

**ELECTION URGENT**

1290  
1/4/10

**WEST BENGAL STATE ELECTION COMMISSION**  
**18, SAROJINI NAIDU SARANI**  
**KOLKATA - 700 017**

e/c elec.  
#

No. 294-SEC/SP-13/2009

Dated the 3<sup>rd</sup> March, 2010**ORDER**

In pursuance of the provisions of Section 12 of the West Bengal Municipal Elections Act, 1994, the West Bengal State Election Commission hereby directs that the Municipal Returning Officers shall provide sufficient number of polling stations for every municipal constituency in connection with the ensuing Municipal General Elections to be held in May / June, 2010.

2. The list of polling stations covering clear, compact and distinctly identifiable polling areas serving the electors of the respective part(s) of each municipal constituency, as adopted, should be drawn up in the following manner :

- (i) Ordinarily not more than 1200 voters should be assigned to a Polling Station.
- (ii) The polling stations should, as far as practicable, be the same as those for the Lok Sabha Elections, 2009 so that the voters may not have to go to different polling stations for different elections. If, however, a Lok Sabha polling station falls outside the Ward, the Polling Station should be set up at an alternative location within the Ward so that no voter is required to go outside his municipal constituency to cast his vote;
- (iii) In case of non-availability or destruction of any polling premises (utilized for Lok Sabha elections) it should be ensured that the relevant polling station is located in a suitable building within the polling area relating to the polling station concerned and nearest to the site of the erstwhile polling station;
- (iv) No polling station should be set up in Police Stations, Hospitals, Clubs, temples or other places of worship or places having political or religious significance;

3. After the list has been prepared on the lines indicated above the Municipal Returning Officer concerned should publish it in the format enclosed as draft on the 8<sup>th</sup> April, 2010 for general information inviting suggestions and objections which must reach him on or before the 16<sup>th</sup> April, 2010. Notice of publication of such draft list of polling stations and the places at which it can be inspected should be given adequate publicity. Copies of the draft list of polling stations may also be forwarded to all recognised political parties.

4. The Municipal Returning Officer shall thereafter hold a meeting with the sitting councillors and representatives of all recognised political parties and finalise the list of polling stations for the constituency by amending the draft list wherever necessary after considering suggestions and objections received by him. A minute of the meeting should be prepared for future reference.

5. The Municipal Returning Officer shall then forward a copy of the said list of polling stations and the map to this Commission through the District Municipal Election Officer. The District Municipal Election Officer, after scrutiny, will forward the list of polling stations to this Commission by the 26<sup>th</sup> April, 2010.



**NOTICE OF PUBLICATION OF DRAFT LIST OF  
POLLING STATIONS**

In pursuance of the provisions of Section 12 of the West Bengal Municipal Elections Act, 1994, I  
 \_\_\_\_\_ the Municipal Returning Officer of  
 \_\_\_\_\_ Municipality hereby provides for the Municipal Constituencies of the  
 \_\_\_\_\_ Municipality the Polling Stations specified in the appended  
 list for polling areas or groups of voters noted against each for Ward No. \_\_\_\_\_ of  
 \_\_\_\_\_ Municipality.

Suggestions and Objections, if any, should be submitted to me by 16<sup>th</sup> April, 2010.

Municipal Returning Officer  
 \_\_\_\_\_ Municipality

Draft List of Polling Stations for \_\_\_\_\_ Municipality.

Ward (Constituency) No.	Serial No. & Address of Polling Station	Building in Which it will be located	Polling Area	Whether for all voters or for men only or women only
(1)	(2)	(3)	(4)	(5)

Municipal Returning Officer,  
 \_\_\_\_\_ Municipality.

Delete whichever is not applicable

**ELECTION URGENT**

12.50 (P)  
3/3/10

**WEST BENGAL STATE ELECTION COMMISSION**  
**18, SAROJINI NAIDU SARANI**  
**KOLKATA - 700 017**



No. 288(17)-SEC/3E-21/2009

Date : 02.03.2010

From : The Secretary,  
West Bengal State Election Commission

To : (1) The District Municipal Election Officer for  
Kolkata Municipal Corporation &  
District Magistrate, South 24-Parganas.

