

STATE ELECTION COMMISSION

3rd Floor, Buddha Bhavan, M G Road, Secunderabad – 500 003
Phones: 040-27545350 / 27536055 / Fax : 27544580, 27544428
E-mail: secy.apsec@gmail.com / Website: www.apsec.gov.in

CIRCULAR

No. 257/SEC-F2/2014.

Date:10.3.2014

Sub: Municipal elections, 2014 – Printing of ballot papers to be inserted into the Electronic Voting Machines and tendered ballot papers at Government Presses – Instructions – Reg.

The ballot papers to be inserted into the Electronic Voting Machines and tendered ballot papers to be used at the polling stations in the ensuing elections are printed in the Government presses located at Kurnool, Vijayawada and Hyderabad. The ballot paper is of white colour. The following instructions are issued with regard to the printing of ballot paper, their transportation, storage, checking etc.

1. The printing work is allotted to Government Regional Presses at Kurnool, Vijayawada and Hyderabad as indicated in Annexure.
2. The District Collectors shall depute a responsible officer from each municipal body in the district to the Government press allotted for printing of ballot paper of all the wards in the municipality / municipal corporation with the following material.
 - (a) List of contesting candidates with symbols in prescribed format.
 - (b) Number of polling stations in each ward.
 - (c) Number of ballot papers to be printed for each ward at the rate of 50 per each polling station.
3. The persons deputed for this job from each municipality / municipal corporation shall report before the Deputy General Manager of the Government Regional Press allotted to the district by 9.00 A.M. on 18.3.2014 with the above information.
4. The person deputed to the press shall verify the proofs and give the strike order.
5. The printing of ballot paper shall be completed in respect of all municipal bodies by 22.3.2014, so that sufficient time is available to keep the EVM ready for poll.
6. The following specifications are issued with regard to the printing of ballot paper.
 - (a) The total length of the ballot paper will be 460 mm and its width shall be 140 mm.

- (b) At the top of the ballot paper, there shall be a space provided for indicating the particulars of the election of the size 12.7 mm (length) x 140 mm (width).
- (c) In the space so provided, on the top left hand corner, the serial number of the ballot paper shall be printed. On the top right hand corner, the sheet number shall be printed if the ballot paper is printed on more than one sheet, where the number of contesting candidates exceeds sixteen. The particulars of the election shall also be printed in the said space.

..... Municipality / Municipal Corporation
 Ward No
 Ordinary election, 2014

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, 14

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

Nizamabad, W. No. 9, Ord, 14

Provided that where the number of contesting candidates is less than sixteen, the above particulars may be printed either at the top or at the bottom most portion (space meant for the candidate at serial number sixteen), as may be considered convenient from the point of view of printing.

Provided further that where the number of contesting candidates is sixteen or more, the above particulars may be printed in a vertical column, on the left hand side of the ballot paper, with a thick line dividing the said column and the panels containing the serial numbers and names of the contesting candidates.

- (d) Below the space provided at the top for printing the particulars of the election, there shall be a thick black line of 2.1 mm.
- (e) Below this line, there shall be printed the serial number of each contesting candidate, his name and the symbol allotted to him, in a separate panel for each candidate.
- (f) The size of the panel for each contesting candidate shall be 25.4 mm (length) x 140 mm (width).
- (g) The panels of the candidates shall be separated from each other by a thick black line of 2.1 mm.
- (h) The names of the contesting candidates shall be arranged on the ballot paper in the same order in which their names appear in the list of contesting candidates.

