

STATE ELECTION COMMISSION, HARYANA  
NIRVACHAN SADAN, PLOT NO. 2, SECTOR 17,  
PANCHKULA

No.SEC/4E-II/2014/2368-88

Dated:- 08.09.2014

✓ All the Deputy Commissioners-cum-District  
Election Officers (P), in the state of Haryana

**Subject: - Setting-up of Polling Stations for the Panchayati Raj  
Institution (PRI) Elections - Guidelines Regarding**

Sir/Madam,

I am directed to refer to this office letter No. SEC/E-II/2004/586-606 dated 09.03.2010 on the subject cited above and to say that vide this letter directions were issued for the conduct of the survey of the buildings to be set up as polling stations for Panchayat elections. However, it has come to the notice of this Commission that in some of the districts, the polling stations are not being set up properly, which causes inconvenience to the electors including senior citizens, women, physically challenged persons etc.

2. The Commission has considered the matter and accordingly makes the following guidelines in this respect, so that the electors may exercise their franchise with the least inconvenience:-

**2.1 Establishment of Polling Stations**

As provided under Rule 20 of the Haryana Panchayati Raj Election Rules, 1994, the District Election Officer (Panchayat) shall establish sufficient number of polling stations for every election not later than seven days before the date of poll and publish the same and affix a copy of such list on the notice board of the office of the Deputy Commissioner, Additional Deputy Commissioner, Zila Parishad, Sub Divisional Officer(Civil), Block Development and Panchayat Officer, Panchayat Samiti and the Gram Panchayat concerned and at conspicuous places within the sabha area concerned, showing the polling stations, the area for which they will be set up and the description of the office(s) for which the votes shall be cast in the polling station. A copy of the list shall also be hosted on the website of district administration and sent to all Political Parties.

**Certain Guidelines for Establishing Polling Stations**

While establishing polling stations, the following guidelines should be followed in letter and spirit,-

- (i) In order to facilitate the setting up of polling stations the District Election Officer (Panchayat) shall obtain from the Election Tehsildar the list of the polling stations set up for the elections of Lok Sabha and Legislative Assembly and if practically possible, adopt the same.
- (ii) In each Gram Panchayat there should be at least one or two polling stations. However in certain Gram Panchayats, the number of polling stations may be up to three or more.
- (iii) It shall be ensured that whole part of the ward comes under the one polling station and not under two or more polling stations.
- (iv) As far as practicable, the polling stations should be established for 500 voters. However, in exceptional cases such number may exceed to avoid the break-up of any ward.
- (v) As far as practicable, a separate polling station may be set up in colonies predominantly inhabited by the Scheduled Castes (SC) and weaker sections of the society even though the number of voters is less than 500.
- (vi) The actual site of each polling station should be selected in advance in order to make the polling station to satisfy the legal requirements and practical convenience.
- (vii) The polling stations should generally be in Government Schools, Government Aided Schools, Government Institutions, Government Aided Institutions, buildings of Government offices/semi Government offices, Chaupals (Community Centers), Gram Panchayat offices/Municipal offices (where applicable) etc:

Provided that in case, the aforesaid offices or buildings are not available, the polling stations may be established in private buildings or dharmshalas after obtaining the written consent from the owner or management of that building. However, it should be ensured that there is no connection of contested candidate or his relatives or the member of management of the said building.

Provided further that the member of management of the said building does not have any affiliation with a political party.



Provided further that no polling station should be established in the religious buildings, hospitals, maternity homes and such like buildings and near liquor vend.

- (viii) While establishing the polling stations, it shall be ensured that, -
- (a) the rooms in the polling station are with proper windows, ventilation and space;
  - (b) there is enough space for the voters to wait outside;
  - (c) there is separate waiting space for men and women as far as practicable;
  - (d) the polling stations preferably should have separate entrance and exit for voters;
  - (e) there shall be easy flow of voters from the time they enter the polling station to the time they leave it and there is no criss-cross movement within the polling station;
  - (f) the polling booths should be set up at the ground floor of the building;
  - (g) proper arrangement of ramps should be made at the polling stations to enable physically handicapped persons to use their wheel chairs to go into the polling station;
  - (h) there should be adequate arrangement of drinking water and toilet facility at each Polling Station; and
  - (i) the inside of the voting compartment is sufficiently lighted. If voting compartments are not properly lighted, adequate arrangement should be made for the same.

### 2.3 Shelter for Electors

In emergent weather condition, if necessary, shelter should be provided to the voters at the polling station. Extra rooms available in that building should be opened for the electors to take rest, but ensure that this does not cause any law and order or other disturbance in polling.

### 2.4 First -aid Facility

First-aid facility should be available to the voters in case of need.

### 2.5 In case of Elections during Summer Months

- (i) Every polling party should be supplied with oral dehydration salts for their own use as well as for any voter

needing the same due to heat-stroke. A hand-chart on 'Dos and Don'ts' may be prepared and supplied to each of the polling parties.

- (ii) The voters should also be appealed to carry wet towels to protect themselves against dehydration and also advise women voters to avoid bringing children along with them to the polling stations due to extreme weather conditions.

## 2.6 Survey of Polling Stations

The survey of polling stations shall be done by a Committee of officers consisting of Sub-Divisional Officer (Civil)/IAS officer/HCS officer working in the district, Block Development and Panchayat Officer and the Station House Officer (SHO) and the Committee shall submit its survey report to the District Election Officer (P). This exercise shall be carried during the preparation of electoral rolls.

## 2.7 O.K. Report System

The District Election Officer (P) after receipt of survey report from the Committee should initiate remedial measures, if required, and thereafter, shall submit an Action Taken Report to the State Election Commission one week prior to the polling day.

## 2.8 Hosting of Polling Stations on Website

The District Election Officer (Panchayat) shall host the list of polling stations on the official website of the district administration and be linked with the Geographic Information System and Global Positioning System with the help of National Informatics Centre (NIC).

## 2.9 Providing a list of Polling Stations to Political Parties


A copy of the polling stations shall be provided to all political parties at district level immediately after their establishment.


3. You are, therefore, requested to comply with the above said instructions meticulously, in future, at the time of Panchayati Raj Institution elections in your district and also direct the concerned officers, such as Deputy District Election Officer, Sub Divisional Officers, City Magistrate, Chief Medical Officer, District Development and Panchayat Officer, Block Development and Panchayat Officers, Tehsildars, Sub-Tehsildars, Returning Officers, Assistant Returning Officers, Supervisory Officers, Presiding Officers etc., to do so.



4. The orders/instructions, if any, issued earlier in this respect are hereby repealed and any action taken there under shall be saved.

Yours faithfully,

  
(Subhash Mehta)  
Secretary,  
State Election Commission, Haryana


 4-9-14


Endst. No. SEC/4E-II/2014/ 2389-2683

Dated: 08.09.2014

A copy of above is forwarded to the following for information and further necessary action:-

1. Director, Development and Panchayat, Haryana, Chandigarh.
2. All the District Development and Panchayat Officers in the State of Haryana, Chandigarh.
3. All Block Development and Panchayat Officers in the State of Haryana.
4. District Presidents of all the Political Parties in the State of Haryana.


  
(Subhash Mehta)  
Secretary,  
State Election Commission, Haryana


 4-9-14

Endst. No. SEC/4E-II/2014/ 2684-2713

Dated: 08.09.2014

A copy of above is forwarded to All State Election Commissioners in India for information.

  
(Subhash Mehta)  
Secretary,  
State Election Commission, Haryana

 4-9-14

