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State Election Commission UT of Jammu and Kashmir

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Deputy Commissioners
All Districts

No. 05/SEC/Pyt/2020/654

Dated: 15-11-2020

Sub: Instructions for printing of Ballot papers for DDC Elections and Panchayat By-Election

Madam/Sir,

I am directed to convey following instructions of the Election Authority (State Election Commission) for printing of Ballot papers for DDC Elections and Panchayat By-Election, 2020:-

1. After the withdrawal of candidatures and the publication of the list of contesting candidate/s, the stage of preparation for the actual conduct of elections begins. This stage is very crucial. Extra care and planning for conduct of poll is very essential. The minimum interval between the last date for withdrawal of candidatures and the first day of poll is expected to be about 10 clear days. The ballot paper will have to be printed and distributed to the various Returning Officers by the DPEO within this short period at the District Headquarters. Also the Ballot papers have to be dispatched to those who have opted for Postal ballots.
2. **PRINTING OF BALLOT PAPERS**
 - a. Ballots may be printed at district headquarters or at Govt. printing press.
 - b. In case the printing has to be done at a private printing press, the DCs shall ensure absolute confidentiality as well as fool proof security.
 - c. Printing must be done with due care under the supervision of a senior officer.
 - d. Planning and identification of such printing presses should be done well in advance.
 - e. It may be ensured that proper slugs, numbering machines, etc. are available at the press.

3. DESIGN OF BALLOT PAPERS FOR DDC ELECTION

Form and Language of Ballot Papers:

- A. **The Ballot paper for DDC shall be of Yellow Colour.**
- B. The ballot paper for DDC Election shall be prepared in **Form 45** and following instructions shall be followed:-
 - i. Every ballot paper shall have the counterfoil attached to it. The counterfoil shall be at the top of ballot paper and its depth shall not ordinarily exceed 60 mm. The particulars on the counterfoils shall be printed in English only and the counterfoil shall contain the following:-



- a. Space for stitching at the top center of the counterfoil;
 - b. A shaded border of 3 mm below stitching space of the counterfoil;
 - c. The particulars of the election as mentioned in sub-para (iv) be printed immediately below the shaded border;
 - d. The word "Electoral Roll Part No." and "Serial No. of Elector", be printed one below the other on the left hand side;
 - e. Serial No. of the ballot paper on the left hand side on the front;
 - f. Place for signature or thumb impression of elector just above the words "Signature/thumb impression," on the right hand side;
 - g. One block of lines of 4 mm with a perforated rule/disjoined straight line below, separating the ballot paper from the counterfoil.
- ii. There shall be one block of lines of 4mm below the perforated rule/disjoined line on the ballot paper.
- iii. The front face of the ballot paper will contain only the name and particulars of the constituency and the election, the names of the contesting candidates and the symbols of the candidates. The particulars of the constituency will be printed in the first shaded area and will contain the Serial No. and the name of the DDC Constituency, as given in the Delimitation of constituencies order. The year of election will also be printed. For writing the particulars of Election abbreviation as DDC-Elect-2020 can be used. For writing particulars of constituency on the front of ballot paper the Name of district followed by the S.No. of DDC Constituency be printed. For example in case of DDC Constituency BariBrahmana-B is at No. 2 in District Samba the following be printed :-
- "DDC-Elec-2020-Samba-2-BariBrahmana-B"**
- iv. Serial number of the ballot paper shall be printed on the left-hand side and shall be in one of the shaded areas as may be convenient.
- v. The width of the ballot paper will be between 80 mm to 100 mm as may be considered convenient by the DPEO for printing the ballot paper.
- vi. The name of the candidate will appear on the right side and his symbol on the left side in a panel.
- vii. The width of the space allotted to each candidate will be 27 mm and the width of the shaded area between the space allotted to any two candidates will be 10 mm. There will be a shaded black border of 3 mm width at the bottom.
- viii. The size of each symbol will be not more than 36 mm x 22 mm.
- ix. Subject to any special instructions that may be issued by the Election Authority, names of candidates, will be printed in Urdu and English. However, in Jammu/ Udhampur/ Kathua/ Samba/ Reasi districts the names shall additionally be printed in Hindi also.
- x. Where the number of contesting candidates exceeds 6, the ballot paper shall be printed in two or more Columns depending upon the number of contesting candidates. Ordinarily, the number of candidates in any column should not exceed six. The width of the ballot paper and its counter-foil shall also then be dependent upon the number of columns which are provided on the ballot paper. Each column shall be separated from the other by a dark black area of 6 mm width from top to bottom. The names of the contesting candidates and their symbols will appear in the same order in which they appear in the list of contesting candidates in Form DDC 10. These names will be printed one below the other in those columns, starting with the name of the candidate at S. No.1 in the list of contesting



candidates appearing at S.No. 1 in the first column on the right, candidate at S.No.7 in the list of contesting candidates as the first candidate in the second column (if each column has six names) and so on. If the number of contesting candidates is not exactly divisible by the number of candidates in each column, the end panels on the left side of the ballot papers, which do not contain the name of any candidate, will be completely shaded.

