



STATE ELECTION COMMISSION
NATIONAL CAPITAL TERRITORY OF DELHI
NIGAM BHAWAN, KASHMERE GATE, DELHI

No. F. 4(64)/OSD.I/Legal/SEC/LAW/2016/ 21204

Dated the 24/10/2025

To

The District Election Officers &
Returning Officers of 12 Wards for MCD Bye-Election.

Sub:- Directions regarding Printing of Ballot Papers - Photograph of candidates to be also printed with other particulars.

Sir/Madam,

Please find enclosed a copy of the direction issued by Hon'ble State Election Commissioner, Delhi bearing No. F. 4(64)/OSD.I/Legal/SEC/LAW/2016/21201 dated 24.10.2025 regarding Printing of Ballot Papers - Photograph of candidates to be also printed with other particulars, for your information and necessary action.

Yours faithfully,

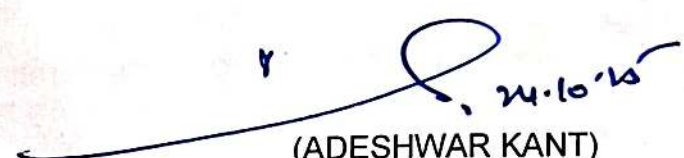

(ADESHWAR KANT)
Secretary-In-charge

Encl: As above

No. F. 4(64)/OSD.I/Legal/SEC/LAW/2016/ 21204
Copy to-

Dated the 24/10/2025

1. Manager, Govt. of India Press, Minto Road, New Delhi for necessary action.
2. Section Officer (Admn.).
3. Sh. Himanshu, IT Cell, for uploading the directions on the website of the Commission.


(ADESHWAR KANT)
Secretary-In-charge

**STATE ELECTION COMMISSION
NATIONAL CAPITAL TERRITORY OF DELHI
NIGAM BHAWAN, KASHMERE GATE, DELHI**

No. F. 4(64)/OSD.I/Legal/SEC/2016/ 21201

Dated the 24 | x | 2025

DIRECTION

**Sub:- Election/Bye-elections of 12 Wards of Municipal Corporation of Delhi -
Printing of ballot papers - photograph of Candidates to be also printed
alongwith the other particulars.**

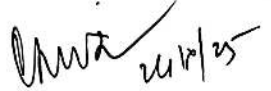
1. **WHEREAS** the ballot papers are printed for elections to the ward of the Municipal Corporation of Delhi, in accordance with the provisions of Rule 41 of the Delhi Municipal Corporation (Election of Councillors) Rules, 2012 and in accordance with the instructions contained in the HAND BOOK FOR RETURNING OFFICERS (2023 Edition) published by the Election Commission of India and to be affixed on the Electronic Voting Machines for use and for issue as 'Postal Ballot Paper' and 'Tendered Ballot Paper' in connection with the aforesaid elections.
2. **AND WHEREAS** the Election Commission has already issued directions to provide a panel after the name of the last contesting candidate on a ballot paper for 'None of the Above (NOTA)' to enable a voter to press button on EVM against this panel to show that he/she does not wish to vote to any of the above contesting candidates.
3. **AND WHEREAS** it has been noticed that there are cases where more than one contesting candidates having similar names are in the contest and due to alphabetical arrangements of names on the ballot paper, names and symbols of such candidates are printed one after the other which creates confusion in the mind of the voters coming to cast their votes at a polling station.
4. **AND WHEREAS** the Election Commission of India vide its letter No. 576/3/2015/SDR dated the 16th March, 2015 (copy enclosed) and No. 4/Misc./2025/SDR/Vol.XII dated 17/09/2025 (copy enclosed) had issued directions to the Chief Electoral Officers of all States and UTs to print postal ballot papers, the ordinary ballot papers and the ballot papers to be displayed on the balloting unit of EVMs shall, in addition to the existing particulars, should also contain the photograph of the candidate to be printed in the panel for the name of the candidate and shall appear on the right side of the name in between the name and symbol of the candidate. The size of the photograph printed on the ballot paper shall be 2 cm X 2.5 cm (two cm. in breadth and 2.5 cm. in height).
5. **AND WHEREAS** if two or more names of candidates bear the same name, they shall be distinguished by the addition of their occupation or residence or by adding the suffix "son / daughter of / wife of" as may be appropriate. Name of father / mother / husband can be obtained from the nomination of the concerned candidate. In such cases, the arrangements of names of those candidates, if falling in the same category in the list of validly nominated candidates and contesting candidates and in the ballot paper will be with reference to the distinguishing names of the candidates.

