

**WEST BENGAL STATE ELECTION COMMISSION**  
**18, Sarojini Naidu Sarani**  
**(Rawdon Street)**  
**Kolkata – 700 017**  
**Ph No. 2280-5805;**  
**FAX. 2280-7373**

**No.1287(5)-SEC/1T-4/1995**

**Date : 22.05.2012**

From : The Secretary,  
West Bengal State Election Commission

To : The District Municipal Election Officer &  
District Magistrate, Jalpaiguri / Nadia /  
Purba Medinipur / Burdwan / Birbhum.

Sir,

I am directed to inform you that in connection with the ensuing Municipal General Elections to Durgapur Municipal Corporation, Dhupguri, Panskura, Haldia, Nalhati Municipalities and Coopers' Camp Notified Area scheduled to be held on the 3<sup>rd</sup> June, 2012, a Control Room in the Commission's Office will remain open as follows :-

- i) 2<sup>nd</sup> June, 2012 – from 10 A.M. until receipt of report of safe arrival of polling parties at polling stations;
  - ii) 3<sup>rd</sup> June, 2012 – from 7 A.M. until safe return of polling parties to the D.C.R.C. after the poll;
  - iii) 4<sup>th</sup> June, 2012 – if there is any repoll, from 7 A.M. until the safe return of polling parties to D.C.R.C. after repoll;
  - iv) 5<sup>th</sup> June, 2012 – from 7.30 A.M. till the counting is over.
2. I am directed to request you kindly to send two reports on the 2<sup>nd</sup> June, 2012 --- 1<sup>st</sup> report showing dispatch of Polling Parties from DCRC and 2<sup>nd</sup> report indicating safe arrival of Polling Parties at Polling Stations.
3. On the 3<sup>rd</sup> June, 2012, following reports should be sent to this Commission by FAX and by Email:-
- 1<sup>st</sup> report on the commencement of poll as also the general law and order position at 7.00 A.M. to be sent by 7.30 A.M or so **in Annexure 'A'**;
  - 2<sup>nd</sup> report on the progress of poll upto 9.00 A.M. to be sent by 9.30 A.M or so;
  - 3<sup>rd</sup> report on the progress of Poll upto 11.00 A.M. to be sent by 11.30 A.M or so;
  - 4<sup>th</sup> report on the progress of poll upto 1.00 P.M. to be sent by 1.30 P.M. or so;
  - 5<sup>th</sup> report on the progress of Poll upto 3.00 P.M. to be sent by 3.30 P.M. or so;
  - 6<sup>th</sup> report at the end of Poll;  
**[2<sup>nd</sup> to 6<sup>th</sup> reports are to be submitted in Annexure 'B']**
  - 7<sup>th</sup> report after safe arrival of Polling Parties at D.C.R.C. and deposit of polled E.V.M.s & other election materials etc. at the reception centre.
4. By 6.00 PM on 3<sup>rd</sup> June, 2012 a report should be sent indicating percentage of votes polled.

5. I am, further directed to request you kindly to send reports on the progress of counting and results thereof periodically on the day of counting i.e. on the 5<sup>th</sup> June, 2012. 1<sup>st</sup> report on commencement of counting and progressive reports after every 2 hours will be appreciated. Final Result Sheet in Form-23 may also be submitted through fax on 5<sup>th</sup> June, 2012 after completion of counting.
6. The list of (Ward-wise) elected members of the Municipality may be sent to this Commission by FAX immediately after the results are declared. The Return of Election in Form-24 must be sent to this Commission latest by 6<sup>th</sup> June, 2012, by Special Messenger.
7. Reports mentioned at paras 2, 3, 4, 5 and 6 above may be sent direct to this Commission by the Municipal Returning Officer & Sub-Divisional Officer with copy to you.
8. A statement showing the Telephone & FAX and Email IDs nos. of this Commission is enclosed. You are requested to intimate the Telephone / Fax Nos. of:
  - a) District Control Room;
  - b) Municipal Returning Officer's Control Room;
  - c) D.C.R.C and
  - d) Counting Centre.
9. I am directed to draw your attention to this Office letter No. 1094-SEC/6W-2/2008 dated 13.04.2012 regarding uploading of result in the Commission's Website (copy enclosed). This guideline will also apply for the forthcoming Municipal General Elections. You are requested to ensure that these Guidelines are followed and the result is uploaded by 7<sup>th</sup> June, 2012 positively.

