



# राजा महेन्द्र प्रताप सिंह राज्य विश्वविद्यालय, अलीगढ़

Email:- registrar.rmpu@gmail.com

पत्रांक:-आर0एम0पी0यू0/261/2024

दिनांक:- 20 फरवरी, 2024

सेवा में,

प्राचार्य/प्राचार्या  
समस्त महाविद्यालय,  
संबद्ध राजा महेन्द्र प्रताप सिंह राज्य विश्वविद्यालय,  
अलीगढ़।

विषय:-मतदेय स्थलों पर सुनिश्चित न्यूनतम सुविधाएं (Assured Minimum Facilities) उपलब्ध कराये जाने के सम्बन्ध में।

महोदय/महोदया,

कृपया उपर्युक्त विषयक उप सचिव, उच्च शिक्षा अनुभाग-3, उ0प्र0 शासन द्वारा निर्गत पत्र संख्या 313/सत्तर-3-2024 दिनांक 20.02.2024 (प्रति संलग्न) का अवलोकन करें।

उपर्युक्त सन्दर्भ में अपर मुख्य निर्वाचन अधिकारी, कार्यालय मुख्य निर्वाचन अधिकारी के संलग्न पत्र संख्या-108/सी0ई0ओ0-2-5/2-2023, दिनांक 05.02.2023 में दिये गये निर्देशों का अनुपालन करना सुनिश्चित करें।

संलग्न:-यथोपरि।

भवदीय,

डा0(महेश कुमार)  
कुलसचिव

प्रतिलिपि:- निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु:-

1. मा0 कुलपति जी, राजा महेन्द्र प्रताप सिंह राज्य विश्वविद्यालय, अलीगढ़।
2. उप सचिव, उच्च शिक्षा अनुभाग-3, उ0प्र0 शासन।
3. क्षेत्रीय उच्च शिक्षा अधिकारी, अलीगढ़/आगरा।
4. अधिकृत एजेंसी को इस निर्देश के साथ कि समस्त सम्बद्ध महाविद्यालयों के लॉगिंग आई0डी0 एवं विश्वविद्यालय बेवसाइट पर अपलोड करें।
5. सम्पादक, समस्त दैनिक समाचार पत्र को इस आशय से प्रेषित, कि इसे छात्रहित में निःशुल्क प्रकाशित करने का कष्ट करें।
6. गार्ड फाईल।

20.02.24  
उप कुलसचिव

प्रेषक,

एस0पी0 मिश्र,  
उप सचिव,  
उ0प्र0 शासन।

सेवा में,

1. निदेशक,  
उच्च शिक्षा उ0प्र0,  
प्रयागराज।

2. कुलसचिव,  
समस्त राज्य/निजी विश्वविद्यालय,  
उ0प्र0।

उच्च शिक्षा अनुभाग-3

लखनऊ : दिनांक 20 फरवरी, 2024

**विषय: मतदेय स्थलों पर सुनिश्चित न्यूनतम सुविधाएं (Assured Minimum Facilities) उपलब्ध कराये जाने के संबंध में।**

महोदय,

उपर्युक्त विषयक अपर मुख्य निर्वाचन अधिकारी, कार्यालय मुख्य निर्वाचन अधिकारी के पत्र संख्या-108/सी0ई0ओ0-2-5/2-2023, दिनांक 05.02.2024 (छाया प्रति संलग्न) का कृपया संदर्भ ग्रहण करने का कष्ट करें।

2- उक्त संदर्भित पत्र के माध्यम से संलग्न भारत निर्वाचन आयोग के पत्र संख्या-464/INST- AMF/2022/EPS, दिनांक 10.06.2023 में दिये गये निर्देशों के क्रम में जनपदों में समस्त मतदेय स्थलों पर ए0एम0एफ0 संबंधी व्यवस्थाएं शत-प्रतिशत रूप से पूर्ण किये जाने हेतु विभाग स्तर से निर्देशित करने की अपेक्षा की गयी है।