Contd...P/2

NOW, THEREFORE, I, Dr. Vijay Dev, State Election Commissioner of N.C.T. of Delhi, under the powers conferred upon me under section 7 of the Delhi Municipal Corporation Act, 1957 (as amended) read with articles 243K and 243ZA of the Constitution of India, hereby direct as under:-

- (a). That every ballot paper for use in the elections / bye-elections to the wards of Delhi Municipal Corporation, to be held hereafter, shall contain colour photographs of the contesting candidates as specified in para 4 above. A specimen of the ballot paper to be printed under these directions is enclosed as **Annexure-A**.
- (b). The Commission has decided to print the colour photograph of the candidates on the EVM ballot unit. It has also been prescribed that candidate's face will occupy three-fourths of the photo space for better visibility. Serial numbers of candidates/NOTA will be printed in the international form of Indian numerals. The font size of serial number will be 30 and in bold for greater clarity. Further, to ensure uniformity, the names of all candidates/NOTA will be printed in the same font type and font size large enough for easy readability.
- (c). That candidates are required to submit their recent two colour photographs (taken during the preceding period of 3 months before the date of notification of an election), alongwith the nomination form.
- (d). Photograph should be of stamp size 2 cm. X 2.5 cm. (two cm. in breadth and 2.5 cm. in height) in white/off white background, with full face view directly facing the camera, neutral facial expression with eyes open. The photo should be in colour. The face of candidate should occupy 3/4 of the space of the size of photo prescribed above.
- (e). Photograph should be in normal clothing. Photograph in uniform is not permitted. Caps/hats should be avoided. Dark glasses also to be avoided.
- (f). That if the photograph of the candidate is not submitted alongwith nomination paper, the Returning Officer of the ward shall give a notice asking the candidate to submit the photograph latest by the date and time fixed for scrutiny of nominations. The photograph should bear the signature of the candidate on the reverse side of the photograph.
- (g). If a candidate does not submit his/her photograph, his/her photograph will not be printed on the ballot paper. If any candidate still fails or refuses to give his photograph that candidate will not have his photograph printed on the ballot paper. Non-submission of the photograph by the candidate shall, however, **NOT** be a ground for rejection of the nomination of the candidate.

- (h). The Returning Officer shall display a list of validly nominated candidates in Form 4 with the photographs of the candidates against their names on the day following the date fixed for the scrutiny of nominations. The Returning Officer shall inform the candidates at the time of scrutiny that the photographs to be printed on ballot paper will be displayed on his notice board on the next day (time may also be specified). If there is any error in the photograph or other particulars, the candidates will get an opportunity to point out the same to the Returning Officer for rectifying the error.
- (i). All Returning Officers of the wards of Municipal Corporation of Delhi, shall comply to these directions in all Elections to MCD to be held hereafter. For any clarification, letter of Election Commission of India No. 4/Misc./2025/SDR/Vol.XII dated 17/09/2025 (copy enclosed) may be consulted.


(Dr. VIJAY DEV)

State Election Commissioner

Encl:- As above.

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi 110001

No. 4/Misc./2025/SDR/Vol. XII

Dated: 17th September, 2025

To

The Chief Electoral Officers of
All States and Union Territories,

Subject: Guidelines on design and printing of EVM Ballot Paper for use in General/Bye Election to the House of the People and Legislative Assemblies of the States/UTs – regarding.

Reference: 1. Para 11.25 of Handbook for Returning Officer, 2023.

2. ECI Instruction No. 576/3/2015/SDR dated 16th March 2015.

Madam/Sir,

I am directed to refer the provisions of Rule 49B of the Conduct of Elections Rules, 1961, wherein, a complete legal framework has been provided for preparation of voting machine including EVM Ballot Paper by the Returning Officer.

2. The Commission has reviewed the existing guidelines on the subject mentioned above and accordingly, the following changes are made in Handbook for Returning Officer 2023 for the purpose of clarity and uniformity for design and printing of Ballot Paper for EVM (BEL and ECHL make):

(a) Sub-Para (iii) of para 11.25.3 will be read as

In the space so provided, on the top left-hand corner, the serial number of the ballot paper shall be printed. On the top right-hand corner, the sheet number shall be printed if the ballot paper is printed on more than one sheet, where the number of contesting candidates exceeds fifteen and the particulars of the election shall be printed at the center. These particulars will contain the serial number and name of the Parliamentary or Assembly Constituency, as the case may be, the year of election and the nature of election and shall be printed in English alone.

The following illustration will make the position clear:

(a) For General Election to the House of the People; '1-New Delhi PC, 2004- Genl.';

(b) For Bye-Election to the House of the People; '1-New Delhi PC. /2005-Bye'.

(c) For General Election to the Legislative Assembly; '304-Etawah AC. /2004-Genl.';

(d) For Bye Election to the Legislative Assembly; '304-Etawah AC /2005-Bye'.

