

BE to TLC, 2025
"Most Immediate"

**OFFICE OF THE CHIEF ELECTORAL OFFICER, TELANGANA
GENERAL ADMINISTRATION (ELECTIONS) DEPARTMENT**

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

TO,

1. THE COLLECTORS AND DISTRICT ELECTION OFFICERS, KARIMNAGAR AND NALGONDA DISTRICTS (W.E.).
2. THE RETURNING OFFICERS, WARANGAL-KHAMMAM-NALGONDA TEACHERS' CONSTITUENCY AND MEDAK-NIZAMABAD-ADILABAD- KARIMNAGAR GRADUATES' AND TEACHERS' CONSTITUENCIES (W.E)
(THROUGH THE COLLECTOR & DEO, NALGONDA) (W.E.)

Message No. 61/ELECS.D/2025-9

DATED:30.01.2025.

ELECTIONS - BIENNIAL ELECTIONS TO THE TELANGANA LEGISLATIVE COUNCIL FROM MEDAK-NIZAMABAD-ADILABAD-KARIMNAGAR GRADUATES' AND TEACHERS' CONSTITUENCIES AND WARANGAL-KHAMMAM-NALGONDA TEACHERS' CONSTITUENCY, 2025 - REQUEST TO FURNISH THE PROPOSALS FOR PLACE OF COUNTING OF VOTES IN RESPECT OF ABOVE SAID BIENNIAL ELECTIONS IN THE PRESCRIBED FORMAT AS PER THE COMMISSION'S LETTER NO.470/98/PLN-1, DATED 26TH DECEMBER, 1997 (COPY ENCLOSED).

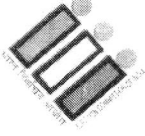
ALSO REQUESTED TO FURNISH THE PARTICULARS OF RO AND AROs ALONG WITH TELEPHONE, MOBILE NUMBERS AND e-MAIL-ID IN THE PROFORMA AS UNDER: -

| Sl. No | Name of the Constituency | Name & Designation of D.E.O./ R.O./ARO | STD Code. | Telephone No.(o) / (Res) | Mobile No. | e-mail id |
|--------|--------------------------|--|-----------|--------------------------|------------|-----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

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

// FORWARDED BY ORDER //


SECTION OFFICER



भारत निर्वाचन आयोग
Election Commission of India

निर्वाचन सदन
NIRVACHAN SADAN
अशोक रोड, नई दिल्ली-110001
ASHOKA ROAD, NEW DELHI-110001

No. 322/ECI/LET/FUNC/TL-LC-G&T/BIEN/2025

Dated: 29th January, 2025

To

The Chief Electoral Officer,
Telangana, Hyderabad-500003.

Sub: - Biennial Election to the Telangana Legislative Council from 01 Graduates' and 02 Teachers' Constituencies- Seeking particulars of Returning Officer/Assistant Returning Officers- reg.

Sir,

In continuation of the Commission's letter of even number dated 29th January, 2025, I am directed to request you to furnish the particulars of Returning Officers and Assistant Returning Officers for holding biennial election to the Telangana Legislative Council from the following Constituencies, along with their telephone, mobile numbers and email-ids to the Commission immediately: -

| Sl. No. | Name of the Constituency |
|---------|--|
| 1. | Medak-Nizamabad Adilabad-Karimnagar Graduates' |
| 2. | Medak-Nizamabad-Adilabad-Karimnagar Teachers' |
| 3. | Warangal-Khammam -Nalgonda Teachers' |

2. The complete list of constituency-wise polling stations prepared in consultation with the political parties in respect of the aforementioned poll bound Constituencies may kindly be sent along-with the Scrutiny Sheet and Certificate, in the proforma prescribed in Annexure II-J and Annexure II-K of the HAND BOOK FOR RETURNING OFFICERS FOR ELECTIONS TO THE COUNCIL OF STATES AND STATE LEGISLATIVE COUNCIL, 2016, for Commission's approval, **immediately**.

3. It is also requested that the proposals for place of counting of votes in respect of the above said biennial election, in prescribed proforma as mentioned in the Commission's letter no. 470/98/PLN-I, dated 26th December 1997 (copy enclosed) may also be sent to the Commission for approval, **immediately**.

