

राजस्थान सरकार
(निर्वाचन विभाग)

क्रमांक एफ 3(1)(2)प्रथम/निर्वा/2021/9337

जयपुर, दिनांक 30/9/24

प्रेषक : मुख्य निर्वाचन अधिकारी,
राजस्थान, जयपुर।

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

विषय : Strict compliances of the Commission's instructions in General/Bye Elections-regarding.

प्रसंग : भारत निर्वाचन आयोग का पत्र क्रमांक 464/Inst/2024/EPS दिनांक 26.09.2024

सन्दर्भ : 1. 464/INST-AMF/2022, dated 10th June, 2023-Regarding AMF at Polling Stations
2. 464/INST/2022/EPS (Poll Day Management Outside) 14th June, 2023

महोदय,

उपर्युक्त विषयान्तर्गत निवेदन है कि भारत निर्वाचन आयोग ने प्रासंगिक पत्र दिनांक 26.09.2024 द्वारा मतदान केंद्रों पर सुनिश्चित न्यूनतम सुविधाएं प्रदान करने के बारे में आयोग के सन्दर्भित निर्देश की ओर ध्यान आकर्षित करने का निर्देश दिया है और कहा है कि आयोग के ध्यान में ऐसे मामले आए हैं कि कुछ स्थानों पर मतदान के दौरान विशेष रूप से दिव्यांग, गर्भवती या वरिष्ठ नागरिकों के लिए लाइन में मतदाताओं के लिए पर्याप्त बैठने की जगह/फर्नीचर के प्रावधान से संबंधित निर्देशों का सख्ती से पालन नहीं किया जा रहा है। आयोग ने मामले की समीक्षा की है और निर्देश दिया है कि उपरोक्त निर्देशों में आयोग द्वारा दिए गए सभी मापदंडों/निर्देशों का सख्ती से पालन किया जाएगा।

इसके अलावा, यह भी निर्देश दिया है कि मतदान केंद्र परिसर से 200 मीटर की परिधि में कोई भी चुनाव बूथ स्थापित नहीं किया जाएगा। मतदान के दिन भ्रम की स्थिति से बचने के लिए, मतदान केंद्र परिसर की 200 मीटर की परिधि को भी मतदान की तिथि से कम से कम 3 दिन पहले चिह्नित किया जाएगा और पीठासीन अधिकारियों/राजनीतिक दलों के उम्मीदवारों/प्रतिनिधियों और स्वतंत्र उम्मीदवारों को तदनुसार सूचित किया जाएगा।

उपरोक्त दिशा-निर्देशों से आपके जिले के समस्त रिटर्निंग अधिकारियों को एवं चुनाव संबंधी प्राधिकारियों को अवगत कराकर समस्त आगामी आम चुनावों/उपचुनावों में अक्षरशः पालना सुनिश्चित करवायी जावे।

संलग्न: उपरोक्तानुसार

भवदीय,

(नवीन महाजन)

मुख्य निर्वाचन अधिकारी,
राजस्थान, जयपुर।

क्रमांक एफ 3(1)(2)प्रथम/निर्वा/2021/9337

जयपुर, दिनांक 30/9/24

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

1. निजी सचिव, मुख्य निर्वाचन अधिकारी, राजस्थान, जयपुर।
2. प्रभारी अधिकारी, रोल्स शाखा, निर्वाचन विभाग, राजस्थान, जयपुर।
3. रिटर्निंग अधिकारी, 27-झुंझुनू, 67-रागगढ़, 88-दौसा, 97-देवली-उनियारा, 110-खीवसर, 156-सलूम्बर (अ.ज.जा.) एवं 161 चौसारी (अ.ज.जा.) विधानसभा निर्वाचन क्षेत्र को आगामी विधानसभा उप निर्वाचन, 2024 में पालनार्थ।
4. समस्त मान्यता प्राप्त राष्ट्रीय राजनैतिक दल, राजस्थान।
5. राष्ट्रीय लोकतांत्रिक पार्टी, राज्यीय दल, राजस्थान।
6. समस्त पंजीकृत अमान्यता प्राप्त राजनैतिक दल, राजस्थान।

ds, v

विशेषाधिकारी, निर्वाचन विभाग,
राजस्थान, जयपुर।

भारत निर्वाचन आयोग
ELECTION COMMISSION OF INDIA

Tel. No. 011-23052144
Fax 011-23052001
Website: www.eci.gov.in

निर्वाचन सदन,
अशोक रोड, नई दिल्ली-110001.
Nirvachan Sadan,
Ashoka Road, New Delhi-110001

Dated: - 26th September, 2024

No.464/Inst/2024/EPS

To,

The Chief Electoral Officers
of All States/UTs.