(b) Sub-Para (xiii) of 11.25.3. will be read as

The names of the contesting candidates including NOTA option shall be printed in the same language or languages in which the list of contesting candidates has been prepared. CEO of the State/UT concerned shall choose appropriate font type for printing of names of the candidates in the State/UT. The font size of names of all candidates/NOTA shall be the same and adequately big.

(c) Sub-Para (xiv) of 11.25.3. will be read as

Serial number, the name and photograph of the candidate shall be printed on the left-hand side and symbol on the right-hand side in the candidate panel. **The serial number of the candidate shall be indicated in the international form of Indian numerals. The font size of serial number of candidate/NOTA shall be 30 and printed in BOLD.**

The photograph of the candidate shall be printed in the panel of the candidate and shall appear in between the name and symbol of the candidate. The size of the photograph printed on the ballot paper shall be 2 cm x 2.5 cm (2 cm in breadth and 2.5 cm in height). **Photograph of the candidates shall be printed in color (unless the candidate has provided only black and white photograph). The candidate's face should occupy 3/4th of the space in the photograph.**

(d) Sub-Para (xvi) of 11.25.3. will be read as

Unless otherwise directed by the Election Commission in any particular case, the ballot papers shall be printed for Parliamentary elections on white paper and for Assembly elections on pink paper. **Paper quality to be used for printing of EVM Ballot Paper should be 70 GSM. The Color/RGB value of pink paper for printing of EVM Ballot Paper for Assembly Election should be R:252 G:187 B:209 or code #feb9d1 (Tolerance limit of $\pm 2\%$ is permissible).**

(e) Sub-Para (ix) of 11.25.3. will be read as

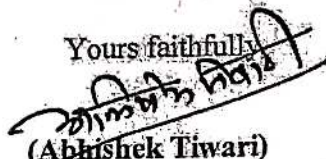
The names of not more than fifteen candidates shall be arranged on one sheet of a ballot paper and NOTA option will come after the last name of the panel. If the number of contesting candidates together with NOTA option is less than sixteen, the space below the panel after this shall be kept blank.

3. Printing of EVM ballot paper shall be done preferably at a Government or Semi-Government Press. However, in case, a Government/Semi-Government printing press is not available or does not have required capacity, private printing press(es) with required capacity can be selected after following due procedure and adequate provision and safety of the process shall be ensured as per the existing instructions.

4. The above instructions shall be brought to notice of all the District Election Officers, Returning Officers and all other election related authorities/officers for information and strict compliance.

5. The specimen of approved EVM Ballot Paper for both ECIL and BEL make EVM machines are enclosed for reference.

Yours faithfully


(Abhishek Tiwari)
Under Secretary

Encl: as above

140 mm

460 mm

128

Specimen Sample

Ballot Paper for BEL Machine
140 mm

Serial No. of Ballot Paper	Particulars of Election	Sheet Number	
1	Name of Candidate 1	Photo of Candidate 1	Symbol of Candidate 1
2	Name of Candidate 2	Photo of Candidate 2	Symbol of Candidate 2
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-

461.5 mm

FOR BEL-EVMS ONLY

ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.576/3.2015/ SDR

Dated: 16th March, 2015

To.

The Chief Electoral Officers
of all States and UTs.

Sub: Printing of ballot papers- photograph of candidate to be also printed along with the other particulars.

Madam/Sir,

Under Rule 49B of the Conduct of Elections Rules, 1961, the ballot paper to be displayed on the balloting unit of the EVM shall contain such particulars as the Commission may specify. Similarly, Rules 22 and 30 provide, inter alia, that the particulars on the postal ballot paper and ordinary ballot paper shall be as specified by the Commission.

2. In terms of the abovementioned Rules 22, 30 and 49B, the Commission has specified the particulars to be printed on the ballot paper to be displayed on the balloting unit and the postal ballot paper. The particulars so specified at present are the serial numbers for the candidates, names of candidates and the election symbol allotted to each candidate and a panel for 'None of the Above' after the name of the last candidate. The existing directions which apart from the particulars to be printed, also contain specifications on other aspects, such as, size of the ballot paper, size of panels, number of columns, etc., have been given in the Handbook for the Returning Officers.

3. The Commission has noted that there are many cases where candidates with same or similar names contest from the same constituency. Although appropriate suffixes are added to the names of candidates in the event of two or more candidates having same name, the Commission considers that additional measures are required for removing confusion in the minds of electors at the time of voting. There is also a writ petition on this very subject pending before the Hon'ble Supreme Court [WP (C) No. 541 of 2014- Akash Gahlot Vs. Election Commission of India & another].