3- इस सम्बन्ध में अपर मुख्य निर्वाचन अधिकारी, कार्यालय मुख्य निर्वाचन अधिकारी के पत्र संख्या-108/सी0ई0ओ0-2-5/2-2023, दिनांक 05.02.2024 की छाया प्रति संलग्नक सहित प्रेषित करते हुये मुझे यह कहने का निदेश हुआ है कि है कि प्रश्नगत प्रकरण में की गयी अपेक्षानुसार आवश्यक कार्यवाही करने का कष्ट करें।

संलग्नक-यथोक्त।

भवदीय,

(एस0पी0 मिश्र)

उप सचिव।

संख्या 1129 /VIPPS:HED/2023

## कार्यालय मुख्य निर्वाचन अधिकारी, उत्तर प्रदेश

चतुर्थ तल विकास भवन, जनपथ मार्केट, लखनऊ-226001

संख्या: 108/सीईओ-2-5/2-2023  
सेवा में,

लखनऊ दिनांक: 05 फरवरी, 2024

मुख्य सचिव,  
उत्तर प्रदेश शासन।विषय: मतदेय स्थलों पर सुनिश्चित न्यूनतम सुविधाएं (Assured Minimum Facilities (AMF) उपलब्ध कराने के सम्बन्ध में।

महोदय,

कृपया उपर्युक्त विषय पर भारत निर्वाचन आयोग के पत्र संख्या 464/INST-AMF/2022/EPS दिनांक 10 जून, 2023 का अवलोकन करने का कष्ट करें, जिसके द्वारा समस्त मतदेय स्थलों पर सुनिश्चित न्यूनतम सुविधाएं (ए0एम0एफ0) उपलब्ध कराने हेतु निर्देश निर्गत किये गये हैं।

2- उक्त के अतिरिक्त लोक सभा सामान्य निर्वाचन 2024 के परिप्रेक्ष्य में दिनांक 18.12.2023 को लखनऊ में आयोजित छः राज्यों के मुख्य निर्वाचन अधिकारी एवं स्टेट पुलिस नोडल आफिसर्स की रीजनल कांफ्रेंस में भी आयोग के अधिकारीगणों द्वारा ए0एम0एफ0 सम्बन्धी व्यवस्थाएं समय से पूर्ण कराने के निर्देश दिये गये।

3- कार्यालय मुख्य निर्वाचन अधिकारी, उ0प्र0 के पत्र संख्या 473/सी0ई0ओ0-2-67/2-2007 दिनांक 12 जून, 2023 द्वारा समस्त जिला निर्वाचन अधिकारियों को आयोग के निर्देशों से अवगत कराते हुए ए0एम0एफ0 सम्बन्धी व्यवस्थाओं को सुनिश्चित किये जाने हेतु निर्देश निर्गत किये गये थे तथा मुख्य निर्वाचन अधिकारी कार्यालय द्वारा समय-समय पर जिला निर्वाचन अधिकारियों से वीडियो कान्फ्रेंसिंग द्वारा समीक्षा भी की गयी थी, जिसके परिणामस्वरूप दिनांक 05 फरवरी, 2024 को उ0प्र0 के कुल 1,62,012 मतदेय स्थलों के सापेक्ष लगभग 99 प्रतिशत व्यवस्थाएं जिला निर्वाचन अधिकारी द्वारा पूर्ण कर पोर्टल पर अपलोड की गयी हैं। परन्तु जनपदों के कुछ मतदेय स्थलों पर अभी भी गैप परिलक्षित हो रहा है। मतदेय स्थलों पर ए0एम0एफ0 सम्बन्धी व्यवस्थाएं पूर्ण किये जाने हेतु विभिन्न विभागों यथा बेसिक शिक्षा विभाग, माध्यमिक शिक्षा विभाग, उच्च शिक्षा विभाग, पंचायती राज विभाग, ऊर्जा विभाग, लोक निर्माण विभाग, नगर विकास विभाग, जल निगम ग्रामीण विभाग आदि द्वारा कार्य किया जाता है।