Sub: Strict compliances of the Commission's instructions in General/Bye Elections-regarding

References:

1. 464/INST-AMF/2022, dated 10th June, 2023- Regarding AMF at Polling Stations
2. 464/INST/2023/EPS (Poll Day Management Outside) dated 14th June 2023

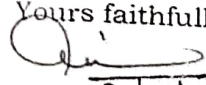
Madam/Sir

I am directed to invite your attention to the Commission's instruction referred above regarding providing assured minimum facilities at polling stations and to say that instances have been brought to the notice of the Commission that in some places, the instructions pertaining to provision of adequate sitting space/furniture for voters in queue specially for PwD, pregnant or senior citizens, are not being followed strictly during polling. The Commission has reviewed the matter and directed that all parameters/directions given by the Commission in the above instructions shall be strictly adhered to.

2. Further, the instruction provide that no election booth shall be setup within a radius of 200 meters from the polling stations premises. In order to avoid confusion on the day of poll, it has been directed that the marking of 200 meters' periphery of the Polling Station premises shall also be done at least 3 days in advance prior to the date of poll and informed to the presiding officers/political parties candidates/representatives and independent candidates accordingly.

3. The Commission has directed that aforesaid direction shall be strictly complied with in letter and spirit in ongoing/upcoming general elections/bye elections.

Yours faithfully,


26/09/2024
(SANJEEV KUMAR PRASAD)
SECRETARY

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Nirvachan Sadan,
Ashoka Road, New Delhi-11001.

No.464/INST-AMF/2022/EPS

Dated: 10th June, 2023

To

The Chief Electoral Officers of
all States and Union Territories

**Subject: Assured Minimum Facilities and Other Facilities at
Polling Stations-reg.**

Reference:

(i)	458/4/98/PLN-IV	01.06.1998
(ii)	No.464/INST/2016-EPS	24.04.2009
(iii)	464/2009-EPS	30.04.2009
(iv)	464/INST/2013-EPS	30.09.2013
(v)	464/INST- BMF /2013-EPS	27.01.2014
(vi)	No.464/INST- PDF/2013-EPS	27.01.2014
(vii)	No.464/INST- BMF/2013-EPS	27.03.2014
(viii)	464/INST/2016-EPS	15.02.2016
(ix)	464/INST/2016-EPS	12.03.2016
(x)	464/INST/PwD/2016-EPS	07.09.2016
(xi)	464/INST/2016-EPS	12.09.2016
(xii)	464/INST/2016-EMS	21.12.2016
(xiii)	464/INST/2016-EPS	26.12.2016
(xiv)	51/8/7/2017-EMS (Vol.II)	03.08.2017
(xv)	464/INST/PwD/2018-EPS	27.09.2018
(xvi)	464/INST/PwD/2018-EPS	27.09.2018
xvii)	No.464/INST/2019/EPS	16.03.2019

Madam/Sir,

The Commission has been issuing instructions from time to time on facilities to be provided at Polling Stations on the day of poll for electors as well as polling personnel, vide instructions referred above. Now, the Commission has reviewed these instructions and issued the following consolidated instructions in supersession of all the existing instructions on the subject.

1. Assured Minimum Facilities (AMF)

The Commission directs that the CEOs/DEOs shall make complete gap analysis of Assured Minimum Facilities (AMF) at each Polling Station and work with State authorities to permanently provide these AMF at the polling stations. The Assured Minimum Facilities are provided at the Polling Stations for assistance and facilitations to voters to enable them to cast their votes on the day of poll in smooth, hassle-free and convenient manner, apart from providing enabling framework to the polling personnel to discharge their duty in an efficient manner. The DEO and the RO shall do an advance exercise well before the elections, as provided in election planner, to get the conditions of the polling stations physically verified by the field officials. The Sector Officers should visit each Polling Stations/Locations within his /her jurisdiction to assess whether it is use worthy. The Returning Officers shall physically verify at least 20% of the Polling Locations. The Commission directs to provide following Assured Minimum Facilities (AMF) at each and every Polling Stations/Locations:

