

राजस्थान सरकार
(निर्वाचन विभाग)

क्रमांक एफ 3(1)(2)प्रथम/निर्वा/2021/ 2261

जयपुर, दिनांक 26.05.2025

प्रेषक : मुख्य निर्वाचन अधिकारी,
राजस्थान, जयपुर।
प्रेषिति : समस्त जिला निर्वाचन अधिकारी,
(कलक्टर), राजस्थान।

विषय : Setting up of election booth outside 100 meters from the entrance of the Polling Station-reg.

प्रसंग : भारत निर्वाचन आयोग का पत्र क्रमांक 464/INST/2023/EPS (Poll Day management outside) दिनांक 23.05.2025

सन्दर्भ : 464/INST/2023/EPS (Poll Day Management Outside) 14th June, 2023
एवं 464/L&O/2024/EPS दिनांक 26.09.2024

महोदय,

उपर्युक्त विषयान्तर्गत भारत निर्वाचन आयोग ने प्रासंगिक पत्र दिनांक 23.05.2025 द्वारा लोकप्रतिनिधित्व अधिनियम, 1951 की धारा 25 में दर्शाये गये "निर्वाचन क्षेत्रों के लिए मतदान केन्द्रों के प्रावधानों एवं धारा 130 में दर्शाये गये "मतदान केन्द्रों में या उनके निकट प्रचार करने पर प्रतिबन्धों से अवगत करवाया है।

आयोग ने लोकप्रतिनिधित्व अधिनियम, 1951 की धारा 25 एवं धारा 130 के अनुरूप भारत निर्वाचन आयोग के पूर्व में जारी निर्देश दिनांक 14.06.2023 में निम्नानुसार संशोधन किया है:-

a) the Para I(i) of the Instructions dated 14.06.2023 above may be read as:

"No election booth shall be set up within a distance of 100 meters from the entrance of the polling station. Even where more than one polling station has been set up in the same polling station location or premises, the election booth of a contesting candidate for such group of polling stations/booths shall not be set up within a distance of 100 meters from the entrance of any of these polling stations."

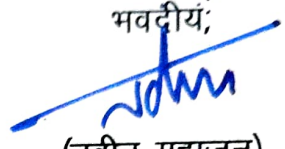
b) the Para I(ii) of the instruction dated 14.06.2023 above may be read as:
"Only one table and two chairs shall be provided at each of such polling station with an umbrella or a small tent measuring not more than 10X10 ft to protect from weather conditions."

c) the Para I(ix) of the instruction dated 14.06.2023 above may be read as:
"No electioneering shall be allowed within 100-meter area around the Polling Station on the date of poll."

आयोग के सन्दर्भित पत्र संख्या 464/INST/2023/EPS (Poll Day Management Outside) दिनांक 14.06.2023 और 464/L&O/2024/EPS दिनांक 26.09.2024 में उल्लिखित अन्य सभी शर्तें अपरिवर्तित रहेंगी।

उपरोक्त निर्देशों से आपके जिले के समस्त रिटर्निंग अधिकारियों, सेक्टर अधिकारियों, बूथ लेवल अधिकारियों एवं चुनाव संबंधी प्राधिकारियों को अवगत कराकर समस्त आगामी आम चुनावों/उपचुनावों में अक्षरशः पालना सुनिश्चित करवायी जावें।

संलग्न: उपरोक्तानुसार

भवदीय,

(नवीन महाजन)
मुख्य निर्वाचन अधिकारी,
राजस्थान, जयपुर।

क्रमांक एफ 3(1)(2)प्रथम/निर्वा/2021/2261 जयपुर, दिनांक 26.05.2025

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :-

1. निजी सचिव, मुख्य निर्वाचन अधिकारी, राजस्थान, जयपुर।
2. प्रभारी अधिकारी, सामान्य शाखा प्रथम ए, निर्वाचन विभाग, राजस्थान, जयपुर।
3. प्रभारी अधिकारी, रोल्स शाखा, निर्वाचन विभाग, राजस्थान, जयपुर।
4. प्रभारी अधिकारी, प्रशिक्षण शाखा, निर्वाचन विभाग, राजस्थान, जयपुर।
5. रिटर्निंग अधिकारी, 193-अंता विधानसभा निर्वाचन क्षेत्र को आगामी विधानसभा उप निर्वाचन, 2025 में पालनार्थ।

५, ✓
विशेषाधिकारी, निर्वाचन विभाग,
राजस्थान, जयपुर।

भारत निर्वाचन आयोग
ELECTION COMMISSION OF INDIA

Tel. No. 011-23052014

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Website: www.eci.gov.in

निर्वाचन सदन,
अशोक रोड, नई दिल्ली-110001.