Yours faithfully,


(JAYDEB LAHIRI)
SECRETARY

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi - 110001

C. R. BRAHMAM
SECRETARY (PLANNING)

NO. 470/98/PLN-I

Dated 26th December, 1997

To

The Chief Electoral Officers of all
States and Union Territories

Dear CEO,

**Subject : Setting up of counting centers for the General Elections,
1998 - Information Sheet On Counting centres.**

I am directed to state that as per existing instructions, Counting Centres are to be set up in Pucca buildings. It would be preferable if the ownership of the Buildings vests with the Government. The Commission has recently carried out a short review on the situation as it exists on ground. It is revealed that by and large almost all States have been adhering to the practice of having their counting centres in pucca buildings which are owned by the Government. There are however, some States where a large number of temporary structures are erected for counting of votes at the time of general elections.

2. It is felt that this is an unwelcome situation and requires to be rectified. The CEOs are directed to instruct the Returning Officers of each Parliamentary Constituency to identify **Pucca buildings** preferably owned by the Government, or Public Sector Undertakings departments or some government organisation. If no such buildings are available, other public institutional buildings can be selected. The buildings should be located within the jurisdiction of R.Os. This exercise should be completed by the Returning Officers as early as possible.

3. The R.O should personally inspect the site along with the senior police officers of the district. After the inspection and selection of the site, the proposals for approval should be sent to the CEO of the State / Union Territory.

4. The CEOs should send proposals so as to reach the **Zonal Secretary** in the Commission dealing with the State/UT by **20-01-1998** for the approval of the Counting Centres by the Commission. Under no circumstances this date can be extended and the CEOs if necessary, should send consolidated proposals to the Commission through special messengers.

5. An **Information Sheet on Counting Centres** devised is forwarded herewith. A copy of the Information Sheet may be forwarded to the Returning Officer of each Parliamentary Constituency **immediately**. The Returning Officers should fill the Information Sheet and forward the same to the CEO who in turn shall send the same to the Commission as mentioned in the preceding para to the **Zonal Secretary** in the Commission dealing with the State/UT. Proposals not received in the prescribed Information Sheet for each Parliamentary Constituency will **not** be entertained in the Commission.

6. Please note that the Returning Officers may **immediately** apply for the required telephone Numbers for the counting centres well in advance and settle with the Department of Telecommunication the actual numbers being allotted for the purpose so that the R.O. can include these telephone / fax numbers in the Information Sheet. It is to be understood that these telephone numbers become operational at least one week in advance of the actual date of counting. These telephone / fax numbers of the Counting Centres are also required for the information of the Commission, the CEO and for use of media personnel and others interested.

7. Similarly regarding alternative electricity and Fire Fighting arrangements, Returning Officer should apply his mind and assess the infrastructure available for the town/area. The R.O. should, therefore, interact with the local Electricity Officers, Fire Fighting Officers and decide all the arrangements proposed to be made in and around the Counting Centre.

8. The R.O. should provide alternative electricity supply which may be required in case of failure of general electricity supply.

9. The R.O. should also draw detailed plans for arrangements he proposes to make necessary infrastructure for the public who may gather around the counting centre during counting of votes out of curiosity to know

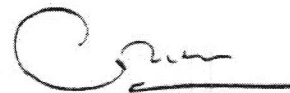
the progress and results. Another aspect which the R.O. has to assess and provide for is the Public Address system for announcement of the progress of counting and results.

10. Even though some of these issues do not form a part of the Information Sheet, the R.O. is required to plan to meet above mentioned requirements.

11. He also should also assess the security and law & order situation of the site along with senior police officers and give his independent assessment to the Chief Electoral Officer.

12. Kindly note that the above procedure is to be followed for all future general or bye-elections. The verification/inspection should be completed within 15 days of the dissolution of the House in case it is dissolved before completion of its normal tenure. Otherwise this should be completed before three months of the normal completion of the tenure of the House.

Yours faithfully,



(C. R. BRAHMAM)

N.B:

As for Chief Electoral Officer, Uttar Pradesh, and NCT of Delhi, These instructions may be read in continuation of the letter D.O.No. 464/UP/47(Inst.), dated 3-10-97 to CEO, Uttar Pradesh and No. 64/DL/97, dated 20-10-97 to CEO, Delhi. They are to furnish the data on the Counting Centres in the prescribed Information Sheets within the dateline prescribed.