अतः आपसे अनुरोध है कि कृपया भारत निर्वाचन आयोग के निर्देशों के क्रम में जनपदों में समस्त मतदेय स्थलों पर ए0एम0एफ0 संबंधी व्यवस्थाएं शत-प्रतिशत रूप से पूर्ण किये जाने हेतु संबंधित विभागों को अपने स्तर से निर्देशित करने का कष्ट करें।

संलग्नक-यथोक्त।N-4267/W(A)/he by  
DS (SPM) /SC-13ACS (प्र0/सि0/पंचायती राज/भारत)  
उ0प्र0 (ब0/सि0/उच्च शिक्षा/ज0/को/ए0एम0एफ0 ग0)भविष्य,  
(चन्द्रशेखर) 05/02/24

अपर मुख्य निर्वाचन अधिकारी।

(डा० अखिलेश कुमार शर्मा)  
विशेष सचिव,  
उच्च शिक्षा विभाग,  
उत्तर प्रदेश शासन।05/02/24  
(रवीन्द्र कुमार)  
विशेष सचिव एवं रतोंफ अफियर  
उच्च शिक्षा विभागश्री अशोक  
01/2/24

विस्तार (M)

07/02/24  
(आर० पी० चौधरी)  
निजी सचिव,  
मुख्य सचिव,  
उच्च शिक्षा विभाग  
उत्तर प्रदेश शासन