(i) Polling Station at Ground Floor: -The polling stations should be set up on the ground floor of a building to facilitate voting for aged and disabled electors. Polling stations should be set up in such a manner that ordinarily, no voter is required to travel more than two kilo meters to cast his vote. In sparsely populated hilly or forest area, this rule may require to be relaxed. In such cases to ensure that voters may not have to walk unduly long distances, Polling Stations may be set up for a smaller number of electors than the usual norm. Due consideration should be given to the topography and the ease of travel for electors. Sometimes, Polling Stations in hilly areas are located on different levels. It should be ensured that if the Polling Station is at a higher level, the road that leads to it, passes at the same level as that of the Polling Station.

The Polling Stations should have separate Entrance and exit for voters. If there is only one door at the Polling Station(s), separate entrance and exit can be provided with the help of a temporary fencing in the middle of the doorway using bamboos and ropes, based on the local conditions.

- (ii) Provision for Ramp:** A permanent ramp of maximum gradient 1:12 should be provided at all Polling Stations to facilitate the PwD (Persons with Disabilities) voters and senior citizen electors, as per the directions of the Hon'ble Supreme Court of India in the Polling Stations. The Supreme Court has also directed to give wide publicity about the provision of ramps in Polling Stations.
- (iii) Provision for Drinking Water:** There should preferably be permanent arrangement of tap facility for drinking water. As an alternative, drinking water pots having sufficient capacity on the day of poll may be provided. Sufficient number of environment-friendly disposable glasses may be made available for drinking water. Drinking water facility should be on self-service basis and wherever possible provision of volunteer/daily wage-earner to serve water to the voters standing in the queue, may be made.
- (iv) Adequate Furniture:** - There should be proper provision for furniture like tables, chairs and benches etc., inside Polling Station for polling parties and polling agents. Adequate chairs/ benches should also be provided at each Polling Station for disabled, pregnant or senior citizen electors.
- (v) Proper lighting/Electricity arrangements:** It shall be ensured that the inside space of the voting compartment is sufficiently lighted, however, while setting up EVMs and VVPATs at the polling station, it should be ensured that the light does not fall directly on the voting compartment. If necessary, arrangement for suitable additional lighting should be done for each compartment. Halogen lamps or 200-watt bulbs have to be strictly avoided directly above or in front of voting compartment. If the power connection is available, the condition of switches/bulbs/fans should be checked. If power connection cannot be provided even temporarily due to terrain or proximity of electrical network, alternative arrangement (like Petromax, lantern, Battery operated LED/charger light etc.) and generator sets etc. should be hired, so that, on the poll day, those polling stations are properly lighted.
- (vi) Proper Signage:** Proper Signage should be put up near and at the Polling Station locations for guidance of the voters about the

layout of the location, facilities available (like ramp, toilet, drinking water etc.) and Voter Assistance Booth.

(vii) Toilets: There should be separate toilets in sufficient numbers for male and female voters at each Polling Station location. If two toilets are not available, pucca one should be earmarked for female voters and one temporary toilet may be provided for male voters. If no pucca toilet is available, provision for mobile toilet vans be made and in hilly areas, with difficult topography, temporary toilet arrangements may be made. One employee or a daily wage-earner shall be deployed to keep the toilet clean throughout the day. The toilets should be accessible for PwD and senior citizen electors.

(viii) Shade in Polling Station: Tented arrangement for shade with adequate size (minimum 15ft X15ft) canopy should be made available, as waiting area, at each Polling Station with sufficient chairs/benches preferably for ladies/senior citizens/nursing mothers/differently abled voters and children accompanying them.

(ix) Provision for Creche for children: There should be proper arrangement for creche at each Polling Station Location for children accompanying the electors. One trained attendant/volunteer should be deployed to take care of these children.

(x) Display of Voter Facilitation Posters. In order to fulfil the statutory requirements under Rule 31 of the Conduct of Elections Rules, 1961 and to provide accurate and relevant information for voter awareness and information at each polling station, the Commission has directed that a total of FOUR (4) kind of Posters shall be prominently displayed at all Polling Stations. The design and other specifications of the four posters may be seen at **Annexure – 1.**

(xi) Voter Assistance Booths (VAB):

(a) A Voter Assistance Booth shall be set up for every polling station location, with a team of BLO/officials in order to assist voters to correctly locate her /his polling booth number and serial number in the electoral roll of that concerned polling booth.