(2) The District Municipal Election Officer &  
District Magistrate, Cooch Behar / Darjeeling / Jalpaiguri /  
Malda / Murshidabad / Nadia / North 24-parganas /  
South 24-Parganas / Howrah / Hooghly / Burdwan /  
Birbhum / Purba Medinipur / Paschim Medinipur / Bankura / Purulia.

**Sub.: Revision of Municipal Electoral Roll with reference to 1<sup>st</sup>  
January, 2010.**

Sir,

The Commission by issuing necessary order has fixed the last date for receiving the claims and objections as on 05.03.2010, 13.03.2010 and 20.03.2010 as the case may be. Before disposal of such claims and objections the Municipal Electoral Registration Officer / Assistant Municipal Electoral Registration Officer shall take into consideration the following points in addition to the provisions as laid down in the West Bengal Municipal Elections(Registration of Electors ) Rules, 1995:

1. The M.E.R.O. will consider the applications in prescribed Form only duly filled in and signed by the applicant (or having LTI of the applicant).
2. For inclusion of names of First time applicants - emphasis should be given on the following points.
  - a) Age :-
    - (a) Verification of age proof submitted particularly the genuinity of the same.
    - (b) If there is no documentary age proof, then either of the parents of the applicant will file an affidavit.

- (c) If such affidavit is not found with application, an evidence on oath jointly by the applicant and any one of the parents whose name is present in the electoral roll should be obtained.

### 3. Ordinary residence:--

- (a) To insist on Bank Pass Book / Kisan Pass Book / Post Office Pass Book / Ration Card / Driving Licence / Passport / PAN / Gas Connection / Electricity Bill / Telephone Bill / Water Bill / Municipality or Corporation Tax Receipt showing Residential Address as mentioned in the application form. This list is only illustrative and not exhaustive.

### 4. Citizenship :--

Onus of proof is on the applicant who applies for the first time.

Proof of Citizenship :

- (a) Citizenship Certificate issued by Competent Authority;
- (b) A Valid Passport of Government of India;
- (c) Birth Certificate.

### Note :

- (i) Certificate of Councillors of Municipality / Corporation / Notified Areas is not a conclusive proof of Citizenship.
- (ii) Certificate of permanent residentship issued by any State Government Authority Other than the Competent Authority is also not a conclusive proof of Citizenship.

### 5. Bulk applications :--

Claims and objections presented in bulk by any individual / organization or political party should not be accepted. The same principle will be applicable to claims and objections sent by post / email.

### 6. For Married Women : -

If they cannot produce documentary evidence as a proof of citizenship, the following documents may be accepted:

- a) Proof of registration as an un-married voter, if registered ;

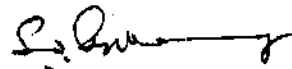
- b) Proof of Marriage;
- c) Certificate issued by Ward Councillors of the concerned Municipality / Corporation / Notified Areas duly countersigned by Government Officials;

**7. For Deletion / Correction and Transposition of Names : -**

All such provisions as laid down in the West Bengal Municipal Elections Act, 1994 and West Bengal Municipal Elections (Registration of Electors) Rules, 1995 regarding Deletion / Correction and Transposition of Names shall be followed strictly.

The above mentioned guidelines may be communicated accordingly to all Municipal Electoral Registration Officers and Sub-Divisional Officers within the jurisdiction of your districts for their guidance.

Yours faithfully,



Secretary,  
West Bengal State Election Commission

Memo no 182. (3)/Ebe. dated 03-3-2010

Copy forwarded for favour of information and taking necessary action to:

- ① The Sub-Divisional Officer, Bahadur/Kharagpur.
- ② The Officer-in-charge, Election.