Uttar Pradesh >> All Districts

Location	District No.	District Name	Polling Station	Adequate Furniture			Help Desk			Proper Lighting			Provision for Ramp			Proper Signage			Toilet			Provision for Drinking Water		
				Available	Not Available	Not Available %	Available	Not Available	Not Available %	Available	Not Available	Not Available %	Available	Not Available	Not Available %	Available	Not Available	Not Available %	Available	Not Available	Not Available %			
1	Saharanpur	2706	2705	1	0.00%	2692	14	0.50%	2706	0	0.00%	2700	6	0.20%	2705	1	0.00%	2706	0	0.00%	2704	2	0.10%	
2	Muzaffarnagar	1971	1970	1	0.10%	1969	2	0.10%	1970	1	0.10%	1968	3	0.20%	1969	2	0.10%	1971	0	0.00%	1971	0	0.00%	
3	Meerut	2758	2757	52	1.90%	2687	71	2.60%	2720	38	1.40%	2687	71	2.60%	2705	53	1.90%	2731	27	1.00%	2724	34	1.20%	
4	Ghaziabad	3062	3060	2	0.10%	3055	7	0.20%	3060	2	0.10%	3053	9	0.30%	3061	1	0.00%	3061	1	0.00%	3058	4	0.10%	
5	Bulandshahr	2876	2876	0	0.00%	2864	12	0.40%	2876	0	0.00%	2876	0	0.00%	2876	0	0.00%	2876	0	0.00%	2876	0	0.00%	
6	Gautam Buddha Nagar	1804	1798	6	0.30%	1796	8	0.40%	1798	6	0.30%	1799	5	0.30%	1796	8	0.40%	1804	0	0.00%	1799	5	0.30%	
7	Baughat	979	979	0	0.00%	979	0	0.00%	979	0	0.00%	979	0	0.00%	979	0	0.00%	979	0	0.00%	979	0	0.00%	
8	Agra	3695	3692	3	0.10%	3690	5	0.10%	3692	3	0.10%	3690	5	0.10%	3691	4	0.10%	3688	7	0.20%	3690	5	0.10%	
9	Aligarh	3016	2967	49	1.60%	2936	80	2.70%	2971	45	1.50%	2889	127	4.20%	2954	62	2.10%	2979	37	1.20%	2969	47	1.60%	
10	Mathura	2128	2103	25	1.20%	2097	31	1.50%	2109	19	0.90%	2068	60	2.80%	2091	37	1.70%	2104	24	1.10%	2087	41	1.90%	
11	Firozabad	2053	2053	0	0.00%	2053	0	0.00%	2053	0	0.00%	2053	0	0.00%	2053	0	0.00%	2053	0	0.00%	2053	0	0.00%	
12	Mainpuri	1646	1646	0	0.00%	1646	0	0.00%	1646	0	0.00%	1645	1	0.10%	1646	0	0.00%	1646	0	0.00%	1646	0	0.00%	
13	Etah	1528	1522	6	0.40%	1517	11	0.70%	1525	3	0.20%	1518	10	0.70%	1515	13	0.90%	1524	4	0.30%	1525	3	0.20%	
14	Hathras	1295	1283	12	0.90%	1232	63	4.90%	1282	13	1.00%	1235	60	4.60%	1258	37	2.90%	1280	15	1.20%	1275	20	1.50%	
15	Bareilly	3492	3491	1	0.00%	3492	0	0.00%	3492	0	0.00%	3490	2	0.10%	3492	0	0.00%	3492	0	0.00%	3492	0	0.00%	
16	Budaun	2577	2577	0	0.00%	2577	0	0.00%	2577	0	0.00%	2577	0	0.00%	2577	0	0.00%	2576	1	0.00%	2577	0	0.00%	
17	Shahjahanpur	2481	2481	0	0.00%	2481	0	0.00%	2481	0	0.00%	2481	0	0.00%	2481	0	0.00%	2481	0	0.00%	2481	0	0.00%	
18	Pilibhit	1521	1521	0	0.00%	1521	0	0.00%	1521	0	0.00%	1520	1	0.10%	1521	0	0.00%	1521	0	0.00%	1521	0	0.00%	
19	Moradabad	2573	2550	23	0.90%	2499	74	2.90%	2545	28	1.10%	2457	116	4.50%	2522	51	2.00%	2558	15	0.60%	2553	20	0.80%	
20	Rampur	1789	1789	0	0.00%	1789	0	0.00%	1789	0	0.00%	1789	0	0.00%	1789	0	0.00%	1789	0	0.00%	1789	0	0.00%	
21	Bijnor	3014	3013	1	0.00%	3009	5	0.20%	3013	1	0.00%	3012	2	0.10%	3012	2	0.10%	3013	1	0.00%	3012	2	0.10%	
22	Amroha	1486	1486	0	0.00%	1486	0	0.00%	1486	0	0.00%	1486	0	0.00%	1486	0	0.00%	1486	0	0.00%	1486	0	0.00%	
23	Kanpur Nagar	3614	3545	69	1.90%	3505	109	3.00%	3558	56	1.50%	3482	132	3.70%	3529	85	2.40%	3568	46	1.30%	3550	64	1.80%	
24	Kanpur Dehat	1576	1554	22	1.40%	1556	20	1.30%	1555	21	1.30%	1537	39	2.50%	1552	24	1.50%	1555	21	1.30%	1554	22	1.40%	
25	Etawah	1342	1342	0	0.00%	1342	0	0.00%	1342	0	0.00%	1342	0	0.00%	1342	0	0.00%	1342	0	0.00%	1342	0	0.00%	
26	Farrukhabad	1527	1527	0	0.00%	1527	0	0.00%	1527	0	0.00%	1527	0	0.00%	1527	0	0.00%	1526	1	0.10%	1527	0	0.00%	
27	Kannauj	1519	1503	16	1.10%	1506	13	0.90%	1506	13	0.90%	1500	19	1.30%	1503	16	1.10%	1506	13	0.90%	1503	16	1.10%	
28	Auraiya	1139	1139	0	0.00%	1139	0	0.00%	1138	1	0.10%	1139	0	0.00%	1139	0	0.00%	1139	0	0.00%	1139	0	0.00%	
29	Prayagraj	4712	4693	19	0.40%	4697	15	0.30%	4695	17	0.40%	4692	20	0.40%	4689	23	0.50%	4696	16	0.30%	4703	9	0.20%	
30	Fatehpur	2143	2143	0	0.00%	2143	0	0.00%	2143	0	0.00%	2142	1	0.00%	2143	0	0.00%	2143	0	0.00%	2143	0	0.00%	
31	Pratapgarh	2621	2557	64	2.40%	2547	74	2.80%	2546	75	2.90%	2530	91	3.50%	2526	95	3.60%	2564	57	2.20%	2564	57	2.20%	
32	Kaushambi	1277	1277	0	0.00%	1277	0	0.00%	1277	0	0.00%	1277	0	0.00%	1277	0	0.00%	1277	0	0.00%	1277	0	0.00%	
33	Jhansi	1586	1586	0	0.00%	1586	0	0.00%	1586	0	0.00%	1586	0	0.00%	1586	0	0.00%	1586	0	0.00%	1586	0	0.00%	
34	Lalitpur	1056	1056	0	0.00%	1056	0	0.00%	1056	0	0.00%	1056	0	0.00%	1056	0	0.00%	1056	0	0.00%	1056	0	0.00%	
35	Jalaun	1474	1466	8	0.50%	1460	14	0.90%	1469	5	0.30%	1454	20	1.40%	1462	12	0.80%	1467	7	0.50%	1465	9	0.60%	
36	Hamirpur	897	889	8	0.90%	880	17	1.90%	885	12	1.30%	878	19	2.10%	872	25	2.80%	886	11	1.20%	881	16	1.80%	



