

OFFICE OF THE CHIEF ELECTORAL OFFICER, TELANGANA

GENERAL ADMINISTRATION (ELECTIONS) DEPARTMENT

9th Floor, B.R.K.R Bhavan, Adarsh Nagar, Hyderabad -500 063.

Memo.2080/Elecs.D/2025-56

Dated:15.10.2025

Sub:- Election-Bye Elections to Telangana State Legislative Assembly from 61-Jubilee Hills Assembly Constituency, 2025 to be held on **06.10.2025** -
Verification of Ballot Paper - Instructions issued - Reg.

Ref:- 1. ECI press Note No. ECI/PN/317/2025, dated.06.10.2025.
2. This Office Memo.No.3231/Elec.D/2022, dated. 14.12.20222.

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The attention of the Commissioner GHMC & DEO, Hyderabad and the Returning Officer of 61-Jubilee Hills Assembly Constituency are invited to para **11.30 of the Hand Book of RO, 2023** wherein it has been directed to the Returning Officer to check the ballot papers while the same are under print at the printing press ensuring the names of all contesting candidates and the symbols respectively allotted to each of them have been correctly printed. Impression of symbol should exactly conform to as approved by the Election Commission of India.

2. The Commissioner GHMC & DEO, Hyderabad and the Returning Officer of 61-Jubilee Hills Assembly Constituency are therefore requested to **ensure the names of all contesting candidates, photo graphs and as well as symbols are correctly printed on the ballot paper. They are informed that on receipt of the printed ballot paper from the Press. the ballot paper should be checked carefully ensuring that there is no mismatch of photographs, names of candidates, symbols. Also ensure that no discrepancy in the number of ballot paper as supplied by the press and the number found on actual counting at the Returning Officer.** If on such checking any ballot paper is found defective any manner or with duplicate number or the serial number of any ballot paper is missing. the same should be clearly noted in a register and also published on the notice board of RO Office as well as the distributing center. A copy of the notice should be sent to each of the contesting candidate also.

3. The Commissioner GHMC & DEO, Hyderabad and the Returning Officer of 61-Jubilee Hills Assembly Constituency, 2025 are requested to follow the instructions issued by the ECI and available in the Hand Book for RO, 2023 scrupulously and furnish the particulars of the defective and missing serial number to this office on the following:

- 1) Total Number of Ballot Papers ordered for printing.
- 2) Total Number of Ballot Papers printed at Press.
- 3) Total Number of Ballot Papers Received.
- 4) Total Number of Ballot Papers found defective
- 5) Total Number of Ballot Papers found with duplicate number.
- 6) Total Number of Ballot Papers missing serial numbers
- 7) Total Number of Ballot Papers found correct.

**C SUDHARSAN REDDY,
CHIEF ELECTORAL OFFICER &
E.O. SECRETARY TO GOVERNMENT.**

To

The Commissioner GHMC & DEO, Hyderabad (w.e)
The Returning Officer of 61-Jubilee Hills Assembly Constituency,
(through Concerned District Election Officer) (w.e)

Copy to: -

The Commissioner of Printing, Stationery & Purchase. Chenchalguda, Hyderabad.
Sf/Sc

// FORWARDED BY ORDER //

M. Jayalree
SECTION OFFICER

OFFICE OF THE CHIEF ELECTORAL OFFICER, TELANGANA

GENERAL ADMINISTRATION (ELECTIONS) DEPARTMENT

5th Floor, North Block, Buddha Bhavan, Secunderabad, Hyderabad-500003.

Memo. No.3231/Elecs.D /2022

Dated: 14.12.2022.

Sub: G.A. (Elections) Dept – Procedure to be adopted towards finalisation of Form-7A during the conduct of Elections – certain Instructions issued to adhere and for strict compliance – Reg.

Ref: 1) ECI Press Note No: ECI/PN/73/2022 dated:03-10-2022.
2) This office Memo. No. 1992/Elecs.D/2022-56, dtd:14-10-2022.
3) This office Memo. No. 1992/Elecs.D/2022-75, dtd:17-10-2022.
4) This office Memo. No. 1992/Elecs.D/2022-84, dtd:18-10-2022.
5) This office Memo. No. 1992/Elecs.D/2022-96, dtd:19-10-2022.