- xi. The ballot papers will be stitched into bundles of 50 ballot papers each with consecutive serial numbers. It will be ensured that the serial number on each ballot paper and its counterfoil is identical

4. DESIGN OF BALLOT PAPERS FOR SARPANCH / PANCH BY-Elections

The Ballot paper shall be printed in the format prescribed in **Form 16** of the Jammu and Kashmir Panchayati Raj Rules 1996. Following instructions need to be followed while designing and printing of the Ballot Papers:

- i. The Ballot papers for the Election as Sarpanch shall be printed on **Pink colour** papers.
- ii. The Ballot papers for the Election as Panch shall be printed on **White** papers
- iii. Every ballot paper shall have the counterfoil attached to it. The counterfoil shall be at the top of ballot paper and its depth shall not ordinarily exceed 60 mm. The particulars on the counterfoils shall be printed in English only and the counterfoil shall contain the following:-
 - Space for stitching at the top center of the counterfoil ;
 - A shaded border of 3 mm below stitching space of the counterfoil ;
 - The particulars of the election as mentioned in sub-para (iv) be printed immediately below the shaded border;
 - The word "Electoral Roll Part No." and "Serial No. of Elector", be printed one below the other on the left hand side ;
 - Serial No. of the ballot paper on the left hand side on the front ;
 - Place for signature or thumb impression of elector just above the words "Signature/thumb impression," on the right hand side ;
 - One block of lines of 4 mm with a perforated rule/disjoined straight line below, separating the ballot paper from the counterfoil.
- iv. There shall be one block of lines of 4mm below the perforated rule/disjoined line on the ballot paper.
- v. The front face of the ballot paper will contain only the name and particulars of the constituency and the election, the names of the contesting candidates and the symbols of the candidates. The particulars of the constituency will be printed in the first shaded area and will contain the Serial No. and the name of the Panch/Sarpanch constituency, as the case may be, as given in the Delimitation of constituencies order. The year of election will also be printed. For writing the particulars of Election abbreviation as Pyt.By-Elect-2020 can be used. For writing particulars of constituency on the front of ballot paper the code of district followed by S.No. of Panchayat Halqa, name of the Panchayat Halqa and Roman S.No. of Panch Constituency be printed. For example in case of Panch Constituency No. II of Smailpur Panchayat Halqa serialized at No. 1 in District Jammu the following be printed :-

"Pyt- By-Elec-2020-JM-Smailpur-II"
- vi. Serial number of the ballot paper shall be printed on the left-hand side and shall be in one of the shaded areas as may be convenient.
- vii. The width of the ballot paper will be between 80 mm to 100 mm as may be considered

- convenient by the DPEO for printing the ballot paper.
- viii. The name of the candidate will appear on the right side and his symbol on the left side in a panel.
- ix. The width of the space allotted to each candidate will be 27 mm and the width of the shaded area between the space allotted to any two candidates will be 10 mm. There will be a shaded black border of 3 mm width at the bottom.
- x. The size of each symbol will be not more than 36 mm x 22 mm.
- xi. Subject to any special instructions that may be issued by the Election Authority, names of candidates, will be printed in Urdu and English. However, in Jammu/Udhampur/Kathua/Samba/Reasi districts the names shall additionally be printed in Hindi also.
- xii. Where the number of contesting candidates exceeds 6, the ballot paper shall be printed in two or more Columns depending upon the number of contesting candidates. Ordinarily, the number of candidates in any column should not exceed six. The width of the ballot paper and its counter foil shall also then be dependent upon the number of columns which are provided on the ballot paper. Each column shall be separated from the other by a dark black area of 6 mm width from top to bottom. The names of the contesting candidates and their symbols will appear in the same order in which they appear in the list of contesting candidates in Form PEL 10. These names will be printed one below the other in those columns, starting with the name of the candidate at S. No.1 in the list of contesting candidates appearing at S.No. 1 in the first column on the right, candidate at S.No.7 in the list of contesting candidates as the first candidate in the second column (if each column has six names) and so on. If the number of contesting candidates is not exactly divisible by the number of candidates in each column, the end panels on the left side of the ballot papers, which do not contain the name of any candidate, will be completely shaded.
- xiii. The ballot papers will be stitched into bundles of 50 ballot papers each with consecutive serial numbers. It will be ensured that the serial number on each ballot paper and its counterfoil is identical.

5. Postal Ballots for DDC Election and Panchayat By-Election:

The design of 'Postal Ballots' will be same as that for Normal Ballot Paper as described in the preceding paragraphs. However, the Sr. No. for Postal Ballots will be different than the Serial No. of the normal Ballot Paper for each constituency.

