

**ELECTION MATTER**  
**MOST IMMEDIATE**

STATE ELECTION COMMISSION  
N.C.T. OF DELHI  
NIGAM BHAWAN, KASHMERE GATE, DELHI-110006  
PHONE NO.011-23990915, 23914156, 23952340

No. F.4Bye(4)/SEC/LAW/2025/20864

Dated: 06/10/2025

To

1. All the District Election Officers for 12 wards of the Municipal Corporation of Delhi.
2. All the Returning Officers for 12 wards of the Municipal Corporation of Delhi.

**Sub: Bye-Elections to 12 Wards of the Municipal Corporation of Delhi-  
Preparation of lists of polling stations and electoral rolls for the said wards.**

Sir/Madam,

I am directed to inform you that Bye-Elections to 12 wards of the Municipal Corporation of Delhi are likely to be held in the near future. For the purpose, the Commission has adopted the electoral rolls of such Assembly Constituencies of the National Capital Territory of Delhi which relate to the areas of above said 12 wards and are in force for the time being and have been updated with reference to "01-01-2025" as the qualifying date for purpose of ensuing Bye- Elections to Municipal Corporation of Delhi. Under Rule 10 of the Delhi Municipal Corporation (Election of Councillors) Rules 2012, the Returning Officer of a Ward has to provide sufficient number of Polling Stations for purposes of said Bye-Elections. The Hon'ble State Election Commissioner of NCT of Delhi has directed that the draft lists of polling stations shall be prepared/verified by the respective Returning Officers as per delimitation of wards order dated 17.10.2022 available on the website of this Commission and the same are published in the offices of the concerned Returning Officer for the information of all concerned for inviting suggestions/objections in their respective offices where the general public should have an easy access to examine the same, as per programme given below:-

Sl. No.	Description	Date & Day
i	Verification of sites of all polling stations and details of parts of electoral rolls of relevant ward shown as per Delimitation order 2022 to be completed by the Returning Officers.	Already completed by ROs.
ii	Publication of draft lists of polling stations in the offices of the respective returning officers for inviting objections/suggestions. Public Notice as Advertisement in News dailies will be issued by the Commission on 09/10/2025 for the information of general public.	09/10/2025 (Thursday)
iii	Last date for receipt of objections/suggestions by concerned Returning Officers upto 03:00 P.M.	11/10/2025 (Saturday)
iv	Last date for disposal of objections/suggestions, if any, received by the Returning Officers.	13/10/2025 (Monday)
v	Submission of final lists of polling stations to Election Commission for approval and printing by 05:00 P.M.	13/10/2025 (Monday)

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The draft list of polling stations completed by ROs may be downloaded from the following Web Portal of the Commission for your perusal and further necessary action:-

[secofficer.in](http://secofficer.in)

or

[secems.delhi.gov.in](http://secems.delhi.gov.in)

The final list of Polling Stations may therefore, be got prepared after objections/suggestions received from general public and updation of serial numbers of Voters with latest electoral roll. **It must be ensured that the entire ward as per Delimitation Order, 2022 is covered in the final list of polling stations being prepared by you.** After finalization of Polling station list, SEC IT cell prepare PDF formats of Electoral roll, which will be further verified by ROs.

2. The Returning Officers are requested to publish the draft lists of polling stations so prepared and finalized by them for the assigned wards at their respective offices at a conspicuous place where aspiring candidates and general public could have an easy excess, on all working days during office hours as per schedule given above. The Commission will issue public notice on 11/10/2025 in leading newspapers of NCT of Delhi (in Hindi, English & Urdu) for the information of all concerned.

3. It is also to be ensured that the entire ward as defined in the Delimitation Order dated 17/10/2022 (kindly to refer website of the Commission) is fully covered in the list of polling stations of that ward.

While preparing list of polling stations for a ward, care has to be taken that:-

- i) All polling stations are located on the ground floor of the building in the respective wards.
- ii) All sites for polling stations should be located in the same ward i.e. within the ward.
- iii) Room No. (exact location) where polling station is to be set up in a building including mention of 'front side' or 'back side' or 'annexe building' etc. should be mentioned in the column of location/place of polling station so that there is no confusion amongst the incoming voters etc.
- iv) Each polling station should not have more than 1500 voters.

4. The above said programme may please be adhered to strictly. The Commission will take serious note in case the instructions are not strictly followed or job is not completed within the given time schedule.

5. A copy of the latest "Hand Book for Returning Officers" issued by the Election Commission of India, may be obtained from this office for reference and guidance so far as the procedure indicated therein may be applicable to various items of election work connected with the aforesaid Bye-Election within the parameters of provisions of Delhi Municipal

Corporation Act, 1957 (as amended) and the Rules made thereunder. You can also get downloaded and the same from the official website of the Election Commission of India. Chapter II of the said book shall apply to the preparation and publication of draft and final lists of polling stations for all Municipal Wards. Returning Officers are advised to sign and upload all the certificates and scrutiny sheets Performa available in the handbook of Returning Officers in respective wards or wards so assigned to him/her as the case may be, and send the final lists of polling stations to this Commission by 05:00 P.M. on 13/10/2025 (Monday) positively. The scrutiny sheets and certificates should be signed by the concerned Returning Officer only. Any lapse or deviation to the above directions on the part of a Returning Officer will be viewed seriously.

6. Further, you are also requested to kindly identify counting Centre/Strong Room pertaining to your ward and send the particulars of the same to the Commission by 20/10/2025.

7. The DEOs shall ensure that the above tasks are completed by concerned Returning Officers as per the scheduled given above.

8. For any IT related clarification/assistance, please contact Mr. Himanshu Deora (Mob. No. 7975124416), Mr. Vishal Jain (Mob. No. 9818750376).

Yours faithfully,

  
JOINT SECRETARY

Copy to:-

1. PS to Hon'ble SEC.
2. Tech Officer IT for uploading on the website of the Commission.

  
JOINT SECRETARY