Nirvachan
Sadan, Ashoka Road,
New Delhi-110001

Dated: 23rd May, 2025

No.464/INST/2023/EPS (Poll Day management outside)

To,

The Chief Electoral Officers
of All States/UTs.

Subject: Setting up of election booth outside 100 meters from the entrance of the Polling Station-reg.

Reference: 1. Inst No. 464/INST/2023/EPS (Poll Day Management Outside) dated 14.06.2023.

2. Inst No. 464/L&O/2024/EPS dated 26.09.2024

Madam/Sir,

I am directed to refer to the Commission's instructions under reference and provisions given in Handbook for Presiding Officers, 2023 and Handbook for Returning Officers, 2023 on subject cited above.

2. Whereas, section 25 of the Representation of the People Act, 1951 makes provision for polling station as under:

" Provision of polling stations for constituencies.—

The district election officer shall, with the previous approval of the Election Commission, provide a sufficient number of polling stations for every constituency the whole or greater part of which lies within his jurisdiction, and shall publish, in such manner as the 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."

3. Whereas, section 130 of the Representation of the People Act, 1951 prohibits canvassing in or near polling station as under:

" Prohibition of canvassing in or near polling stations -

(1) No person shall, on the date or dates on which a poll is taken at any polling station, commit any of the following acts within the polling station or in any public or private place within a distance of one hundred metres of the polling station, namely: —

(a) canvassing for votes; or

(b) soliciting the vote of any elector; or

(c) persuading any elector not to vote for any particular candidate; or

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(d)persuading any elector not to vote at the election; or

(e)exhibiting any notice or sign (other than an official notice) relating to the election.

(2) Any person who contravenes the provisions of sub-section (1) shall be punishable with fine which may extend to two hundred and fifty rupees.

(3) An offence punishable under this section shall be cognizable."

4. Now, in line with the provisions mentioned in section 25 and section 130 of the Representation of the People Act, 1951,

a) the Para I(i) of the Instructions dated 14.06.2023 above may be read as:
"No election booth shall be set up within a distance of 100 meters from the entrance of the polling station. Even where more than one polling station has been set up in the same polling station location or premises, the election booth of a contesting candidate for such group of polling stations/booths shall not be set up within a distance of 100 meters from the entrance of any of these polling stations."

b) the Para I(ii) of the instruction dated 14.06.2023 above may be read as:
"Only one table and two chairs shall be provided at each of such polling station with an umbrella or a small tent measuring not more than 10X10 ft to protect from weather conditions."

c) the Para I(ix) of the instruction dated 14.06.2023 above may be read as:
"No electioneering shall be allowed within 100-meter area around the Polling Station on the date of poll."

5. All other conditions mentioned in Commission letter no. 464/INST/2023/EPS (Poll Day Management Outside) dated 14.06.2023 and 464/L&O/2024/EPS dated 26.09.2024 shall remain unchanged.

6. This may be brought to the notice of all District Election Officers, Returning Officers, Sector Officers, Booth Level Officers and all other concerned officers/officials.

Yours faithfully,


(VIBHOR AGRAWAL)
UNDER SECRETARY

Copy to all DEOs, EROs and BLOs for information.

भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

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निर्वाचन सदन

अशोक रोड, नई दिल्ली-110001

Nirvachan Sadan

Ashoka Road, New Delhi-110001

Dated: 26th September, 2024

No.464/L&O/2024/EPS
To,

The Chief Electoral Officers of
All States and Union Territories

Subject: Setting up of election booths on day of poll outside the Polling Station – Clarification - regarding.