(b) Necessary arrangements for the setting up of the Voter Assistance Booth like basic furniture including table, chairs etc. for seating the deployed staff, a small covered canopy/tent with proper shade and prominent signage in the form of back-drop banner indicating 'VOTER ASSISTANCE BOOTH' and directional signs for guidance of the voters must be made well in advance by the RO concerned. An indicative design of the Voter Assistance Booth is enclosed at **Annexure-2**.

(c) Alphabetic Roll Locator (as per English alphabet) generated with ERO Net is placed at VAB to search the name easily and to know the serial number in the Electoral Roll.

2. Other facilities: -

(i) **Medical Kit:** It must be ensured that sufficient number of Medical Kits/First-Aid kits containing medicines & items like gauze pads (4x4 inches)/ large gauze pads/adhesive bandages/rolling bandage/ORS/triangular bandages/wound cleaning agent/scissors/blanket/tweezers/adhesive tape/latex gloves resuscitation equipment/Masks & Sanitizers etc., along with a village level health worker should be made available at each Polling Station location for emergency use of voters and polling staff. In this regard, the DEO should prepare a standard list of medicines and user instructions in consultation with the District Chief Medical Officer.

During summer, every polling party shall be supplied with Oral Rehydration Salts (ORS) for their own use as well as for any voter needing the same due to heat-stroke. A hand-bill on 'Dos and Don'ts' in case of heat stroke may be prepared and supplied to each of the polling parties.

An appeal to the electors may be issued to carry wet towels to protect themselves against dehydration and also advise women electors to avoid bringing children along with them to polling stations during hot weather conditions.

The DEO shall requisition the services of paramedical staff from the offices of the Chief District Medical Officers and one such Para Medical Staff member shall accompany every mobile Patrol Unit and Sector Officer in their vehicles along with essential medicines. Such

mobile patrol units shall touch every polling station once in every hour, preferably, so that instant medical assistance would be available to any voter needing such help besides the first aid facilities given to the polling parties.

(ii) Volunteers: Volunteers from NCC/NSS/Scout & Guides should be deployed to manage the voters' queue. Identified PwD and Senior citizen voters should be assisted by Volunteers to reach the polling station and if required, wheelchair should be provided. The PwD electors can request for wheelchair facility by registering on **Saksham-ECI App**. The volunteers shall guide the PwD electors up to the entrance of polling station. Inside the polling station, such PwD electors shall be assisted by polling staff. The age of volunteers should be less than 18 years. The CEO shall prepare a detailed Do's and Don'ts for the volunteers and ensure that they are properly briefed and trained by DEO/RO. There should be an arrangement for food for the volunteers engaged at the polling stations during the poll day.

(iii) Provision for Transport Facility: Senior Citizens, Persons with Visual and Locomotive Disabilities and infirmed voters with impaired movement should be provided free pass for using public transport on poll day. If public transport is not available, private vehicles may be hired for the purpose. He or she should be picked up from his or her residence and be dropped back there after he or she has cast his or her vote.

(iv) Queue Management:

- (a) There should be three queues at the polling station: one for male voters, one for female voters and third one for senior citizens and PwD electors. One male elector should be allowed to vote per two female electors.
- (b) Persons with disability/infirm electors shall be given priority for entering the polling station without having to wait in the queue for other electors and all necessary assistance as may be required, should be provided to them at the polling stations.
- (c) Similarly, Pregnant women and women voters with child in arms may also be given precedence over other voters in the queue.

