

Election Urgent

**OFFICE OF THE ASSISTANT RETURNING OFFICER
(SUB-DIVISIONAL MAGISTRATE)**

SADAR, WEST TRIPURA

No.F. 17(31)/ARO/SDM/SDR/ELEC/2019/ 22460

Dated, Sadar, 24th March, 2019.

MEMORANDUM

In pursuance of letter no 494-99 of the District Election Officer, West Tripura regarding the instruction issued by the Election Commission of India vide No. 464/INST/2019/EPG dated 16th March, 2019 for providing Assured Minimum Facilities (AMFs) in polling Stations, following measures are to be ensured by the BLOs for the concerned part in respect of the Assembly Segment fallen under Sadar Sub-Division.

1. **Provision of Drinking water:-** There should be a proper arrangement for drinking water facilities at the polling station(s). In case, there is no provision for drinking water, make adequate arrangements at the polling station(s) for storage of drinking water pots.
2. **Adequate Furniture:-** There should be proper provision for basic amenities like tables, chairs and benches for polling officials & voters standing in the queue at the polling stations.
3. **Help Desk:-** In the polling station locations having multiple polling stations, a help desk should be set up with the objective of providing assistance to the voter, facilitating the voters to locate their particular polling station and issuance of voter slips. The help desk shall be set up at a prominent spot so that the same is easily visible and approachable as voters visit the premise/ building. The Help Desk should be manned by Booth Level Officer (BLO) who will sit with alphabetical list of electors.
4. **Proper Signage:-** Proper signage should be put at the polling station location for guidance of the voters about the route/ layout of the location, facilities available (Like ramp, toilet, drinking water etc) and Help Desk.
5. **Toilets:-** There should be toilet for man & women voters. If two toilets are not available, pucca one should be earmarked for female voters and one temporary toilet may be provided for male voters. A daily wage-earner shall be arranged for cleaning toilets.
6. **Shade in polling station:-** Tented arrangement for shades with the size of 15×15 sq. Ft. Should be made available at each polling station for the ladies/ senior citizens/ differently – disabled voters and children accompanying them.
7. **Provision for Transport Facility:-** Persons with visual & locomotive Disabilities and infirmed voters with impaired, movement should be provided transport facility in consultation with the Sector Officers.
8. **Writing of Polling station name & marking of 200 m:-** Polling station No & Name in Bengali & English should be displayed in front of the polling booth. 200 m distance from the polling station shall be marked at each location.
9. **Welfare of the Polling Party:-** Polling party shall arrive at respective polling station on 10-04-2019 for taking poll on 11-04-2019. BLOs are requested to extend all possible support to the polling party for smooth conduct of poll.

Concerned AC in Charge/ BLO Supervisors shall supervise and ensure all above facilities at the respective polling stations arranged by the BLOs.

MATTER IS EXTREMELY ELECTION URGENT.

To
All concerned BLO Sup./ BLO.


24.03.19
Assistant Returning Officer,
(Sub-Divisional Magistrate),
Sadar, West Tripura.


Copy to:-

1. The District Election Officer (D.M. & Collector), West Tripura for favour of kind information.
2. The Addl. Chief Electoral Officer, Tripura for favour of kind information.
3. The ADM & Collector- I & II, West Tripura (ARO) for favour of kind information.
4. The Addl. SDM, Sadar (ARO) for information please.
5. The Nodal Officer of Sadar Sub Division for AMF for information & n/a please.
6. All Sector Officers of the Assembly Segment of Sadar Sub Division for information. They are requested to supervise, monitor the all above assignments given to the BLOs and ensure for smooth conduct of poll.
7. The DDO/ Head of office of the BLO/BLO Supervisors for information and request to spare the concerning BLOs to execute the above mentioned measured as per instruction of ECI as and when required.

*HC (G)
Election
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24.03.19
Assistant Returning Officer,
(Sub-Divisional Magistrate),
Sadar, West Tripura.