Madam/Sir,

I am directed to refer to the subject cited and to state that references were received from some CEOs regarding guidelines for setting up election booths outside the polling stations on day of poll. Subsequently, the matter has been perused and the following is hereby clarified:

i. Para no.10.12.1 of RO Handbook, 2023 may be read as;

"Only one table and two chairs shall be provided at each of such booths with an umbrella or a small tent measuring not more than 10x10 ft to protect from weather conditions outside the 200 meters periphery of the polling station premises. Ensure that that the candidate's camps shall be simple. They shall not display any posters, flags, symbols or any other propaganda material. No eatable shall be served or crowd allowed at the camps. Setting up such booth is subject to valid permission from local authority."

ii. Point (d) and (e) of para no.1(iv) of Commission's instruction dated 14.06.2023 on poll day arrangements outside PS on day of poll may be read as;

"Ensure that the candidate's camps shall be simple. They shall not display any posters, flags, symbols or any other propaganda material. No eatable shall be served or crowd allowed at the camps."

The above instruction shall be brought to notice of all concerned for strict compliance during conduct of elections.

Yours faithfully,



(BREJESH KUMAR)
UNDER SECRETARY

भारत निर्वाचन आयोग
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Nirvachan Sadan,
Ashoka Road, New Delhi-110001.

No. 464/INST/2023/EPS(Poll Day Management Outside)

Dated: 14th June, 2023

To

The Chief Electoral Offices of
All States & Union Territories.

Subject: General Election and Bye election to Lok Sabha and State Legislative Assemblies – Poll Day Management of activities outside Polling Station reg.

Reference:

- | | |
|------------------------------|------------------|
| (i) 576/3/98-JS-II | dated 03.02.1998 |
| (ii) 464/INST/2006/PLN-I | dated 20.04.2006 |
| (iii) 464/INST/2007/PLN-I | dated 12.01.2007 |
| (iv) 464/UP-LA/2007 | dated 25.10.2007 |
| (v) 437/6/2007(INST)-PLN-III | dated 12.11.2007 |
| (vi) 464/INST/2008/EPS | dated 16.01.2009 |
| (vii) 464/INST/2008/EPS | dated 21.01.2009 |
| (viii) 464/INST./2014/EPS | dated 15.04.2014 |

Madam/Sir,

The Commission has been issuing instructions from time to time on management of activities outside Polling Stations on the day of poll, *vide* letters referred to above. Now, the Commission has reviewed these instructions and issued the following consolidated instructions in supersession of all the existing instructions on the subject:

I. Election Booths:

During the period of General / Bye-Elections to the Lok Sabha and State Legislative Assemblies, the candidates of various parties including independent candidates set up and operate Election Booths (temporary offices) on poll day. In these regards, the following directions are issued for strict compliance:

- (i) No Election Booth shall be set up within a radius of 200 meters from the Polling Station. Even where more than one Polling Station has been set up in the same



Polling Station Location or premises, there shall be only one Election Booth of a candidate for such group of Polling Stations beyond a distance of 200 meters from such premises.

- (ii) Only one table and two chairs shall be provided at each of such Booths with an umbrella or a small tent measuring not more than 10 X10 ft to protect from weather conditions outside the 200 meters periphery of the polling station premises
- (iii) Each candidate wishing to set up such Booths shall intimate, in writing and in advance, to the Returning Officer, the names and serial numbers of the Polling Stations where such Booths are proposed to be set up by him. He shall also obtain the written permission of the concerned Government authorities or local authorities like Corporations, Municipalities, Zilla Parishads, Town Area Committees, Panchayat Samitis etc., as applicable, under the relevant local laws before setting up of such Booths. Such a written permission must be available with the persons manning the Booth so as to produce the same before the election/ police authorities concerned on demand.
- (iv) Following broad guideline with respect of setting up of such Booths shall be followed:
 - a. No such Booths will be opened by way of any encroachment either on public or private property. ✓
 - b. No such Booths will be opened in any religious places or campus of such religious places.
 - c. No such Booths will be opened contiguous to any educational institutions or hospitals.
 - (d.) Such Booths can display only one party flag and banner with party symbols/photographs.
 - (e.) The size of the banner used in such Booths should not exceed 4 X 8 feet subject to the further condition that if the local laws prescribe a lower size for banner / hoarding etc., then the size restriction prescribed by local law shall prevail.
 - f. The expenditure on setting up of such Booths and activities conducted, as prescribed, should be booked to the candidate's election expenditure account
- (v) Such Booths shall be used only for the sole purpose of issuing unofficial identity slips to electors. These unofficial identity slips shall be printed strictly, in accordance with the instructions of the Commission, without the name or symbol of the candidate or the name of the political party.

