

STATE ELECTION COMMISSION
TRIPURA : AGARTALA

NO.F.3 (7)/SEC/PANCH/GEN-ELEC/2024

857-890

Date: - 21-03.2024

MEMORANDUM

Subject: Guidelines for selection /setting up of Polling Stations in connection with the ensuing General Election to Panchayats-2024.

Ref: - Appointment orders of District Election Officer issued by the State Government vide Notification No. F 3(1-134)-GL/PR/2024/34743-748 dated 26th February, 2024.

The process for segregation of the Electoral Rolls for the forthcoming General Panchayat Election will start very shortly. For this, the work for segregation of Assembly Electoral Rolls for the Gram Panchayats will also be taken up by the Electoral Registration Officers (BDOs) of the concerned Blocks.

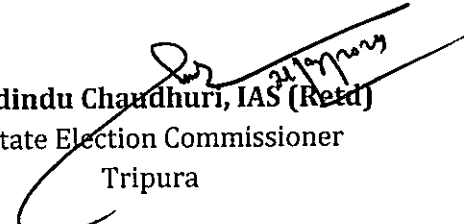
2. The Photo Electoral Rolls as in force for Assembly Constituencies now, shall be prepared for the each Constituency of Panchayats. For this, the name of Polling Station is to be printed on the Title page of the Electoral Rolls of the constituencies of the Panchayats. As per provision under Rule - 22 of the Tripura Panchayats (Conduct of Election) Rules, 1993, as amended, the District Election Officers of the concerned District are given responsibility for providing sufficient number of polling stations for every constituency of the Panchayats, the whole or greater of which lies within his jurisdiction, with previous approval of the State Election Commissioner .
3. In view of the above, you are therefore requested to take necessary action for preparation of draft list of Polling Station of the constituencies in consultation with the respective Electoral Registration Officers, so that the names of the Polling Stations can be finalized before draft publication of Electoral Rolls. The programme for draft and final publication of the list of Polling Stations in prescribed format will be communicated shortly.
4. While undertaking the exercise of preparation of draft list of Polling Stations the following guidelines may be followed:-
 - i) As per established practice, the Polling Stations are located at the traditional centre where the electors cast votes for Lok Sabha Election, Assembly Election and Election to local bodies and places well known to voters. The same practice, as far as practicable, should be followed for locating the Polling Stations of Gram Panchayat, Panchayat Samiti ,Zilla Parishad. This is, however, subject to the condition that the polling station (for a constituency or constituencies of a Gram Panchayat) should invariably fall within the same Gram Panchayat.
 - ii) As a General principle, attempt should be made to provide one polling station to take care of one constituency of a Gram. However, this could be relaxed where the number of voters of Gram Panchayats Constituency/Constituencies is substantially less than the average prescribed for this purpose. The following yardsticks may be adopted in this regard:
 - iii) The optimum number of electors for a Polling Station may be considered on an average 800 electors and in exceptional cases, due to practical problems, more than 800 electors may be allotted with prior approval of SEC.

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- iv) Two or more Constituencies of a Gram Panchayat could also be clubbed together in a Polling Station subject to the limit of 800 voters. However, in all such cases where two or more constituencies of a Gram Panchayat are assigned to a Polling Station, it should be ensured that these constituencies are **falling in same Panchayat Samiti and same Zilla Parishad Constituency.**
- v) **Only geographically contiguous** constituencies could be clubbed for a single Polling Station.
- vi) Draft publication of Polling Stations shall be done as per guideline inviting claims and objections. After disposal of claims and objections and meeting with political parties the list of polling stations is to be sent to the State Election Commission for approval.
- vii) The list of Polling Stations approved by the State Election Commissioner is to be finally published in the form enclosed at Annexure as per guideline with the following certificate.
- viii) That draft list was duly published as per schedule. Objections and suggestions were invited/disposed of and discussed with the respective of the political parties.
- ix) That all the polling areas within the constituency have been covered in the list.
- 5) The list of Polling Stations in draft (Hard copy & Soft copy) is to be submitted to the State Election Commission in form at Annexure- I immediately after draft publication.

With a view to facilitate selection and preparation of the list of the Polling Stations, guidelines are enclosed herewith.


Encl:- As stated

To
The District Election Officers,
(D.M & Collectors),
North/ Unakoti / Khowai / West /
Dhalai / Sepahijala / Gomati
& South Tripura District for kind information.


Saradindu Chaudhuri, IAS (Retd)
State Election Commissioner
Tripura

Copy to:-

1. The Block Development Officer(ERO)RD Block Tripura for information and necessary action.
2. The Director of Panchayats, Govt .of Tripura Agartala for information.