District No.	Location	Polling Station		Adequate Furniture		Help Desk		Proper Lighting		Provision for Ramp		Proper Signage		Toilet		Provision of Drinking Water	
		Available	Not Available	Available	Not Available	Available	Not Available	Available	Not Available	Available	Not Available	Available	Not Available	Available	Not Available	Available	Not Available
37	Mahoba	732	0	719	13	732	0	732	0	732	0	732	0	732	0	732	0
38	Bandha	1389	0	1389	0	1389	0	1389	0	1389	0	1389	0	1389	0	1388	1
39	Chitrakoot	851	830	825	26	828	23	828	23	813	38	822	29	832	19	829	22
40	Varanasi	3043	0	3043	0	3043	0	3043	0	3043	0	3043	0	3043	0	3043	0
41	Jaunpur	3509	3481	3483	26	3482	27	3482	27	3477	32	3483	26	3483	26	3489	20
42	Ghazipur	2936	2936	2936	0	2936	0	2936	0	2936	0	2936	0	2936	0	2936	0
43	Chandauli	1541	1541	1541	0	1541	0	1541	0	1541	0	1541	0	1541	0	1541	0
44	Mirzapur	2143	2131	2131	12	2136	7	2136	7	2126	17	2123	20	2135	8	2135	8
45	Sonbhadra	1514	1511	1502	12	1511	3	1511	3	1504	10	1505	9	1511	3	1512	2
46	Bhadohi	1253	1252	1253	0	1251	2	1253	0	1253	0	1252	1	1253	0	1253	0
47	Azamgarh	3801	3788	3788	13	3791	10	3789	12	3789	12	3787	14	3799	2	3796	5
48	Mau	1762	1762	1762	0	1762	0	1762	0	1762	0	1762	0	1762	0	1762	0
49	Ballia	2606	2606	2606	0	2606	0	2606	0	2606	0	2606	0	2606	0	2606	0
50	Gorakhpur	3678	3633	3618	60	3641	37	3607	71	3607	71	3616	62	3644	34	3641	37
51	Maharajganj	2084	2081	2077	7	2082	2	2071	13	2071	13	2080	4	2081	3	2081	3
52	Deoria	2514	2514	2514	0	2514	0	2514	0	2513	1	2514	0	2514	0	2513	1
53	Kushinagar	2633	2633	2633	0	2633	0	2633	0	2633	0	2633	0	2633	0	2633	0
54	Basti	2151	2144	2140	11	2135	16	2128	23	2128	23	2136	15	2141	10	2141	10
55	Siddharthnagar	2178	2178	2178	0	2178	0	2178	0	2178	0	2178	0	2178	0	2178	0
56	Sant Kabir Nagar	1437	1437	1434	3	1437	0	1436	1	1436	1	1436	1	1437	0	1437	0
57	Lucknow	3766	3737	3725	41	3734	32	3715	51	3715	51	3727	39	3736	30	3729	37
58	Unnao	2498	2498	2497	1	2498	0	2497	1	2497	1	2498	0	2498	0	2498	0
59	Raebareilly	2236	2232	2233	3	2232	4	2226	10	2226	10	2230	6	2234	2	2236	0
60	Sitapur	3638	3638	3634	4	3638	0	3635	3	3635	3	3638	0	3636	2	3638	0
61	Hardoi	3328	3308	3291	37	3300	28	3281	47	3281	47	3292	36	3311	17	3308	20
62	Kheri	2890	2890	2889	1	2890	0	2888	2	2888	2	2890	0	2890	0	2887	3
63	Gonda	2726	2702	2705	21	2705	21	2700	26	2700	26	2704	22	2708	18	2707	19
64	Bahraich	2698	2697	2697	1	2698	0	2698	0	2698	0	2698	0	2698	0	2698	0
65	Balrampur	1723	1723	1723	0	1723	0	1723	0	1723	0	1723	0	1723	0	1723	0
66	Shrawasti	844	834	832	12	837	7	833	11	833	11	835	9	836	8	837	7
67	Ayodhya	2034	2053	2053	0	2053	0	2053	0	2053	0	2053	0	2053	0	2053	0
68	Sultanpur	2053	1969	1960	31	1961	30	1944	47	1944	47	1954	37	1967	24	1970	21
69	Barabanki	2615	2595	2595	1	2596	0	2594	2	2594	2	2596	0	2595	1	2596	0
70	Ambedkar Nagar	1899	1899	1899	0	1899	0	1899	0	1899	0	1899	0	1899	0	1899	0
71	Kasganj	1149	1147	1142	7	1148	1	1140	9	1140	9	1147	2	1147	2	1145	4
72	Amethi	1492	1554	1554	0	1554	0	1554	0	1554	0	1554	0	1554	0	1554	0
73	Hapur	1181	1166	1151	30	1167	14	1133	48	1133	48	1169	12	1169	12	1169	12
74	Shamli	968	968	968	0	968	0	968	0	968	0	968	0	968	0	968	0
75	Sambhal	1586	1586	1585	1	1585	1	1582	4	1582	4	1585	1	1586	0	1586	0
	<b>Total</b>	<b>162012</b>	<b>161363</b>	<b>160993</b>	<b>1019</b>	<b>161388</b>	<b>624</b>	<b>160714</b>	<b>1298</b>	<b>160411</b>	<b>1601</b>	<b>160411</b>	<b>1601</b>	<b>161487</b>	<b>525</b>	<b>161404</b>	<b>608</b>