- (vi) No crowds shall be allowed to collect at such Booths in any circumstances nor shall any person who has already cast his vote at the Polling Station be allowed to come to the Booth. This would be evident from the indelible ink mark on his left forefinger or any other finger as specifically prescribed for that election for the constituency in which the Polling Station is located.
- (vii) The persons manning the booths shall not cause any obstructions whatsoever in the way of electors proceeding to the Polling Stations or prevent them from going to the Booths of other candidates or create any other sort of hurdles whatsoever in the right of voters to exercise their franchise according to their own free will. More specifically, no elector shall be influenced in any way whatsoever to either come and collect the unofficial identity slip from the particular Booth or if he comes to such Booth of his own accord, to vote in favour of or against any party / candidate contesting the election.
- (viii) Any violation of the above directions will be viewed by the Commission with the utmost gravity and most stringent action possible under the law, including but not restricted to the removal of such Booths forthwith will be taken against the candidates and / or their agents / workers responsible for any such violations.
- (ix) No electioneering shall be allowed within the 200-meter area around the Polling Stations on the date of poll.
- (x) No person other than Observers appointed by the Commission and authorized election/police officials shall be allowed to either carry or use mobile phones, wireless sets, etc., in the 100-meter perimeter of the Polling Stations described as the "Polling Station Neighborhood" (*Section 130 Representation of the People Act 1951*) and within the Polling Station.
- (xi) The person who is nominated by the political parties/candidates to man such Booth shall be a voter in the same Polling Station. He shall also have an EPIC and whenever any Sector Magistrate/Observer ask the person to disclose his identity, he shall show the EPIC.
- (xii) The political parties/candidates shall ensure that they do not put any person with criminal antecedents on the job to man such booths.

II. Possession of Arms near the Polling Station:

- (i) The provisions of Section 134 B of the Representation of People Act, 1951 provides that, except those expressly permitted by that section, no one else carries any arms or indulges in show of arms in Polling Stations or Polling Station Neighborhood, so

that the conduct of elections can take place in a free and fair manner without any intimidation of voters, or threat perception to them.

- (ii) It is seen from time to time that during the poll process, candidates and/or supporters of candidates, who have been provided with security cover by the authorities, enter Polling Stations or Polling Station Neighborhood accompanied by their security personnel. This is in clear contravention of the provisions laid down in Section 134B of the Representation of the People Act 1951.
- (iii) No person, even if a recipient of any form of security from any quarter, should enter into any Polling Station or Polling Station Neighborhood, accompanied by such security personnel.
- (iv) The security agencies in charge of extending security must therefore, recast security plans accordingly. It would be the duty of those in charge of the election to ensure that the provisions of the above quoted Section 134B of the Representation of the People Act 1951 are strictly enforced and no security personnel attached to any person (i.e., any candidate, any of his agents, workers, supporters, or even any elector) enter into any Polling Station or Polling Station Neighborhood. Only one security personnel of SPG protectee or Z+ protectee can enter a Polling Station in plain clothes and arms kept in concealed manner.

III. Security Arrangements:

- (i) Commissioner of Police/ Superintendent of Police shall deploy police forces, including CAPF, as per approved District Deployment Plan on static and mobile duties. All police forces, including CAPF, deployed for polling station security shall take positions in and control of the respective Polling Stations on the day prior to the poll day.
- (ii) In case CAPF has not reached the assigned Polling Station, due to any reason, the poll shall not commence in that Polling Station.
- (iii) Manual on Force Deployment in Elections (*Latest Edition*) shall be referred to for detailed guidelines on force deployment.
- (iv) At the polling station where CAPF personnel are deployed according to District Deployment Plan, one personnel of the CAPF deployed for the Polling Station shall be placed at the door of the Polling Station, either in static or oscillating mode, in order to observe the proceedings inside the Polling Station (*Janak Singh V/s Ram Das Rai & Other in CA 9228 of 2003: SC*). Moreover, the Company Commanders of CAPF shall also move for area domination and confidence building measure in the

sectors assigned to them.