- (i) If the number of contesting candidates is between seventeen and thirty two, the ballot paper shall be printed on two sheets of the above mentioned size and dimensions. If the number of candidates is between thirty three and forty eight, on three sheets. If the number of contesting candidates is between forty nine and sixty four, on four sheets.
- (j) In such cases where the ballot paper is printed on more than one sheet, the names of contesting candidates from S.No.17 to 32 shall be printed on the second sheet, from S.No.33 to 48 on the third sheet and from 49 onwards on the fourth sheet. If the number of candidates is less than thirty two the space below the panel for the last contesting candidates in the second sheet shall be kept blank. Similarly, for the third and fourth sheets of the ballot papers if the number of contesting candidates is less than forty eight and sixty four respectively, the panels for the last contesting candidates shall be kept blank.
- (k) On each such sheet, in the space provided for indicating the particulars of the election, its number shall be indicated in bold words and letters e.g., 'Sheet No.1', 'Sheet No.2', etc.
- (l) The names of the contesting candidates shall be printed in the same language in which the list of contesting candidates has been prepared i.e. Telugu. The serial number of the candidate shall be indicated in the international form of Indian numerals.
- (m) Serial number and the name of the candidate shall be printed on the left hand side and his / her symbol on the right hand side in the panel meant for him / her.
7. Precautions for printing of ballot papers: The ballot papers shall be printed in such a way that after fixing the ballot paper on the balloting unit in the space provided for the purpose, dividing line drawn below the space in which the particulars of election are printed and the dividing lines below the panel of each candidate shall be in complete alignment with the corresponding grooves or lines engraved on the balloting unit. Utmost care will, therefore, have to be taken while printing the ballot papers and to ensure that the ballot paper have been correctly printed, the balloting unit should be shown to the technicians of the printing press. They may be asked to take the exact measurements of the space meant for printing the particulars of election and the panels of candidates and the thickness of the dividing lines so that the ballot papers are printed in exact alignment. It is also necessary to get the ballot papers which are to be fixed on the balloting units, stitched into bundles.
8. Tendered ballot papers: Under Rule 83 of the A.P. Municipalities (Conduct of Election of Members) Rules, 2005 and Rule 76 of A.P. Municipal Corporations (Conduct of Election of Members) Rules, 2005, if a person representing himself to be a particular elector seeks to vote after another person has already voted as such elector, he shall, on

satisfactorily answering such questions relating to his identity as the Presiding officer may ask, be supplied with a tendered ballot paper instead of being allowed to vote through the voting machine. That rule provides that the tendered ballot paper shall be of such design and the particulars of that ballot paper shall be in such language or languages as the Commission may specify.

The Commission has specified that the tendered ballot paper shall also be of the same design and shall be printed in the same language as the ballot paper to be used for display on the balloting unit. In other words, the ballot papers to be used on the balloting unit and the tendered ballot papers shall be the same. However, the words 'Tendered Ballot Paper' shall be stamped / written on the back of each ballot paper to be used as tendered ballot paper.

9. Special arrangements shall be made to collect the ballot papers from the printing press immediately after the same have been printed. The arrangements for the transport of ballot papers from the press to the headquarters shall be made in a closed vehicle under proper security guard. All ballot papers shall be kept under lock and seal in the treasury till they are required for the purposes of the poll.
10. Verification of ballot papers: On receipt of the printed ballot papers from the press, the ballot papers should be checked so as to ensure that there is no discrepancy in the number of ballot papers as supplied by the press and the number found on actual counting at your end. If on such checking any ballot paper is found defective in any member or with duplicate number or the serial number of any ballot paper is missing, the same should be clearly noted in a register and also published on the notice board of your office as well as at the distributing centre. A copy of the notice should be sent to each of the contesting candidates also.

Sd/- Navin Mittal
Secretary

To

The Commissioner of Printing, Stationery and Stores Purchase, Govt. Central Press, Chanchelguda, Hyderabad.

The Govt. Regional Printing Press, Kurnool and Vijayawada.

All the Collectors & District Election Authorities.

All the Commissioners of Municipalities / Municipal Corporations.

Copy to:

The Commissioner & Director of Municipal Administration, Hyderabad.

The Regional Directors of Municipal Administration.

// Attested //

N. Jayasimha Reddy
Joint Director

AR
10/3