



## **ELECTION URGENT**

### **Tamil Nadu State Co-operative Societies Election Commission**

From  
Thiru. M. R. Mohan, I.A.S., (Retd.),  
Commissioner,  
Tamil Nadu State Co-operative Societies  
Election Commission, No. 273,  
Anna Salai, Teynampet,  
Chennai-600 018.

To  
The State Election Officers

**Rc 251/2013/CE-5**

**Dated: 27.03.2013**

Sir,

Sub : Elections – Election of members of the Boards and Office Bearers of Co-operative Societies in the State – Arrangement of Polling Materials - Issue of Ballot Papers – Guidelines – Regarding.

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- 1) As the process of publication of voters list for the Stages I & II in Phase-I has already been over, and that the next step in that process is filing of nomination and then publication of the final list of contesting candidates, in case of a contest, and which necessitates the process of Polling and Printing of Ballot Papers.
- 2) You also know, that the Commission has already introduced the use of Ballot Boxes and Paper Seals, as in the case of the elections to local bodies.
- 3) Now, as a follow up, the Commission desires that the issue of Ballot Papers should also be systematized and synchronized.
- 4) And towards that end and in order to maintain uniformity, to ensure safety and to enforce discipline, in the matter of designing, printing and safe custody of Ballot Papers till they are ultimately supplied to the Election Officer, the following guidelines are issued.

#### **[A]-DESIGNING:**

(1) The Ballot Paper should satisfy the statutory provisions under rule 52 (10) (f) which requires a Ballot Paper to contain.

- (a) The name and address of the society and the constituency, if any, at the top of the Ballot Paper.
- (b) Serial number of each Ballot Paper at the top or reverse of it.
- (c) The Serial Numbers allotted to the candidates together with their names, the reserved/unreserved seat to which he is contesting and sufficient space for making the mark x or + on the Ballot Paper by the voter.

(2) The Ballot Paper should be white in colour and no other colour should be used.

(3) The thickness of the paper to be used for printing the Ballot Paper should be of good strength.

(4) The Single Ballot Paper to be printed should have three separate parts for –

(a) Women

(b) SC/ST and

(c) General

- and should be strictly in that order.

(5) The overall measurements of a Ballot Paper should be in accordance with the details specified in the Model Ballot Paper as in the Annexure. The measurements given are only the minimum required.

(6) The contents of the Ballot Paper should also be in line with the requirements as in (1) above and as in the Annexure.

#### **[B]-PRINTING:**

(1) The District Election Officer, immediately on the same day and date, after publication of the list of contesting candidates, should get a report from the Election Officers of the respective societies on the following points.

(a) The model draft Ballot Paper, incorporating all the details as required thereunder;

(b) The number of Ballot Papers required to be printed.

(2) On receiving the report as in (1) above and considering the short duration available, the District Election Officer, should, immediately and with no loss of time, arrange for the printing of Ballot Papers as required by each of the Election Officer.

(3) The printing of Ballot Paper should be entrusted only to Co-operative Printing Press/Government Press.

(4) Only in extraordinary circumstances, where the Ballot Papers could not be printed and get supplied in time, and which will ultimately affect the Polling as notified, the District Election Officer, should immediately arrange for printing the same with some other printing presses of repute, and of no controversy and if possible those already engaged for printing of Ballot Papers for local bodies, and the list of which could be obtained well in advance from the District Collectors.

(5) While ordering for printing, the District Election Officer should keep in mind that all precautionary and safety measures are in place and that the possibilities of fraudulent handling, wrong handling, tampering with and counterfeiting, etc in all its stages are completely ruled out and in any case not to compromise with any of the safety measures. The Election Officer should ensure 100% verification in the press.

**[C]-CUSTODY:**

(1) The District Election Officer should then arrange to get delivery of the Ballot Papers, after checking the accuracy and authenticity, from the printing press, through a safe mode of transport to the place already selected and fixed by him for this purpose and which should not be lacking in any of the security and safety aspects.

(2) The Ballot Papers should be kept in a safe place under the custody, control and command of the District Election Officer with utmost safety and security till such time the Ballot Papers are supplied to the Election Officer on the date prior to the date of poll or otherwise ordered by the Commission.

(3) In every stage, from the receipt to issue, correct and complete records and accounts should be maintained for the Ballot Papers by the District Election Officer.

The State Election Officers are requested to bestow their personal attention in this matter and to send their reports on the action taken on 30.03.2013.

**Sd../- XXX  
Commissioner**

கூட்டுறவுச் சங்கங்களின்  
தலைவர் / துணைத்தலைவர் (நிர்வாகிகள் - Office Bearers)  
தேர்தல் – 2013  
மாதிரி வாக்குச் சீட்டு விவரம்

..... கூட்டுறவுச் சங்க நிர்வாகிகள் (Officer Bearers) தலைவர் / துணைத்தலைவர் தேர்தல் 2013 வாக்குச் சீட்டு		
போட்டியிடுகின்ற வேட்பாளரின் பெயர்	ஒதுக்கப் பட்ட வரிசை எண்.	குறியிட வேண்டிய இடம்
____ (7 cm) ____	__(2.5 cm) ____	__(2.5 cm) __

2.5 cm }  
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- குறிப்பு:
1. மாதிரி வாக்குச்சீட்டில் கொடுக்கப்பட்டுள்ளது குறைந்த பட்ச அளவு ஆகும்.
  2. வாக்குச் சீட்டின் பின்புறம் தேர்தல் அலுவலர் முத்திரையுடன் கையெப்பமிட வேண்டும்.
  3. மாதிரி வாக்குச்சீட்டு Not to Scale.