Secretary
State Election Commission
Tripura

**GUIDELINES FOR PREPARATION OF LIST OF POLLING STATION FOR
GENERAL ELECTION OF GRAM PANCHAYATS , PANCHAYAT SAMITIES & ZILLA PARISHADS.**

1. Rule 22 of the Tripura Panchayats (Conduct of Election) Rules 1993 states that the District Election Officer shall, with the previous approval of the State Election Commission provide sufficient number of Polling Stations for every constituency of Panchayats, the whole or greater part of which lies within his jurisdiction and shall publish in such manner as the State Election Commission may direct, a list showing the Polling Stations so provided and the Polling areas or groups of voters for which they have respectively been provided.
2. With a view to ensure continuity of the areas under the Polling Stations, numbering of Polling Station is to be done Block wise for a District.
3. As far as practicable, the Polling Station should have normally a minimum area of 20 sq. ft. so that there is no congestion inside the Polling Station.
4. Hall / rooms which are well-lit and are having two opening at least should be selected so that one can be used as 'exit' for the smooth and orderly conduct of poll.
5. To the extent practicable, polling stations should be located more or less permanently, so that the voters can cast their votes always at the same place. As such, polling stations for election to Gram Panchayats, Panchayat Samiti and Zilla Parishad should be set up at the same place as for Legislative Assembly, Lok Sabha Elections and last General Election to Panchayats so that the voters may not have to go to different polling stations for different elections.
6. Polling stations should be set up in such a manner that ordinarily no voter is required to travel more than 2(two) kilometers for recording his vote. In sparsely populated, hilly or forest area this rule may have to be relaxed; but 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 than usual.
7. Where the polling area for one or more polling stations comprises number of paras, the polling station or stations should ordinarily be located in the Para which has the largest number of voters.

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8. As far as possible, polling stations should be located in schools (Government or aided) and other Government or Semi – Government, Institutions as the furniture and equipment required, would be available there and could be made use of ,without any extra cost to the State.
9. In case no suitable Government or Semi-Government buildings are available, the polling station can be located in the temporary structures but as far as possible this should be avoided as it involves considerable expenditure to Government and also open to other risks like heavy rains, fires.etc.
10. Before publication of the draft list of polling stations an exercise should be drawn up in the prescribed form enclosed at **Annexure-I.** (For office use only) and it should be sent to the State Election Commission before draft publication.
11. The publication of the list of Polling Station in draft to be made in **Form – A** as enclosed in Bengali
12. After the list has been prepared on the lines indicated above, the District Election Officer should publish it in draft in Bengali for General information as per **Form appended along with,** inviting objections and suggestions by a specified date, allowing a period of not less than 7(seven) days. The notice of publication of the draft list of polling stations and the places at which it can be inspected should be given in local News papers through press release and written objections or suggestions invited for considerations. Two copies of the lists should be supplied to local branches of all political parties. The District Election Officer should thereafter call the representative of parties in a meeting and discuss the draft list and the objections/suggestions received. The District Election Officer should then take his decisions, amend the list, wherever necessary and finalize the list of Polling stations for the constituency. The scrutiny sheet for polling stations is given at **Annexure-II (For Office use only)** He should than forward it to the State Election Commission for approval along with **Form-B** (proposed list of Polling Stations to be published finally) The Commission will consider and approve the proposed list of polling stations with change, if deemed necessary. The list finally approved by the Commission should be published in the Form enclosed at **Form-B** and in the Bengali Format .

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13. The District Election Officer shall publish the list of Polling stations approved by the State Election Commissioner, by making a copy thereof available for inspection in the manner prescribed by the Commission in its order as per **Form-B** enclosed along with. On such publication the list shall be the list of Polling stations for election to the Gram Panchayats, Panchayat Samiti & Zilla Parishad Constituencies.
14. The District Election Officer can correct only printing or clerical mistakes, if any, after such publication.
15. Each contesting candidate at election to Gram Panchayats, Panchayat Samiti & Zilla Parishad shall be supplied, free of cost, with two copies of the list of polling stations.
16. Required number of copies may be supplied to the Director General of Police and Superintendent of Police, as the case may be, copies should also be supplied to the Returning Officers of Gram Panchayats and Panchayat Sanities under the District. Copies may also be supplied to the Director of Panchayats, Government of Tripura, Agartala.

Annexure-I
(For Office Use Only)

LIST OF POLLING STATIONS

For Election of Gram Panchayats/Panchayat Sanities and Zilla Parishad Constituencies within the area of
Tripura Zilla Parishad.