Yours faithfully,

Enclo.: As stated.

Sd/  
(Tapas Ray)  
Secretary,  
West Bengal State Election Commission

**No. 1287(5)/1(6)-SEC/1T-4/1995**

**Date: 22.05.2012**

Copy forwarded for information and necessary action to the Municipal Returning Officer & Sub-Divisional Officer, Jalpaiguri (Sadar) / Ranaghat / Haldia / Tamluk / Durgapur / Rampurhat.

Sd/  
(Tapas Ray)  
Secretary,  
West Bengal State Election Commission

**Annexure – ‘A’**

**Report in connection with Municipal General Election on 3<sup>rd</sup> June, 2012**

Name of the Municipal Corporation / Municipality / Notified Area:

Report showing commencement of Poll  
(to be submitted by fax by 7-30 P.M. or so) -----

1. No. of Electors:  
Male – -----  
Female – -----  
-----  
Total -----

2. No. of Polling Stations:  
Main – -----  
Auxiliary – -----  
-----  
Total -----

Poll commenced in all Polling Stations at scheduled hours [except at Polling Stations  
(no. & names) for reasons mentioned below]

**No.....**

**Date.....**

Forwarded to the Secretary, West Bengal State Election  
Commission by fax (Fax No.2280-7373 / 2290-1421 /  
2280-7474)

Municipal Returning Officer &  
Sub-Divisional Officer .....

**Annexure – ‘B’****Report in connection with Municipal General Election on 3<sup>rd</sup> June, 2012**

Name of the Municipal Corporation / Municipality / Notified Area:

Report showing Progress of Poll

Upto 9 A.M. | 11 A.M. | 1 P.M. | 3 P.M. | end of Poll.

1. Percentage of Polling
2. Poll Boycott, if any, with details
3. Poll suspension / adjournment, if any, with details
4. Major complaints and action taken thereon
5. Any other incident worth reporting
6. Law & order situation
7. Approximate number of electors standing in queue at Polling Stations at 3 P.M. [For report to be submitted Covering progress of Poll upto 3 P.M.]

**No.....**

**Date.....**

Forwarded to the Secretary, West Bengal State Election Commission by fax (Fax No.2280-7373 / 2290-1421 / 2280-7474)

Municipal Returning Officer &  
Sub-Divisional Officer .....

**WEST BENGAL STATE ELECTION COMMISSION**

**TELEPHONE INDEX**

<b>SL. NO.</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>DIRECT TEL. NO.</b>	<b>RESI. NO.</b>	<b>MOBILE NO.</b>
1	SMT. MIRA PANDE	COMMISSIONER	2280-5261 2280-4195	2434-6868	98303-23203
2.	SHRI TAPAS RAY	SECRETARY	2280-5277	2590-5389	9433984585
3.	SHRI S.K.ROY	JOINT SECRETARY	2287-4727	2499-0247	9433859986 Email ID sanjib_roy1950@gmail.com
4.	SHRI S.P. DEBNATH	ACCOUNTS OFFICER	2289-2320	6515-9058	9836748212
5.	SHRI R. N. MONDAL	P.A.TO COMMISSIONER & EX-OFFICIO ASSISTANT SECRETARY	2280-1392	2581-0559	9830849297
6.	CONTROL ROOM		2280-5805 2287-4727		
7.	FAX Numbers		2280-7373		
			22807474		
			2289-2320		
			2290-1421		