



OFFICE OF THE
ELECTION AUTHORITY
UNDER PANCHAYATI RAJ ACT, 1989
(CHIEF ELECTORAL OFFICER, JAMMU & KASHMIR)
2ND FLOOR VIKAS BHAWAN, RAIL HEAD COMPLEX, JAMMU

The District Election Officer,
(Deputy Commissioner)
Kupwara/Baramulla/Bandipora/Ganderbal/Srinagar/Budgam/
Pulwama/Shopian/Kulgam/Anantnag/Leh/Kargil/Kishtwar/Doda/
Ramban/Reasi/Udhampur/Kathua/Samba/Jammu/Rajouri/Poonch

No. 5024/CEO/PYT/2011/3225-55

Dated: 28-03-2011

Subject: **Conduct of Panchayat Elections, 2011 – Printing of ballot papers – regarding.**

Sir/Madam,

Your kind attention is drawn to the Rule 20 of the Jammu & Kashmir Panchayati Raj Rules, 1996 which lays down as under:-

“20. Preparation of ballot paper.- Ballot paper shall be prepared in Form 16 in such language or languages as the Election Authority may direct.”

In this regard, you may kindly refer to Chapter X of the **Handbook for Returning Officers** dealing with the preparation and printing of ballot papers. The minimum interval between the last date for the withdrawal of candidature and the day of poll has been revised/reduced and is at present 14 clear days only. The ballot paper will have to be printed and distributed to the Returning Officers by you in your capacity as the District Panchayat Election Officer (Deputy Commissioner) within this short period. Therefore utmost care and planning has to be ensured for meeting the deadline.

Following steps have been taken to enable the District Panchayat Election Officers (Deputy Commissioners) to ensure timely preparation and printing of ballot papers:-

I. Supply of Hardware:-

Each District Panchayat Election Officer (Deputy Commissioner) has been provided with Copy Printer (Gestetner) from M/S RICOH India Limited for printing of ballot papers. Similarly, 06 Hand Numbering Machines (Max Japan Make of 6 digit No.605) and 06 Heavy Duty Staplers (Kangaroo DS-1217) alongwith pins have also been issued to each District, for numbering of the ballot papers and for stitching the printed ballot papers into bundles.

II. Supply of paper:-

Sufficient quantity of cream-wove paper and pink-wove paper for printing of ballot papers for Sarpanches and Panches respectively has also been supplied to the Districts from the Government Presses, Jammu/Kashmir respectively.

By signature
28.03.11.

III. Stationing of technical manpower:-

M/S RICOH India Limited has been directed to provide and station two (2) technically trained persons at each District HQ to look after and maintain the printer copiers during the printing of ballot papers. Similarly, the General Manager, Government Press, Jammu and Srinagar have already been requested to provide the assistance of technically trained persons for the cutting of paper as per the number of contesting candidates, stitching and hand numbering of printed ballot papers into bundles of 50 each etc. Necessary instructions have already been issued for the 1st Phase Elections to M/S Ricoh India Limited as well as General Manager, Government Press, Jammu/Kashmir vide this office letter No.5024/CEO/PYT/PBP/2011/3050-53.

IV. Format of ballot papers:-

It has been decided by the Election Authority (Chief Electoral Officer, J&K) that the ballot papers shall be printed bilingually as under:-

- (a) **Ballot papers for the Panchayat Halqas falling in Jammu, Kathua, Samba, Udhampur and Reasi Districts shall be printed in Urdu and Hindi languages.**
- (b) **The Ballot papers for the remaining Districts of the State including Leh and Kargil District shall be printed in Urdu and English languages.**

The detailed specifications for the printing of ballot papers have been indicated in Chapter 10 of the Handbook for Returning Officers. However, Shri Saleem Khan, Technical Director, NIC, J&K, Jammu has prepared a word based template incorporating the free symbols for printing of ballot papers.

It is, therefore, requested that the District Informatics Officers of the District or the representative of the NIC, J&K in respect of the newly created Districts of Samba, Reasi, Ramban, Kishtwar, Kulgam may be appointed as Nodal Officer for looking after the technical aspects for printing of ballot papers.

The revised template has been provided to all the District Informatics Officers/Representative of NIC, J&K and the same will be used for the printing of ballot papers.

Following steps are now required to be taken by District Panchayat Election Officers (Deputy Commissioners).

I. Data Entry to generate Master Ballot Paper:-

The Data Entry to generate Master Ballot paper for each Panch Constituency/Sarpanch Constituency would require data entry in the header of the Ballot paper, such as: Roll Part No., District Code, Panchayat Halqa Code, Name of the Panchayat Halqa, S.No. of the Panch Constituency etc. These details/Halqa Codes can be obtained from the office of Director Rural Development Department/Assistant Commissioner (Dev)/Block Development Officer concerned.

Similarly, the names of the contesting candidates will have to be entered in two languages i.e., Urdu and Hindi or Urdu and English as per details referred to at Para IV above. The names of contesting candidates would be entered into strictly in the same

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order alongwith the symbols as have been allotted to them in the list of contesting candidates prepared by the Returning Officer in Form PEL 10 (see para 7.4 Chapter VI of the Handbook for Returning Officers).

After completing the printing of Master copy of the Ballot paper, the required number of ballot papers would be generated by photocopying/printing the same on the Copy Printer provided by this office.

II. Hand Numbering of Ballot Papers (Sr. No. of Ballot Paper):-

After the requisite number of the ballot papers have been printed and stitched into bundles of 50 each, the ballot papers would be serially numbered by the technical persons of the Government Press by using the Hand Numbering Machines provided by this office.

III. Special task force for printing of ballot papers:-

Since the printing of ballot papers is of a sensitive nature and requires immense coordination at different levels, the District Panchayat Election Officers (Deputy Commissioners) are advised to entrust the work to a dedicated and dependable team of employees headed by a senior officer preferably Additional Deputy Commissioner or Assistant Commissioner (R) at the District Headquarter. The District Informatics Officer/Representative of NIC should also be coopted into the team. All the Returning Officers should maintain close liaison with each team.

The premises used for printing of ballot papers should be suitably guarded round the clock.

The above instructions may be strictly adhered to, treating the matter as **Election/Most Urgent.**

Yours faithfully,

B.R. Sharma 28.03.11
(B.R. Sharma) IAS
Election Authority
Under Panchayati Raj Act, 1989
(Chief Electoral Officer, J&K)
Jammu

Copy to the:-

1. Divisional Commissioner, Kashmir/Jammu for information.
2. State Informatics Officer, NIC, J&K, Jammu for information and necessary action.
3. Director, Rural Development Department, Kashmir/Jammu for information and necessary action.
4. General Manager, Government Press, Jammu/Kashmir for information and necessary action.
5. Principal Private Secretary to Chief Secretary, J&K, Jammu for the kind information of the Chief Secretary.
6. Assistant Chief Electoral Officer, Kashmir/Jammu for information.