4. Having considered all aspects of the matter, the Commission in partial modification of its existing directions under Rule 22, Rule 30 and Rule 49B of the Conduct of Elections Rules, 1961, hereby specifies that for elections to be held from 1st May, 2015 onwards, the

postal ballot papers, the ordinary ballot papers and the ballot papers to be displayed at the balloting unit of EVM shall, in addition to the particulars as per the existing directions, also contain the photograph of the candidate. The photograph of the candidate shall be printed in the panel for the name of the candidate and shall appear on the right side of the panel in between the name and symbol of the candidate. The size of the photograph printed on the ballot paper shall be 2 cm.X 2.5 cm. (two cm. in breadth and 2.5 cm. in height). A sample ballot paper for election to Lok Sabha is enclosed for reference (Annexure-1).

5. The above direction for printing of photograph of candidate on the ballot paper shall also apply in relation to elections by Assembly members and elections from Council constituencies. In respect of the said elections, the directions are in exercise of power under Rule 30 as made applicable to these elections by Rule 70 of the said Rules.

6. The specifications for the photograph are as follows:

- (i) Candidates are required to submit their recent photograph (taken during the preceding period of 3 months before the date of notification).
- (ii) Photograph should be of stamp size 2 cm.X 2.5 cm. (two cm. in breadth and 2.5 cm. in height) in white/off white background, with full face view directly facing the camera, neutral facial expression with eyes open. The photo may be in colour or black and white as may be convenient for the candidate.
- (iii) Photograph should be in normal clothing. Photograph in uniform is not permitted. Caps/hats should be avoided. Dark glasses also to be avoided.

7. The candidates at every election shall be required to submit their photograph conforming to the above requirements/specifications along with their nomination papers and, in any case, latest by the date fixed for scrutiny of nominations. The photograph should bear the signature of the candidate/election agent on the reverse side of the photograph. When the photograph is submitted, the candidate/election agent/proposer submitting the photograph shall be asked to give a declaration stating that the photograph being submitted is that of the candidate (mentioning the name and address) taken during the period of preceding 3 months. A printed format for the declaration as annexed (Annexure-2) to this letter shall be kept with the RO/ARO for this purpose.

8. When the nomination is filed, if the photograph of the candidate is not submitted, the RO shall give a notice asking the candidate to submit the photograph latest by the date of

scrutiny of nomination. In the same Notice, it shall also be added that if the photograph is not submitted, his/her photograph will not be printed on the ballot paper. If any candidate still fails or refuses to give his photograph, that candidate will not have his photograph printed on the ballot paper. It may be added that non-submission of the photograph by the candidate shall NOT be a ground for rejection of the nomination of the candidate.

9. The Returning Officer shall display a list of validly nominated candidates with the photographs of the candidates against their names on the day following the date fixed for scrutiny of nominations. The Returning Officer shall inform the candidates at the time of scrutiny that the photographs to be printed on ballot paper will be displayed on his notice board on the next day (time may also be specified). If there is any error in the photograph or other particulars, the candidates/others will get an opportunity to point out the same to the Returning Officer for rectifying the error.

10. These directions may be brought to the notice of all DEOs, ROs and other election authorities in the State/UT. These may also be brought to the notice of all political parties based in your State, including the State Units of recognized parties. A press release may also be given for wider dissemination of the directions.

11. Please note that as mentioned in paragraph 4 above, these directions shall be applicable for elections to be held from 01-05-2015.

11. Please acknowledge receipt.

Yours faithfully,



(K.F. WILFRED)

PRINCIPAL SECRETARY

Serial No.

0129

1. आनन्द कुमार खत्री

ANAND KUMAR KHATREE

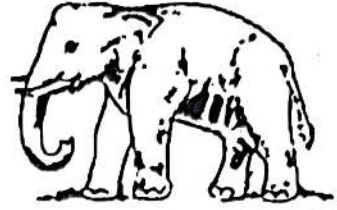
आनंद कुमार क्खत्री



2. नीलम खत्री

NEELAM KHATRI

नीलम क्खत्री



3. विनोद भारद्वाज

VINOD BHARDWAJ

वनुद ब्भारदुवज



4. अनिल कुमार सिंह

ANIL KUMAR SINGH

अनल कुडर सुनुगु



5. दिनेश कुमार

DINESH KUMAR

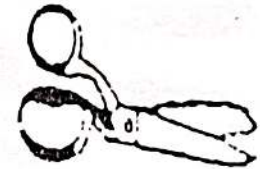
दनलश कुडर



6. प्रताप सिंह

PRATAP SINGH

डुरतलड सुनुगु



7. उपरोक्त में से कोई नहीं

NONE OF THE ABOVE

डुनुदरुगु डललुडल सु सुनुगु नुडुलु

