

**WEST BENGAL STATE ELECTION COMMISSION**  
**18, SAROJINI NAIDU SARANI**  
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**No. 3892(15)-SEC/2B-6/2006**

**Date : 23.10.2013**

From : The O.S.D. & E.O. Joint Secretary,  
West Bengal State Election Commission.

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

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

**Sub.: ED & Tender Ballot Papers and designs thereof.**

Sir,

I am directed to state that it has been decided that Electronic Voting Machines will be used in the ensuing Municipal General Elections to 5 (five) Urban Local Bodies and Bye-Elections to 29 (twenty nine) municipal constituencies (wards) which are scheduled to be held on 22<sup>nd</sup> November, 2013. Formal notification in this respect has already been issued vide this Commission's No.3700-SEC/1E-78/2012 and 3701-SEC/1E-78/2012 both dated 20.09.2013.

2. Though the Electronic Voting Machines will be used for the above elections some ballot papers are required to be printed for use on the Electronic Voting Machines, "Tendered Votes" and "Election Duty" votes. The number of ballot papers required for each constituency (ward) will depend on the number of Electronic Voting Machines to be used at the polling stations of each ward. Generally 20 (twenty) ballot papers for each polling station for the purpose of Tendered votes and for Election Duty votes are required to be printed. But the requirement may vary from Constituency to Constituency. In constituencies having Govt. Housing / Police Barracks etc. the numbers of E.D. votes may be high because residents of these housing etc. may be deployed for election duty. Requirements of ballot papers, therefore, may be assessed carefully.

3. As for the design of the E.D. and Tendered Ballot Paper, below the panel for the last contesting candidate there shall be a thick black line of 2.1 mm. For the ballot papers which will be used for EVM, there is no need to give such thick black line.

4. The size of symbol will be 3.5 X 2.5 cm.

5. A perforation line shall have to be given in between the counter foil and foil portion of E.D. and Tendered Ballot Papers. A 2.5 mm wide thick black border or black parallel line on either side of perforated line is also required to be given. The width of counter foil will be 80 mm. For the purpose of printing ED/Tendered Ballot papers, the specimen of ballot paper as has delimitated in Form 13A (Rule 21 of the West Bengal Municipality (Conduct of Elections) Rules, 1995) shall have to be followed.

6. I am, also directed to state that the Commission suggests that the ballot papers for all the constituencies should be printed locally from Government Press or Press of any Government Undertaking. If Government Press is not available, printing may be undertaken at a suitable Private Press. Stringent security arrangements must be ensured at the presses selected for the above purpose.

Yours faithfully,

Sd/

O.S.D. & E.O. Joint Secretary,  
West Bengal State Election Commission

Copy forwarded for information and necessary action to the:

1. Smt. Soma Shaw, WBCS(Ex.). Municipal Returning Officer for KMC, Ward No.1 & Assistant Election Officer, District Election Office, 63, N.S. Road, Kolkata-700001.
2. Sri Tanay Deb Sarkar, WBCS(Ex.), Municipal Returning Officer for KMC, Ward No.24 & Deputy Director, Panchayats & RD, Salt Lake.
3. Municipal Returning Officer & Sub-Divisional Officer, Dinhata / Cooch Behar(Sadar)/ Mal / Jalpaiguri (Sadar) / Siliguri / Barrackpore / Bidhannagar / Barasat / Alipur (Sadar) / Chandernagar / Raghunathpur / Purulia(Sadar) / Egra / Asansol / Lalbag / Bankura (Sadar) / Howrah(Sadar) / Midnapur(Sadar) / Jhargram / Berhampur(Sadar) / Krishnanagar(Sadar).

Sd/

O.S.D. & E.O. Joint Secretary,  
West Bengal State Election Commission