..... District

1. Date of Poll.
2. Number of Voters in the Gram Panchayat.
  - (a) Men
  - (b) Women
  - (c) Others
  - (d) Total
3. Number of Polling Stations required on the basis of one Polling Station for each ward subject to a maximum of 650 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 where more than 650 voters have been assigned, indicate the highest number of voters assigned to a polling station.
7. Number of polling stations where less than 650 voters have been assigned, indicate the lowest number of voters assigned to a Polling Station and indicate the reasons also.
8. Whether the number of voters in respect of each ward has been shown in the map.
9. No. of polling stations for which the maximum distance that a voter will have to travel is more than 1 kilometer.
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. 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 station has been clearly indicated in the list.
13. Whether it has been certified that the private buildings do not belong to active person in politics his workers or known sympathizers.
14. Whether it has been certified that all the polling areas within the Gram Panchayat are covered by the proposed polling stations and that every ward in the Gram Panchayat has been provided with at least one polling station.
15. Any other remarks.

#### **PART-IV**

#### **CERTIFICATE TO BE FURNISHED ALONG WITH LIST OF POLLING STATIONS**

1. That the draft list was duly published objections and suggestions were invited and discussed with Mandal level recognized political party's representative.
2. (a) that all the polling areas within the Gram Panchayat have been covered in the list.  
(b) that every ward in the Gram Panchayat has been provided with atleast One Polling station.
3. That no building, public or private, (such as a Temple, church, mosque, Gurdwara or has religious significance) in respect of which any section of the public may have legitimate objection to enter has been proposed as a polling station;
4. That no police station, hospital or dispensary is proposed as a polling station;
5. where the usual limit of 650 voters per polling station or the limit of one kilometre beyond which a voter should not ordinarily be required to walk has not been maintained, no better arrangement is practicable;
6. 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:**

**MPDO / Asst. DEA**