By Speed Post/Email

भारत निर्वाचन आयोग  
ELECTION COMMISSION OF INDIA

TEL: 011-23052246  
Fax 011-23052001  
Website: [www.eci.gov.in](http://www.eci.gov.in)

Nirvachan Sadan,  
Ashoka Road, New Delhi-11001.

No.464/INST-AMF/2022/EPS

Dated: 10<sup>th</sup> June, 2023

To

The Chief Electoral Officers of  
all States and Union Territories

**Subject:** Assured Minimum Facilities and Other Facilities at  
Polling Stations-reg.

**Reference:**

(i)	458/4/98/PLN-IV	01.06.1998
(ii)	No.464/INST/2016-EPS	24.04.2009
(iii)	464/2009-EPS	30.04.2009
(iv)	464/INST/2013-EPS	30.09.2013
(v)	464/INST- BMF /2013-EPS	27.01.2014
(vi)	No.464/INST- PDF/2013-EPS	27.01.2014
(vii)	No.464/INST- BMF/2013-EPS	27.03.2014
(viii)	464/INST/2016-EPS	15.02.2016
(ix)	464/INST/2016-EPS	12.03.2016
(x)	464/INST/PwD/2016-EPS	07.09.2016
(xi)	464/INST/2016-EPS	12.09.2016
(xii)	464/INST/2016-EMS	21.12.2016
(xiii)	464/INST/2016-EPS	26.12.2016
(xiv)	51/8/7/2017-EMS (Vol.II)	03.08.2017
(xv)	464/INST/PwD/2018-EPS	27.09.2018
(xvi)	464/INST/PwD/2018-EPS	27.09.2018
xvii)	No.464/INST/2019/EPS	16.03.2019

Madam/Sir,

The Commission has been issuing instructions from time to time on facilities to be provided at Polling Stations on the day of poll for electors as well as polling personnel, vide instructions referred above. Now, the Commission has reviewed these instructions and issued the following consolidated instructions in supersession of all the existing instructions on the subject.