Yours faithfully,


(Anil Salgotra)
Secretary

State Election Commission
UT of Jammu and Kashmir

(66)

Sample Ballot Paper

Counterfoil

DDC Elections -2020

Electoral Roll Part No. _____ District Name /Code _____
S. No. Constituency in District _____





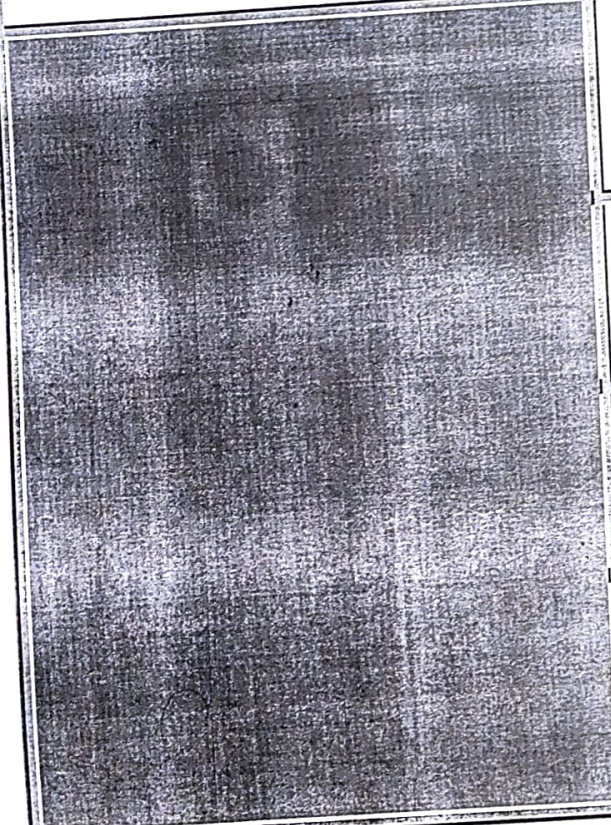




Serial No. of elector: _____

Serial No. of B.P: **1003**

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District Development Council _____
Constituency: _____

S. No. 1003

 <p>وینا گپتا VEENA GUPTA آزاد INDEPENDENT</p>	10	 <p>بلال فرقانی BILAL FURQANI پارٹی۔ اے PARTY-A</p>	1
 <p>وجے اوہری VIJAY OHRI پارٹی۔ ڈی PARTY-D</p>	11	 <p>برویز احمد ڈار PARVAIZ AHMAD DAR آزاد INDEPENDENT</p>	2
		 <p>ظہور احمد ملک ZAHOOR AHMAD MALIK آزاد INDEPENDENT</p>	..
		 <p>علام رسول ڈار GHULAM RASOOL DAR پارٹی۔ بی PARTY-B</p>	..
		 <p>مشتاق احمد ڈار MUSHTAQ AHMAD DAR آزاد INDEPENDENT</p>	8
		 <p>وجے شرما VIJAY SHARMA پارٹی۔ سی PARTY-C</p>	9

STATE ELECTION COMMISSION (Election Authority)

(1)

(Jammu & Kashmir Panchayati Raj Act, 1989)

Union Territory of Jammu & Kashmir

Nirvachan Bhawan, Rail Head Complex Jammu

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“Greater participation for a Stronger Democracy”

District Panchayat Election Officers,
District Commissioners.

Dated:- 27-11-2020

SEC/Pyt./2020/1567-87

Subject: - District Development Councils (DDCs) and Panchayat By-Election 2020 – Submission of Reports on the day of Poll - regarding

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I am directed to enclose following proformas for reporting on the day of Poll during the ensuing Elections and Panchayat By-Elections 2020.

1. Two hourly voter turnout Report for DDC Elections to be submitted at 9.00 AM, 11.00 AM, 1.00 PM and 2.00 PM (Annexure-A)
2. Two hourly voter turnout Report for Panchayat By-Elections -2020 (Sarpanch) to be submitted at 9.00 AM, 11.00 AM, 1.00 PM and 2.00 PM (Annexure-B)
3. Two hourly voter turnout Report for Panchayat By-Elections -2020 (Panch) to be submitted at 9.00 AM, 11.00 AM, 1.00 PM and 2.00 PM (Annexure-C)
4. Proforma for submission of the reports to the SEC, J&K on the Day of Poll (Annexure-D/DDC Elections)
5. Proforma for submission of the reports to the SEC, J&K on the Day of Poll (Annexure-E/Panchayat By-Elections 2020 E).

Further the Deputy Commissioner shall also furnish duly signed certificates with regard to following on the day of Poll.

1. All Poll parties have reached their desired destinations in time and safety.
2. All Poll material has reached the respective polling stations in time and safety.


Secretary

State Election Commissioner
UT of Jammu & Kashmir

Copy to:

REQUIREMENTS for immediate action.