*03/03/10*  
For District Magistrate  
Paschim Medinipur

*03/03/10*

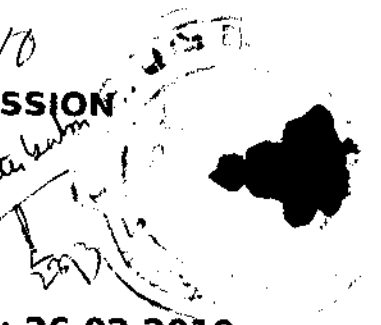
NO 784-eg  
dt 23-3-10

**ELECTION URGENT**

**WEST BENGAL STATE ELECTION COMMISSION**  
18, SAROJINI NAIDU SARANI  
KOLKATA - 700 017

1235  
02/3/10

*Prasanta Kumar*



Con. Sec. of ADM. (G)  
Paschim Medinipur  
No. 3 MAR 2010  
No. 267(14)-SEC/3C-6/1998  
RECEIVED

Date : 26.02.2010

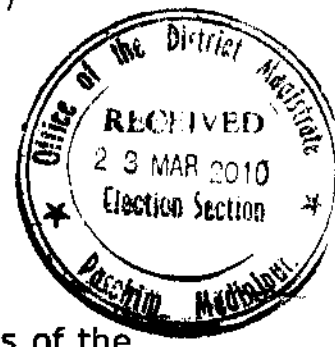
ADM(G)

From : The Joint Secretary,  
West Bengal State Election Commission

R-359  
24-3-10

To : The District Magistrate,  
Cooch Behar / Jalpaiguri / Bankura / Howrah /  
Burdwan / Malda / Murshidabad / Purba Medinipur /  
Paschim medinipur / Purulia / Hooghly /  
Birbhum / Darjeling / Nadia.

*ofc elec*  
*ef*



Sir,

I am directed to enclose herewith a copy of minutes of the meeting held in the Commission's Office on 10.02.2010 at 12.00 Noon in connection with the Municipal General Elections, 2010 for favour of information and necessary action.

Yours faithfully,

*M. Ghosh*

Encl.: As stated.

Joint Secretary,  
West Bengal State Election Commission

*Memo to 304 (5) ltr. dated 24/3/2010*  
*Copy of minutes forwarded to the S.D.O. Gohabari/Kharakpur*  
*for favour of information and taking necessary action.*  
*ofc, elec. Secy.*  
*C.A. to District Magistrate/Adde. District Magistrate (elec), Paschim Medinipur.*

*23/3/10*  
For District Magistrate  
Paschim Medinipur  
MIA HMA-001  
*M 23/3/10*

**Minutes of the meeting held in the Commission's Office on 10.02.2010 at 12.00 noon with the District Magistrates in connection with the ensuing Municipal General Elections, 2010**

The Commissioner welcomed all the District Magistrates and other officers present in the meeting.

She initiated the discussion by drawing the attention of the District Magistrates to the measures and actions to be urgently taken in connection with Roll Revision, Reservation of Seats , Setting up of Polling Stations, Deployment of Polling Personnel etc. for the ensuing Municipal General Elections, 2010.

1) Electoral Roll Revision :---

The Commissioner made it clear that the Municipal Electoral Roll being prepared by the Commission on revision of the existing Assembly Roll , with reference to 1<sup>st</sup> January, 2010 as the qualifying date shall be used for the ensuing Municipal Elections, 2010 only and shall not be applicable to any other elections. She pointed out that the Electoral Roll used in the last Parliament Elections held in 2009 with its supplements, shall be taken as the basic roll for draft publication. Those who applied for inclusion etc. thereafter in the process of continuous updating for inclusion / deletion shall have to apply afresh even if they may have been issued EPIC. Rather applications in prescribed format for Municipal Elections, namely Form Nos. 3,4,5,5A etc. as prescribed under West Bengal Municipal Elections (Registration of Electors) Rules, 1995 should only be accepted .

On a query from the Additional District Magistrate, Purba Medinipur the Commissioner said that for Municipalities where delimitation of wards has not yet been finalized separate notifications for draft publication of electoral rolls etc. and publication of draft order for reservation of seats etc. shall be issued immediately after the order for delimitation is issued.

