

STATE ELECTION COMMISSION

3rd Floor, Buddha Bhavan, M G Road, Secunderabad – 500 003

ORDER

No.1794/SEC-F1/2013,

Date:31.07.2013

Sub: SEC – Elections – 4th ordinary elections to ULBs, 2013 - Printing of Postal ballot papers entrusted to the Collectors and District Election Authorities to get it done locally – Orders – Issued.

As soon as the list of contesting candidates is published, the Election Officer in case of Municipalities and the Returning Officer in case of Municipal Corporations shall get the Postal ballot papers for service voters, voters under preventive detention and public servants on poll duty (who opt for postal ballot paper) printed and despatched to those voters.

Rules 22 to 29 of the A.P. Municipalities (Conduct of Election of Members) Rules, 2005 deal with the procedure to be adopted for issue of the Postal ballot papers, documents and covers to be enclosed, despatch, recording the vote thereon and other matters connected therewith.

Similarly, Rule 37 to 45 of A.P. Municipal Corporations (Conduct of Election of Members) Rules, 2005 deal with the said issues in respect of Municipal Corporations.

The State Election Commission has decided to entrust the work relating to printing of Postal ballot papers to the Collectors and District Election Authorities to get it done locally. The white paper required for printing of ballot papers shall also be procured locally. The Postal ballot papers contain the names of the contesting candidates, name of the political party in case a candidate is set up by the political parties recognized or registered with the Commission. In case the candidate is not set up by any political party, the word 'Independent' is written under the name of the candidate. The printing of Postal ballot papers at local private printing presses shall be undertaken under proper security to ensure confidentiality of the ballot papers. Armed guards will be posted at the printing presses entrusted with printing of ballot papers from the time of commencement of the work till the completion of the work. The District Collectors may entrust the work relating to printing of ballot papers in respect of all the urban local bodies to one or more printing presses in the district depending upon the quantum of work. The work shall be completed within 24 hours from the last date of withdrawal of candidature and despatch must be completed within the next 24 hours.

The details of printing presses identified, quantum of work allotted to them and bandobust arrangements made at the presses etc., shall be informed to the Commission.

The Postal ballot paper shall be printed on paper of white colour.

The following instructions are issued with regard to form, language and specifications of the Postal ballot paper.

- (i) Every postal ballot paper shall have a counterfoil attached to it. The counterfoil shall be at the top of the ballot paper and its depth shall not ordinarily exceed 15 cms. (6 cms. are equal to 1 inch approximately). The particulars on the counterfoil shall be printed in English only and it shall contain the following.
 - (a) space for stitching at the top of the counterfoil;
 - (b) a black border of 1 cm at the top of the counterfoil;
 - (c) the particulars of the election, as mentioned in sub-para (iv) printed immediately below item (b) above;
 - (d) the words "Electoral Roll Part No. and Serial No. of Elector" which shall be printed one below the other on the left hand side or right hand side as may be convenient;
 - (e) Serial number of the ballot paper on the left hand side either on the front or on the back as may be convenient.
 - (f) One block of lines of 1 cm with a perforated rule/disjointed straight lines below, separating the ballot paper from the counterfoil.
- (ii) There shall be one block of lines of 1 cm below the perforated rule/disjointed lines on the ballot paper.
- (iii) The width of the Postal ballot paper and its counterfoil shall be between 3" and 4" as may be considered convenient by the District Collectors for printing the ballot papers. The width of the space allotted to each candidate will uniformly be 1". Where the number of contesting candidates exceeds 9, the Postal ballot paper shall be printed differently. The ballot paper in such a case, shall be printed in two or more columns depending upon the number of candidates. Ordinarily, the number of candidates in one column should not exceed nine, but it should not exceed fifteen in any case. If the number of columns is two, three or more, the width of the ballot paper and its counterfoil shall be dependent on the number of columns, which are provided on the ballot paper. Each column shall be separated from the other by a shaded area of half an inch width from top to bottom. The names of the contesting candidates and their party affiliation, if any, will appear in the same order in which they appear in the list of contesting candidates (but without the headings of the three categories of candidates mentioned therein). These names will be printed below the other in those columns, starting with the name of

the candidate at S. No. 10 in the list of contesting candidates as the first candidate in the second column (if each column has nine names), and so on. If the number of contesting candidates is not exactly divisible by the number of candidate in each column, the end panels on the right side of the ballot paper which do not contain the name of any candidate will be completely shaded.

- (iv) On the top of the front face of the ballot papers the particulars of the constituency and the election shall be printed. The word "Postal Ballot Paper" shall be endorsed below that entry. The following illustrations will make the position clear:

..... Municipality / Municipal Corporation
Ward No
Ordinary election, 2013
Postal Ballot Paper

Example for a Municipality: For Ward No. 9 of Bobbili Municipality, the particulars can be printed in simplified form as shown below:

Bobbili, W. No. 9, Ord, 13

Example for a Municipal Corporation: For Ward No. 9 of Eluru Municipal Corporation, the particulars can be printed in simplified form as shown below:

Eluru, W. No. 9, Ord, 13

- (v) The name of each candidate and his party affiliation, if any, shall be inscribed in a panel, the panels being separated from each other by shaded area of 3 cms width. There will be a thick black border of 1 cm at the bottom.
- (vi) The names of contesting candidates and their party affiliation, if any, on the ballot papers shall be printed, typewritten or multigraphed in Telugu and English. The name of the constituency shall be printed in English. The particulars on the counterfoil on the ballot paper shall be printed in English only.
- (vii) The Serial number of the ballot paper shall be printed on the left hand side either on the front or on the back as may be convenient.

- (viii) There is no objection to the postal ballot papers being typewritten if the number required is too small for printing; but the serial numbers of such ballot papers should, however, be given by means of hand-numbering machines.
- (ix) The postal ballot papers will be stitched into convenient bundles, with consecutive serial numbers. It will be ensured that the serial number on each ballot paper on the counterfoil is identical.

A model ballot paper is enclosed.

In case of any further clarifications required, the same may be sought from the Commissioner of Printing, Stationery and Stores Purchase.

Sd/-Navin Mittal
Secretary

To
All the Collectors and District Election Authorities.
All Commissioners of Municipalities / Municipal Corporations.

Copy to: The Commissioner of Printing, Stationery and Stores Purchase.
The Commissioner & Director of Municipal Administration.

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ASSISTANT SECRETARY 31/7/13

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31/7/13

Model of Postal ballot Paper for Municipalities

Bobbili, W.No. 9, Ord, 2013
POSTAL BALLOT PAPER

Electoral Roll Part No.

Serial No. of Elector

Bobbili, W.No. 9, Ord, 2013
POSTAL BALLOT PAPER

ABNASHI RAM
INC

AMAR NATH
BJP

BABU SINGH
INDEPENDENT

Model of Postal ballot Paper for Municipal Corporations

Eluru, W.No. 9, Ord, 2013
POSTAL BALLOT PAPER

Electoral Roll Part No.

Serial No. of Elector

Eluru, W.No. 9, Ord, 2013
POSTAL BALLOT PAPER

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