- (v) The State Police shall remain solely responsible for maintenance of the general law and order inside and outside of the Polling Station premises (as different from polling stations).
- (vi) State Police Force shall not replace the CAPFs at the Polling Stations, in contravention of District Deployment Plan, under any circumstances. No officer of the local state police, with or without contingent, shall position himself at the Polling Station and exercise any supervision and control over the CAPF at the Polling Station.
- (vii) According to the vulnerability mapping, hamlets/habitations within relevant Polling Station areas those are vulnerable to threat, all necessary confidence building measures shall be taken. The Local State Police shall attach utmost importance to this task and shall also ensure that there is no hinderance to voters of such pockets in exercising their franchise on the day of poll.

The above instructions shall be brought to the notice of all concerned for strict compliance.

Yours faithfully,



14/06/2023

(SANJEEV KUMAR PRASAD)
SECRETARY

related duties should also be imparted training. Ensure that the instructions are duly complied with and proper training imparted to the police officers and police personnel.

- 10.8.8 Training should be imparted to the Zonal Officers and Micro-Observers for discharging their duties effectively.

11.9 TRAINING OF POLLING PARTIES ON EVM AND VVPAT

- 10.9.1 Presiding Officers/Sector Magistrates should take EVM and VVPAT training seriously so as to operate them correctly at the time of poll. Polling Officers should apply indelible ink on the elector's left finger properly in the manner prescribed by the Commission.

10.10 DUMMY BALLOT PAPERS

- 10.10.1 There is no objection to a candidate printing a dummy ballot paper using his own name and symbol indicating the place where they would appear in the ballot paper to be used at the election. But it should not contain the names and symbols of any other contesting candidates in the constituency. The dummy ballot paper may be printed in any colour such as brown, yellow or grey, but not pink and white, and should not resemble the genuine ballot paper in size or colour.

10.11 DUMMY BALLOT UNITS

- 10.11.1 There is also no objection to the candidates/ political parties preparing dummy Ballot Units for the purpose of educating the voters. The dummy Ballot Units may be made of wood, plastic or ply board boxes, half the size of the official Ballot Units and may be painted brown, yellow or grey. These dummy Ballot Units may have provision for showing the serial number, name and symbol of the candidate as in the dummy ballot paper. It may also have a battery-operated button and a lamp which may lit on the button being pressed.

10.12 ELECTION BOOTH / UNOFFICIAL IDENTITY SLIPS DISTRIBUTION

10.12.1 Candidates' election booths

Only one table and two chairs shall be provided at each of such Booths with an umbrella or a small tent measuring not more than 10 X 10 ft to protect from weather conditions outside the 200 meters periphery of the polling station premises, and with one party flag and banner with party symbols/ photographs is allowed. The size of banner used in such offices should not exceed '4 feet X 8 feet' subject to the further condition that if the local laws prescribe a lower size for banner/ hoarding etc.; then the lower size prescribed by local law shall prevail. Setting up such booth is subject to valid permission from local authority.

- 10.12.2 The political parties and candidates may issue unofficial identity slips containing the following information to the voters;

- i) Name and serial number of the voter in the electoral roll;
- ii) Part number of the electoral roll; and
- iii) The serial number and name of the polling station.

- 10.12.3 The identity slips should be on white paper and should not contain the name of the candidate and/or the name of his party and/or his election symbol. The slips should not contain any slogans or any exhortation to vote for a party or for a candidate, since these would amount to canvassing within the polling station, which is not permissible. The circulation of any slip containing any such slogan or exhortation within 200 meters of the polling station would amount to canvassing which is not permissible under the law. The content of slips, which may be issued by the candidates, areas given below:

- PC/AC name
- Polling Station number and name
- (Location detail)
- Voter's Sl. No. in Electoral Roll.....