Encl.: Information Sheet on Counting Centres (7 page)

COUNT.CENTRES-FORMAT
28/12/1997

Election Commission of India
INFORMATION SHEET ON COUNTING CENTRES

State/UT Code:

State/UT Name:

A. Basic Information

(a) Counting Centre No.:

(b) Category: Urban/ Rural

(c) No. of Parliamentary Constituencies proposed to be covered in this Centre:

| SL No. | PC No. | PC Name | PC Type (Gen/SC/ST) | Whether PC covered in whole or part |
|--------|--------|---------|---------------------|-------------------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

(d) Building:

(e) Area-ID (Particulars of the Street/ locality/ area in which the building is situated):

(f) Village/ Town/ Metro Name:

(g) Police Station No.:

(h) Police Station Name:

(k) Pin Code

(i) District No.:

(j) District Name:

(l) Confirm if the Strong Room for storing Polled Ballot Boxes after the poll is located in the counting centre itself:

Yes / No

(m) If the answer in (l) above is 'No', name of place where the Strong Room is located, its distance from the Counting Centre and the reasons for choosing this location:

(n) Whether sufficient space/ shelter is available near the Strong Room for the Security Guards & agents of the candidates to keep watch: (Please give details in item E(b)).

Yes / No

(o) Distance From Police Station of which the Counting Centre forms a part (in Kms.):

(p) ECI's approval date:

(q) Attached Media Centre No. & Name:

B. Facilities / Infrastructure Available (Please Tick)

(a) Type of Structure:

Pucca/ Kuchcha

(b) Adequate Storage Space:

Yes / No

(c) Water:

Yes / No

(d) Toilet:

Yes / No

(e) First-aid facilities:

Yes / No

(f) Regular electricity availability:

Yes / No

(g) Arrangements proposed for emergency lighting:

(h) fire-fighting arrangements proposed:

• Strike out whatever is not applicable.

C. Information on Counting Halls

No. of halls available for Counting: _____

| Hall No. | Dimensions of the Hall (in Mtrs.) | | No. of Doors | AC Nos. of Assembly Segments proposed to be covered ② | | No. of tables proposed to be placed in the Hall |
|----------|-----------------------------------|-------|--------------|---|-----------|---|
| | Length | Width | | In whole ③ | In part ③ | |
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Note : Please use continuation sheets, if required, for giving information on all counting halls.

No. of continuation sheets added: _____

No. of continuation sheets added: _____

② Not applicable for UTs without Legislative Assemblies.
 ③ AC Nos. should be given in the order in which the counting is proposed to be taken up.

Election Commission of India

INFORMATION SHEET ON COUNTING CENTRES

Continuation Sheet for Information on Counting Halls

Continuation Sheet No. _____

| | |
|-----------------------------|-----------------|
| State/UT Code : | State/UT Name : |
| A. (a) Counting Centre No.: | |

C. Information on Counting Halls (contd.)

No. of halls available for Counting:

| Hall No. | Dimensions of the Hall (in Mtrs.) | Length | Width | Doors | AC Nos. of Assembly Segments | No. of tables proposed to be placed in the Hall |
|----------|-----------------------------------|--------|-------|-------|------------------------------|---|
| | | | | | In whole (1) In part (2) | |

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Continued on continuation sheet no. _____ No. of continuation sheets added _____

Not applicable for UTs without Legislative Assemblies.

AC Nos. should be given in the order in which the counting is proposed to be taken up.

| | | | |
|---|-----|---|----------------------------|
| Communication Facilities proposed to be installed ① | | | (a) STD Code: |
| (b) Tel: (1) | (2) | (3) | (c) Fax : |
| E. Verification Report of RO | | | (a) Date of Verification : |
| (b) Remarks/ Recommendations (covering the aspects of law and order, security, public address system, media and place for crowds etc.): | | | |
| Continued on continuation sheet no. _____ | | No. of continuation sheets added: _____ | |
| Verifying Officer's | | | Date: |
| (c) Name : | | | Place: |
| (d) Designation: | | | Signature: |
| (e) Full Address: (use stamp, if available) | | | |
| F. For use by CEO | | | |
| (a) Remarks: | | | |
| Continued on continuation sheet no. _____ | | No. of continuation sheets added: _____ | |
| (b) Name : | | | Date: |
| (c) Address: | | | Place: |
| (use stamp, if available) | | | Signature: |

① Phone/ fax nos. should be obtained in advance, even though these may be made operational later.