Sl No	Location of Polling Station	Building in which it is located	Floor area of the Polling Station (sq.ft)	Constituency name and number for which polling will take place		Total Number of Voters to be assigned as per segregation report	Whether the same Building used as Polling Station for General Election to Panchayats 2019 or used as Polling Station for Assembly/Lok Sabha Election	If not reasons for Change	
				Constituency Gram Panchayat	Constituency Panchayat Samiti Zilla Parishad				
1			4	5	6	7	8	9	10

1. Total number of voters :-
2. Total number of Polling Stations proposed :-
3. Average number of Voters per Polling Station :-

Date:-.....

District Election Officer
(D.M & Collector)
..... District

FORM-A

NOTICE REGARDING DRAFT PUBLICATION OF THE LIST OF POLLING STATIONS OF GRAM PANCHAYAT, PANCHAYAT SAMITI & ZILLA PARISHAD CONSTITUENCIES, 2024.

In pursuance of the provision of Rule 22 of the Tripura Panchayats (Conduct of Elections) Rules, 1993, I, _____ the District Election Officer of _____ District in the State of _____ hereby publish the draft list of Polling Stations relating to the Gram Panchayat, Panchayat Samiti & Zilla Parishad Constituencies for general information.

The draft will be taken up for consideration on _____ and any objection or suggestion with respect thereto which may be received by the Undersigned up to _____ shall be duly considered.

Place.....

Dated.....

**District Election Officer
(D.M & Collector)
_____ District**

_____ রকের অন্তর্গত গ্রাম পঞ্চায়েত , পঞ্চায়েত সমিতি এবং জিলা পরিষদ
নির্বাচন ক্ষেত্রের প্রস্তাবিত ভোট গ্রহন কেন্দ্রের নাম

ক্রমিক নং	ভোট গ্রহন স্থানের অবস্থান	ভবনের / ভোট গ্রহন স্থানের নাম	যে নির্বাচন ক্ষেত্রের জন্য ভোট গ্রহন করা হবে		
			গ্রাম পঞ্চায়েত	তাদের নং এবং নাম	পঞ্চায়েত সমিতি
1	2	3	4	5	6

Date:-.....

District Election Officer
(D.M & Collector)
..... District

(For Office use only)

ANNEXURE-II

SCRUTINY SHEET FOR LIST OF POLLING STATIONS.

Election of Gram Panchayats, Panchayat Samities and Zilla Parishad Constituencies within the area of _____ District.

- 1 Total Number of Voters in the Constituency:-
- 2 Number of Polling Stations required on the basis on a average of 800 Voters per polling station:-
- 3 Total Number of Polling Stations Actually provided:-
- 4 Average number of voters per Polling Station:-
- 5 Number of Polling Station to each of which more than 800 voters have been assigned, indicating the Highest number of voters assigned to a Polling Station:-
- 6 The lowest number of voters assigned to a Polling Station:-
- 7 Whether the number of voters in respect of each Component village/ Para or other unit of the polling area has been shown in the list:-
- 8 Whether all the Polling areas have been clearly demarcated:-
- 9 Whether serial number of Polling Stations has been done in a systematic manner:-

- 10 Whether any Polling Station has been proposed to be located in any:-
- (a) Private building:-
 - (b) Temporary structured, and in so, whether the Exact site chosen for the location of the Polling Station has been clearly indicated in the list:-
- 11 No. of polling station which have less than 20 Sq.ft. area:-
- 12 Whether it has been certified that all the Polling areas within the Constituency are covered by the proposed polling station:-
- 13 Whether the list has been informally published and discussed with the political parties etc.:-
- 14 When the electoral roll of the Constituency / Constituencies was last prepared / revised:-
- 15 Any other remarks:-

:-

Place.....

Dated.....

District Election Officer
(D.M & Collector)
_____ District

FORM-B

**NOTICE REGARDING FINAL PUBLICATION OF THE LIST OF POLLING STATIONS
OF GRAM PANCHAYAT, PANCHAYAT SAMITI &
ZILLA PARISHAD CONSTITUENCIES, 2024**

In pursuance of the provision of Rule -22 of the Tripura Panchayats (Conduct of Elections) Rules,1993, I, _____ the District Election Officer of _____ District in the State of _____ hereby provide for Election to the Gram Panchayat, Panchayat Samiti & Zilla Parishad Constituencies with the previous approval of the State Election Commission, the Polling Stations specified in the appended list for the Polling areas for groups of voters noted against each.

Dated.....

District Election Officer
_____ District

List of Polling Stations for election of Gram Panchayat, Panchayat Samiti & Zilla Parishad Constituencies within the area of _____ Tripura Zilla Parishad.

Sl No	Locality of Polling Station	Building in which it will be located	Constituency number for which Polling will take place		
			Gram Panchayat	Panchayat Samiti	Zilla Parishad
1	2	3	4	5	6

Date, _____
Place _____

**DISTRICT ELECTION OFFICER
(D.M & Collector)**