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Attention of the Commissioner, GHMC & DEO Hyderabad district and all the Collectors & District Election Officers and ROs of all 119 ACs and 17 PCs in the State is invited to the references cited.

2. As per the Returning Officer Hand Book Point No. 11.29.1. The Returning Officer is solely responsible to check and verify the Identification of the symbols allotted to the contesting candidates in Form-7A (i.e., the final list of the contesting candidates) which says:-

"11.29.1 Returning Officer should also make special arrangements to check the ballot papers while the same are under print at the printing press to ensure that the names of all the contesting candidates, their photographs and the symbols respectively allotted to each of them have been correctly printed. Impression of symbols should exactly conform to as approved by ECI. Soft copies of the design of the symbols can be obtained from the approved persons for designing symbols"

3. In case the 7A does not have image of symbol, there is a possibility of RO not seeing the "allotted symbol" and "image of symbol" printing together. In view of the above the following executive instructions are issued towards finalisation of the Form-7A (i.e., the final list of the contesting candidates) and printing of Ballot papers and are hereby directed to adhere to the instructions scrupulously without any deviation in all future elections to avoid any probable mistakes in printing.

- 1) The RO has to examine, verify and confirm the symbols in the Form-7A i.e., List of Final Contesting Candidates in conformity with the latest list of free symbols issued by the ECI and to send the same to the O/o the DEO. Inturn O/o. DEO after scrutinizing thoroughly has to forward the same to O/o. CEO for record and to get the gazette published.
- 2) The Returning Officers are directed to submit the finalised Form-7A, while enclosing a statement showing the images of the symbols allotted to all candidates. The same list may be sent to the O/o the Commissioner Printing & Stationery for printing of the required number of Ballot Papers, as requisitioned by RO.
- 3) Only with the specific concurrence / approval from the concerned RO of 'Correctness' of image of allotted symbols through e-Mail / Whatapp / or in person or by other means of communication, 'Strike Order' by the authorised ARO shall be issued if so authorised by the R.O.

**VIKAS RAJ,
CHIEF ELECTORAL OFFICER &
E.O. PRINCIPAL SECRETARY TO GOVT.**

To

1. The Commissioner, GHMC & DEO, Hyderabad District.
2. All the Collectors & District Election Officers in the State.
3. All the RO's / ARO's of 119 ACs & 17 PCs (**through concerned DEO's**)

Copy to :-

The Commissioner, Printing & Stationery and Stores purchases, Telangana.

//FORWARDED::BY ORDER//


SECTION OFFICER

BALLOT PAPER

11.26 PRECAUTIONS FOR PRINTING OF BALLOT PAPERS 11.26.1 The ballot papers shall be printed in such a way that after fixing the ballot paper on the Balloting Unit in the space provided for the purpose, dividing line drawn below the space in which the particulars of election are printed and the dividing lines below the panel of each candidate shall be in complete alignment with the corresponding grooves or lines engraved on the Balloting Unit. Utmost care will, therefore, have to be taken while printing the ballot papers and to ensure that the ballot paper have been correctly printed, the Balloting Unit should be shown to the technicians of the printing press. They may be asked to take the exact measurements of the space meant for printing the particulars of election and the panels of candidates and the thickness of the dividing lines so that the ballot papers are printed in exact alignment.

11.26.2 It is not necessary to get the ballot papers which are to be fixed on the Balloting Units, stitched into bundles.

11.27 TENDERED BALLOT PAPERS 11.27.1 Under Rule 49P of the Conduct of Elections Rules, 1961, if a person representing himself to be a particular elector, seeks to vote after another person has already voted as such elector, he shall, on satisfactorily answering such questions relating to his identity as the Presiding Officer may ask, be supplied with a tendered ballot paper instead of being allowed to vote through the voting machine. That rule provides that the tendered ballot paper shall be of such design and the particulars of that ballot paper shall be in such language or languages as the Commission may specify.