## ✓ 1. Assured Minimum Facilities (AMF)

The Commission directs that the CEOs/DEOs shall make complete gap analysis of Assured Minimum Facilities (AMF) at each Polling Station and work with State authorities to permanently provide these AMF at the polling stations. The Assured Minimum Facilities are provided at the Polling Stations for assistance and facilitations to voters to enable them to cast their votes on the day of poll in smooth, hassle-free and convenient manner, apart from providing enabling framework to the polling personnel to discharge their duty in an efficient manner. The DEO and the RO shall do an advance exercise well before the elections, as provided in election planner, to get the conditions of the polling stations physically verified by the field officials. The Sector Officers should visit each Polling Stations/Locations within his /her jurisdiction to assess whether it is use worthy. The Returning Officers shall physically verify at least 20% of the Polling Locations. The Commission directs to provide following Assured Minimum Facilities (AMF) at each and every Polling Stations/Locations:

**(i) Polling Station at Ground Floor:** -The polling stations should be set up on the ground floor of a building to facilitate voting for aged and disabled electors. Polling stations should be set up in such a manner that ordinarily, no voter is required to travel more than two kilo meters to cast his vote. In sparsely populated hilly or forest area, this rule may require to be relaxed. In such cases to ensure that voters may not have to walk unduly long distances, Polling Stations may be set up for a smaller number of electors than the usual norm. Due consideration should be given to the topography and the ease of travel for electors. Sometimes, Polling Stations in hilly areas are located on different levels. It should be ensured that if the Polling Station is at a higher level, the road that leads to it, passes at the same level as that of the Polling Station.

The Polling Stations should have separate Entrance and exit for voters. If there is only one door at the Polling Station(s), separate entrance and exit can be provided with the help of a temporary fencing in the middle of the doorway using bamboos and ropes, based on the local conditions.

**(ii) Provision for Ramp:** A permanent ramp of maximum gradient 1:12 should be provided at all Polling Stations to facilitate the PwD (Persons with Disabilities) voters and senior citizen electors, as per the directions of the Hon'ble Supreme Court of India in the Polling Stations. The Supreme Court has also directed to give wide publicity about the provision of ramps in Polling Stations.

**(iii) Provision for Drinking Water:** There should preferably be permanent arrangement of tap facility for drinking water. As an alternative, drinking water pots having sufficient capacity on the day of poll may be provided. Sufficient number of environment-friendly disposable glasses may be made available for drinking water. Drinking water facility should be on self-service basis and wherever possible provision of volunteer/daily wage-earner to serve water to the voters standing in the queue, may be made.

**(iv) Adequate Furniture:** - There should be proper provision for furniture like tables, chairs and benches etc., inside Polling Station for polling parties and polling agents. Adequate chairs/ benches should also be provided at each Polling Station for disabled, pregnant or senior citizen electors.

**(v) Proper lighting/Electricity arrangements:** It shall be ensured that the inside space of the voting compartment is sufficiently lighted, however, while setting up EVMs and VVPATs at the polling station, it should be ensured that the light does not fall directly on the voting compartment. If necessary, arrangement for suitable additional lighting should be done for each compartment. Halogen lamps or 200-watt bulbs have to be strictly avoided directly above or in front of voting compartment. If the power connection is available, the condition of switches/bulbs/fans should be checked. If power connection cannot be provided even temporarily due to terrain or proximity of electrical network, alternative arrangement (like Petromax, lantern, Battery operated LED/charger light etc.) and generator sets etc. should be hired, so that, on the poll day, those polling stations are properly lighted.