- (d) Chairs may be placed intermittently, if convenient and required at the Polling Stations prone to long queues, to enable voters waiting in queue to rest for few minutes.
- (e) The CEO/DEO should give adequate publicity about facilities to be extended to senior citizens, PwD/infirm and pregnant women or women voters with child in arms and issue an appeal to voters to co-operate in this initiative with a request that those who are able bodied and healthy should not try to avail this opportunity to jump the queue, rather this should be need based. The voters in the queue should have open mind to help the fellow voters who are suffering from disability and other age related and health related problems.
- (f) The Presiding Officers and other field officers deployed at Polling Stations should be instructed accordingly.
- (g) Based on the past voting pattern and experience of the field staff, the polling stations/polling station locations prone to long queues should be identified.
- (h) Dynamic tracking of long queues on the poll day should be done through the Sector Officers.
- (i) Decongestion measures should be initiated at the Polling Stations prone to/having long queues, e.g., additional polling staff, volunteers, distribution of tokens etc.
- (j) Reserve staff and vehicles should be kept ready for deployment at the Polling Stations with long queue to help out the polling staff.
- (k) Members from the National Cadet Corps and National Service Scheme may be mobilized to manage the queue.
- (L) Booth App is an integrated app of the ENCORE application, which facilitates in faster identification of voters using encrypted QR code of Voter Information Slips and the digital marked copy of the electors. This reduces the queue, helps in faster polling and allows error-free recording of two hourly poll turnout with minimal intervention.

(vii) Model Polling Stations: Additional attractive features may be added to polling stations according to local culture and requirements as given in directions issued through SVEEP on the subject. Polling

Stations should be set up using environment-friendly/recyclable and biodegradable materials and as far as possible, be kept plastic-free. Provision for eco-friendly waste management should be made.

3. Other measures to speed up voting: -Besides above to speed up voting, following shall also be followed: -

- (a) Printed blank voters slips (to be clearer, this is different than Voter Information Slips distributed to electors) must be there with all the polling parties for faster operations inside the Polling Stations.
- (b) Second Polling Officer is required to obtain elector's signature or thumb impression in the relevant column of Register of voters in Form 17 A. In column (3) of Form 17A (Register of Voters) the last four digits of the Identification document should be mentioned. In case of electors voting on the basis of the EPIC, it is sufficient that the letters 'EP' (denoting EPIC), respectively is mentioned in the relevant column, and it is not necessary to write down the number of the EPIC. However, in the case of those who vote on the basis of any alternative documents, the last four digits of the document shall have to be written and the type of document produced should also be mentioned therein. The signature/thumb impression of the voter shall be obtained by the second Polling Officer in column (4) of that register.
- (c) Wherever needed (if the voters are more than 1200) additional polling officers should be deputed with the polling party. While deploying additional polling officers, care should be taken to select them on random basis.
- (d) A reserve of polling officers should be kept ready to rush out to any polling station which requires such assistance during poll hours. The Sector Officer should be able to identify such requirement quickly on their visit to polling stations and seek the assistance of Returning Officer in getting the additional hand when needed, from the pool of such reserve polling officers.

4. Appointment of Nodal Officers: -

While preparing the district machinery for the conduct of election, the DEO shall identify a senior officer as the Nodal Officer to coordinate and supervise amenities at the Polling Stations as well as polling personnel/voters' welfare measures. Similarly, each RO shall identify a nodal officer for the above purpose. The name and designation, office and residential telephone numbers including mobile number and e-mail ID, if any, of the Nodal Officer shall be mentioned in the District/Constituency Election Management Plan. The contact numbers should also be brought to the notice of the polling personnel drafted for election duty