11.27.2 The Commission has specified that the tendered ballot paper shall also be of the same design and shall be printed in the same language or languages as the ballot paper to be used for display on the Balloting Unit. In other words, the ballot papers to be used on the Balloting Unit and the tendered ballot papers shall be the same. However, the words 'Tendered Ballot Paper' shall be stamped on the back of each ballot paper to be used as tendered ballot paper.

11.28 ASSESSMENT OF REQUIREMENT OF BALLOT PAPERS 11.28.1 The number of ballot papers to be printed depends upon the number of polling stations to be set up, number of voting machines to be used including reserve machines and the number of ballot papers to be supplied to each polling station for use as tendered ballot papers. The total requirement of ballot paper to be printed thus has to be made on the following basis:

One ballot paper shall be required for display on each Balloting Unit. Therefore, the number of ballot papers required for this purpose will be equal to the number of voting machines to be used, including the reserve machines, in the constituency.

Each polling station may be supplied with twenty ballot papers to be used, if necessary, as tendered ballot papers. The total requirement of ballot papers to be supplied to the polling stations for use as tendered ballot papers shall accordingly be worked out depending upon the number of polling stations in the constituency.

In addition to the total requirement of ballot papers worked out in accordance with Paragraphs (i) and (ii) above, 10% of the above number may be printed as extra ballot papers to meet the contingencies, like mutilation at the time of fixing the ballot papers in the Balloting Units, defective ballot papers, supply of additional tendered ballot papers to the polling stations, where necessary, through the zonal or sector officers, etc.

11.29 ARRANGEMENTS FOR PRINTING OF BALLOT PAPERS 11.29.1 The arrangements for printing of ballot papers required for Returning Officer's constituency will be made by the Chief Electoral Officer as for the other constituencies. It is therefore, necessary that Returning Officer should furnish to the Chief Electoral Officer the list of contesting candidates in Form 7A immediately after the same has been prepared after the last hour fixed for the withdrawal of candidatures and the allotment of symbols to the candidates. The list should be sent to the Chief Electoral Officer by the fastest means of communication available like Fax, E-mail, or by sending a special messenger.

11.29.2 Returning Officer should also make special arrangements to collect the ballot papers from the printing press immediately after the same have been printed. The arrangements for the transport of ballot papers from the press to Returning Officer's headquarters shall be made in a closed vehicle with proper security guard. Returning Officer should keep all ballot papers under lock and seal in the treasury till he/she require them for the purposes of the poll.

11.30 VERIFICATION OF BALLOT PAPERS 11.30.1 Returning Officer should also make special arrangements to check the ballot papers while the same are under print at the printing press to ensure that the names of all the contesting candidates, their photographs and the symbols respectively allotted to each of them have been correctly printed. Impression of symbols should exactly conform to as approved by ECI. Soft copies of the design of the symbols can be obtained from the approved persons for designing symbols.

11.30.2 On receipt of the printed ballot papers from the Press, the ballot papers should be checked so as to ensure that there is no discrepancy in the number of ballot papers as supplied by the press and the number found on actual counting at Returning Officer's end. If on such checking any ballot paper is found defective in any manner or with duplicate number or the serial number of any ballot paper is missing, the same should be clearly noted in a register and also published on the notice board of his/her office as well as at the distributing centre. A copy of the notice should be sent to each of the contesting candidates also by Returning Officer.

11.31 SAFE CUSTODY OF UNDISTRIBUTED BALLOT PAPERS 11.31.1 Some ballot papers may remain undistributed with Returning Officer after the same have been fixed on the Balloting Units of the voting machines and supplied to the polling stations for use as tendered ballot papers. Such undistributed ballot papers should be kept by Returning Officer at some central place on the day of poll for supply to any polling stations as may be required according to the exigencies of the situation. Proper safeguards must be taken to ensure that such undistributed ballot papers remain either in Returning Officer's custody or that of one of his/her Assistant Returning Officers specifically nominated by him/ her and do not fall in unauthorized hands.

11.31.2 After completion of the election, such undistributed or surplus ballot papers should be put inside a steel trunk or receptacle. That steel trunk or receptacle should be sent to the Chief Electoral Officer or kept in the treasury under the orders of the Chief Electoral Officers as contemplated in Chapter 19, until these undistributed ballot papers are destroyed in the manner indicated in that Chapter 19.