**(vi) Proper Signage:** Proper Signage should be put up near and at the Polling Station locations for guidance of the voters about the



layout of the location, facilities available (like ramp, toilet, drinking water etc.) and Voter Assistance Booth.

**(vii) Toilets:** There should be separate toilets in sufficient numbers for male and female voters at each Polling Station location. If two toilets are not available, pucca one should be earmarked for female voters and one temporary toilet may be provided for male voters. If no pucca toilet is available, provision for mobile toilet vans be made and in hilly areas, with difficult topography, temporary toilet arrangements may be made. One employee or a daily wage-earner shall be deployed to keep the toilet clean throughout the day. The toilets should be accessible for PwD and senior citizen electors.

**(viii) Shade in Polling Station:** Tented arrangement for shade with adequate size (minimum 15ft X15ft) canopy should be made available, as waiting area, at each Polling Station with sufficient chairs/benches preferably for ladies/senior citizens/nursing mothers/differently abled voters and children accompanying them.

**(ix) Provision for Creche for children:** There should be proper arrangement for creche at each Polling Station Location for children accompanying the electors. One trained attendant/volunteer should be deployed to take care of these children.

**(x) Display of Voter Facilitation Posters.** In order to fulfil the statutory requirements under Rule 31 of the Conduct of Elections Rules, 1961 and to provide accurate and relevant information for voter awareness and information at each polling station, the Commission has directed that a total of FOUR (4) kind of Posters shall be prominently displayed at all Polling Stations. The design and other specifications of the four posters may be seen at **Annexure - 1.**

**(xi) Voter Assistance Booths (VAB):**

(a) A Voter Assistance Booth shall be set up for every polling station location, with a team of BLO/officials in order to assist voters to correctly locate her /his polling booth number and serial number in the electoral roll of that concerned polling booth.

**4. Appointment of Nodal Officers: -**

While preparing the district machinery for the conduct of election, the DEO shall identify a senior officer as the Nodal Officer to coordinate and supervise amenities at the Polling Stations as well as polling personnel/voters' welfare measures. Similarly, each RO shall identify a nodal officer for the above purpose. The name and designation, office and residential telephone numbers including mobile number and e-mail ID, if any, of the Nodal Officer shall be mentioned in the District/Constituency Election Management Plan. The contact numbers should also be brought to the notice of the polling personnel drafted for election duty

The above instructions shall be brought to the notice of all concerned for strict compliance.

Yours faithfully,

  
(AJAY KUMAR VERMA)  
SECRETARY

**Voter Facilitation poster**

1. A total of FOUR (4), Uniform and standardized Voter Facilitation Posters (VFP), shall be prominently displayed at all Polling Stations as per the design enclosed, including the details of Polling Station Details (VFP-1), List of Candidates (VFP-2), Do's and Don'ts (VFP-3) and Approved Identification Documents & How to Vote (VFP-4).
2. The size of the VFPs should be such that the contents are early and clearly visible and the text is effortlessly readable to the voters approaching the polling booth. The following dimensions are provided for purely indicative purpose:
  - **VFP No. 1 and 2:** 27 inches (Height) X 27 inches (Width).
  - **VFP No. 3 and 4:** 27 inches (Height) x 36 inches (Width).
3. The VFPs shall be displayed/pasted/stuck on the outside wall, near the entrance of each polling booth.
4. The VFPs must be pasted/affixed in the order of their Serial Nos i.e. VFP No. 1 followed by VFP-2 and so on.
5. In addition, VFPs No. 3 and 4 shall also be affixed near the entrance of the polling station premises/locations, especially in case of locations having more than one polling booths.
6. The VFPs can be printed on paper or any other available eco-friendly material, subject to reasonability of cost and without compromise on the overall quality of display.
7. The display of VFPs shall be an integral part of the overall arrangements to be made at every polling booth by the Returning Officer.
8. The proper manner of display of VFPs shall be explained to the Presiding officers during the election training sessions organized by the Returning Officers.
9. The Sector Officers shall ensure that the VFPs are prominently displayed as per the directions herein and submit a report to the Returning Officer.



DESIGN OF 'VOTER ASSISTANCE BOOTH'