On enquiry from District Magistrate, Burdwan the Commissioner suggested that for final publication of electoral rolls the revised roll should be computerized and printed at their end.

The Commissioner requested the District Magistrates to arrange for wide publicity of the programme for revision of electoral rolls .

2) Reservation of Seats :-----

Though orders have already been issued in this regard the Commissioner pointed out again that the draft of the order for reservation of seats in Form A shall be published on 12<sup>th</sup> February, 2010 and

the final order in Form B shall be published on 10<sup>th</sup> March, 2010 (except in respect of 5 Municipalities where delimitation of wards has not yet been completed). Wide publicity in respect of above should be given and adequate interaction with all concerned including political parties regarding reservation of seats should be made.

3) Places for receiving Claims and Objections :----

It was pointed out by the Commissioner that claims and objections should normally be received in S.D.O's office. On hearing from DM, Burdwan that in Burdwan BDO's offices have been selected for the said purpose the Commissioner said that a counter should be there in SDO's office also. Such BDO offices should also be within the concerned municipal areas. Regarding the offices of the municipalities she said that there would be no objection to receiving claims and objections in the said offices, but in that case some official from SDO's office should be deputed there to supervise the work. The Commission would also have no objection if claims and objections are received in wards or booths, but that should be done judiciously considering the large manpower and cost involved in such case.

4) Polling Personnel and Polling Stations:----

The Commissioner said that there should be 1(one) Presiding Officer and 3(three) Polling Officers for each polling station. Persons residing or serving in the area of a municipality should not be deployed for polling duty in that municipality. There should normally be an Auxiliary booth if the number of voters exceeds 1200. The Commissioner requested the District Magistrates to get the polling stations checked properly. Clubs should not be set up as polling stations to the extent possible and existing polling stations set up in clubs should be shifted to other convenient premises as far as possible. District Magistrates were requested to ensure that voters of one ward are not required to vote in a polling station situated in another ward. On a query, the Commissioner said that Central Government employees may be appointed for polling duty, but teachers and municipal employees should not be deployed. District Magistrates were also requested to take appropriate action against those persons who would will fully avoid polling duty without permission of the competent authority.

5) Hiring of Vehicles :---

Regarding hiring of vehicles for the work of revision of electoral rolls the Commissioner said that one vehicle for municipalities having upto 25 wards could be hired. An additional vehicle could

be hired for municipalities with more than 25 wards subject to approval of the Commission. Some District Magistrates requested to allow them to hire an additional vehicle for municipalities with more than 20 wards. The Commissioner said that a specific proposal may be placed for such cases.

6) Stock and requirement of EVMs:---

The Commissioner informed that election to all the municipalities would be done through EVM. She requested the District Magistrates to inform the Commission of their present stock of EVMs, if any, and to get them thoroughly checked. EVMs taken from Alipore should be returned to Alipore for checking. Requirement of EVM should be assessed judiciously and reported to the Commission within 7 – 10 days. 30% should be kept as reserve stock.

7) Requirement of Fund :---

District Magistrates were requested to assess the requirement of fund for revision of electoral roll and send the same to the Commission immediately.

8) Feedback in respect of sensitive areas :--

The Commissioner requested to identify the sensitive areas in time and assess requirement of forces and report to the Commission accordingly..

9) Model Code of Conduct :---

The need to follow Model Code of Conduct strictly during election process was also stressed by the Commissioner. She said that normally no actions are taken against those who violate model codes of conduct. She suggested that some actions should be taken in cases of gross violation under appropriate sections of the relevant laws.

ADM, Paschim Medinipur was requested to see that the final delimitation proposal in respect of Kharagpur Municipality is sent to the Commission by 18.02.2010. A competent officer may be sent for explaining the proposal, if required.

District Magistrate, Howrah was also requested to send the delimitation proposal of Bally Municipality immediately.

The meeting ended with thanks to the Chair.