INFORMATION SHEET ON COUNTING CENTRES

Continuation Sheet for RO's Comments

Continuation Sheet No. _____

State/UT Code : _____ | State/UT Name: _____

A. (a) Counting Centre No.: _____

E. Verification Report of RO

(b) Remarks/ Recommendations (contd.):

Continued on continuation sheet no. _____ No. of continuation sheets added: _____

(c) Name :

Date:

(d) Designation:

Place:

(e) Full Address:

(use stamp, if available)

Signature:

INFORMATION SHEET ON COUNTING CENTRES
Continuation Sheet for CEO's Comments

Continuation Sheet No. _____

State/UT Code : _____ State/UT Name: _____

(a) Counting Centre No. : _____

For use by CEO

(a) Remarks (contd.):

Large empty rectangular area for providing details and remarks.

Continued on continuation sheet no. _____
b) Name : _____
c) Address: _____
(use stamp, if available)
Date: _____
Place: _____
Signature: _____

Explanatory Notes

| Item No. | Item | Explanation |
|----------|---|---|
| | State/UT Code | Code assigned to the State/UT: S01 to S25 and U01 to U07 for UTs in alphabetical order (List of codes enclosed) |
| A(a) | Counting Centre No. | No. assigned to the Counting Centre. Within each State/UT. Running Serial numbers for Counting Centres have to be given, starting from 1 |
| A(d) | Building | Name of the Building of the Counting Centre |
| A(e) | Area-ID (Particulars of street/ locality/ area in which the building is situated) | Geographical identification details like Street, Mohalla, Locality, Area etc. where the building of the Counting Centre is situated. This should help to quickly locate the building. |
| A(g) | Police Station No. | No. assigned to the Police Station within the District. Running serial number, starting from 1, should be assigned to Police Stations within each District. |
| A(i) | District No | No. assigned to the Revenue District within the State/UT. Running serial nos., starting from 1, should be assigned to the districts in a State/UT. |

Note: The Police Station No. and District No. should be the same as assigned to these units in the control tables defined in the detailed data structures, which were circulated to the States/UTs in connection with Computerisation of Electoral Roll, 1998 vide Commission's letter No. 23/97/PLN-II dated 29th September, 1997. If these unique identification numbers for the various units have not been assigned so far, the verifying officers may leave the respective fields blank, but the names of the different units must invariably be filled up in the form.

State/UT Codes

| State/UT Code | Name of State/UT |
|---------------|-------------------|
| S01 | Andhra Pradesh |
| S02 | Arunachal Pradesh |
| S03 | Assam |
| S04 | Bihar |
| S05 | Goa |
| S06 | Gujarat |
| S07 | Haryana |
| S08 | Himachal Pradesh |

| State/UT Code | Name of State/UT |
|---------------|------------------|
| S09 | Jammu & Kashmir |
| S10 | Karnataka |
| S11 | Kerala |
| S12 | Madhya Pradesh |
| S13 | Maharashtra |
| S14 | Manipur |
| S15 | Meghalaya |
| S16 | Mizoram |

| State/UT Code | Name of State/UT |
|---------------|------------------|
| S17 | Nagaland |
| S18 | Orissa |
| S19 | Punjab |
| S20 | Rajasthan |
| S21 | Sikkim |
| S22 | Tamil Nadu |
| S23 | Tripura |
| S24 | Uttar Pradesh |

| State/UT Code | Name of State/UT |
|---------------|------------------|
| S25 | West Bengal |
| U01 | A & N Islands |
| U02 | Chandigarh |
| U03 | D & N Haveli |
| U04 | Daman & Diu |
| U05 | NCT Of Delhi |
| U06 | Lakshadweep |
| U07 | Pondicherry |