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

Yours faithfully,

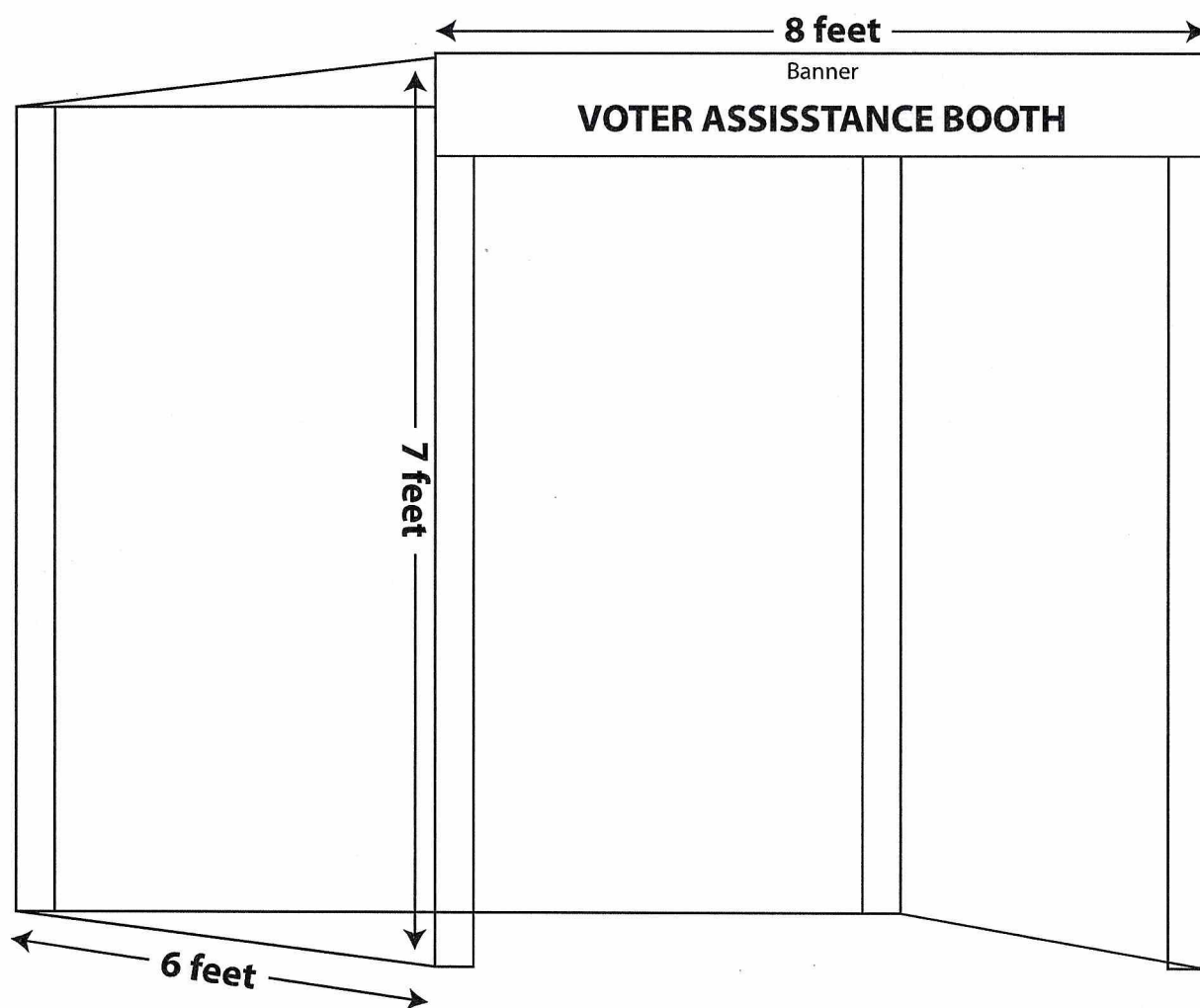


(AJAY KUMAR VERMA)
SECRETARY

Voter Facilitation poster

1. A total of FOUR (4), Uniform and standardized Voter Facilitation Posters (VFP), shall be prominently displayed at all Polling Stations as per the design enclosed, including the details of Polling Station Details (**VFP-1**), List of Candidates (**VFP-2**), Do's and Don'ts (**VFP-3**) and Approved Identification Documents & How to Vote (**VFP-4**).
2. The size of the VFPs should be such that the contents are early and clearly visible and the text is effortlessly readable to the voters approaching the polling booth. The following dimensions are provided for purely indicative purpose:
 - **VFP No. 1 and 2:** 27 inches (Height) X 27 inches (Width).
 - **VFP No. 3 and 4:** 27 inches (Height) x 36 inches (Width).
3. The VFPs shall be displayed/pasted/stuck on the outside wall, near the entrance of each polling booth.
4. The VFPs must be pasted/affixed in the order of their Serial Nos i.e. VFP No. 1 followed by VFP-2 and so on.
5. In addition, VFPs No. 3 and 4 shall also be affixed near the entrance of the polling station premises/locations, especially in case of locations having more than one polling booths.
6. The VFPs can be printed on paper or any other available eco-friendly material, subject to reasonability of cost and without compromise on the overall quality of display.
7. The display of VFPs shall be an integral part of the overall arrangements to be made at every polling booth by the Returning Officer.
8. The proper manner of display of VFPs shall be explained to the Presiding officers during the election training sessions organized by the Returning Officers.
9. The Sector Officers shall ensure that the VFPs are prominently displayed as per the directions herein and submit a report to the Returning Officer.

DESIGN OF 'VOTER ASSISTANCE BOOTH'



भारत निर्वाचन आयोग ELECTION COMMISSION OF INDIA

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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