

PANCHAYAT GENERAL ELECTIONS
DATE BOUND

STATE ELECTION COMMISSION, HARYANA
“NIRVACHAN SADAN”, PLOT NO. 2, SECTOR-17, PANCHKULA

No.SEC/E-II/SA/2010/ 2683-95
26.05.2010

Dated:

To

The Deputy Commissioners-cum-
District Election Officers (Panchayat)
Ambala, Bhiwani, Faridabad, Fatehabad, Jhajjar, Jind, Kaithal, Kurukshetra,
Mahendergarh, Mewat, Palwal, Sirsa and Sonipat.

Subject: Printing of Ballot papers of Members of Gram Panchayats, Panchayat Samitis and Zila Parishads—Printing Schedule.

Sir/Madam,

I am directed to refer on the subject cited above and to forward the printing schedule received from the M/s Capital Business Systems Ltd., New Delhi for your kind attention and convenience.

2. I am further directed to request you to kindly follow the time schedule and the instructions issued by the Commission vide letter No.SEC/E-II/SA/2010/2408-2420, dated 20.05.2010 regarding printing of ballot papers i.e. quantity of ballot papers to be got printed in the next 10th round figure instead of 100th round figure as mentioned in the Annexure-1(B) issued by the Press. A copy of schedule may be made available to the concerned officers of your district who will lead this team for the printing of ballot papers.

3. A nodal officer may be appointed in each district who will be in contact of Press for printing of ballot papers of all blocks/ Zila Parishad of his district.

Yours faithfully

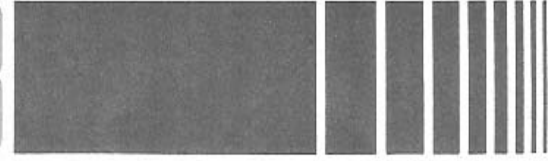
Sd/-
Superintendent/E-II
State Election Commission, Haryana
Email Id: supdtpanda.sec@hry.nic.in

Endst.No.SEC/SA/2010/2696

Dated : 26.05.2010

A copy is forwarded to M/s Capital Business Systems Ltd., G-13, Udyog Nagar, Industrial Area, New Delhi for information and necessary action.

Sd/-
Superintendent/E-II
State Election Commission, Haryana
Email Id: supdtpanda.sec@hry.nic.in



CAPITAL BUSINESS SYSTEMS LTD.

SECURITY PRINTING UNIT

OFFICE : 30-B, PREHLAD MARKET, KAROL BAGH, NEW DELHI-110 005

TELEPHONE : 91-11-25762034-35-36, FAX : 91-11-25753975

E-MAIL : cbsl@vsnl.com WEBSITE : http://www.cbslgroup.in

FACTORY : G-13, UDYOG NAGAR INDUSTRIAL AREA, NEW DELHI-110 041

TELEPHONE : 91-11-47547700-30,25186075 FAX : 91-11-25189220

The Secretary,
State Election Commission, Haryana,
Sector-17, Panchkula

May 24th 2010

Subject: - Arrangements for printing and supply of Ballot Papers for Panchayat Elections - 2010

Dear Sir,

We are in receipt of letter No.SEC/E-II/SA/2010/2386 dated 20.05.2010 for printing of Ballot Papers for Gram Panchayats, Members of Panchayat Samitis and Zila Parishads elections along with a copy of letter No. SEC/E-II/SA/2010/2408-2420 dated 20.05.2010 issued to all the concerned Deputy Commissioners regarding guidelines for printing of Ballot Papers.

We thank you for allotting the work of printing of Ballot Papers for the above elections for all the 21 Districts of Haryana State. As per schedule of the Commission, we are ready to undertake the printing of Ballot Papers for 13 districts for which the elections will be conducted in 2 phases i.e. on 6th of June and 12th of June' 2010.

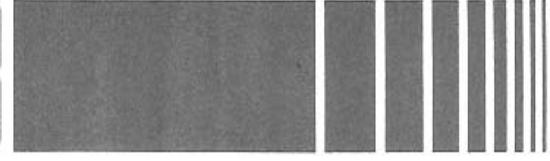
In order to undertake the job of printing of Ballot Papers smoothly, in time, and without any hindrances, we take this opportunity to bring to your kind notice the following, which would facilitate the officials and other team members to reach our Security Printing Press conveniently and also to complete the job as per requirements of the State Election Commission:

1. Name of contact persons of Security Press along with their designation, Contact Numbers (Landline + Mobile) for contacting them for any assistance during printing of ballot Papers.

Annexure - 1

2. List of items to be brought by the district authorities deputed for Computerization and collection of Ballots Papers.

Annexure - I-A



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TELEPHONE : 91-11-47547700-30,25186075 FAX : 91-11-25189220

Filled Information as per enclosed proforma to facilitate data feeding of Ballot Papers, to be brought by the district authorities **Annexure - I-B**

3. Schedules of arrival for the district officials for Computerization, Checking & Collection of Ballot Papers. **Annexure - I-C**

4. Address of Security Press alongwith Route Guide map to be followed by the officials for reaching our Security Printing Press from different locations **Annexure - 2**

Sir, since the printing of ballot paper is a time bound, highly sensitive, secretive and security oriented job, it is requested that full cooperation may kindly be extended to us so that Ballot Papers can be printed, checked and received by the officials of various districts as per the requirements of State Election Commission.

You are requested to kindly circulate the entire enclosed information alongwith the Annexures to all the concerned Deputy Commissioners, DDPOs.

Kindly feel free to contact us, for any further information/ details required from us in this regard.

Thanking you,

Yours sincerely,

[Signature]
Authorised Signatory,
Capital Business Systems Ltd.

Copy to : Deputy Commissioners, 1) Ambala, 2) Bhiwani, 3) Faridabad, 4) Fatehabad, 5) Jind, 6) Jhajjar, 7) Kaithal, 8) Kurukshetra, 9) Mahendergarh at Narnaul, 10) Sirsa, 11) Sonapat, 12) Mewat at Nuh and 13) Palwal through email and Fax.

Annexure- 1

Name of contact persons of Security Printing Press along with their designation, Contact Numbers (Landline + Mobile) for contacting them for any assistance during printing of ballot Papers.

Ballot Papers are being printed at:

Capital Business Systems Ltd., Tel.: 011-47547700-30
G-13, Udyog Nagar Industrial Area, Fax: 011-25189220
New Rohtak Road, Peera Garhi,
Behind "Land Mark Banquet Hall"
New Delhi- 110041

Detail of Contact Persons at Press:

- | | | |
|-------------------------|--------------------|--------------|
| 1. Shri M. Bala Gopalan | General Manager | 098112-34507 |
| 2. Shri Bhusan Raina | Adm..Manager | 093108-75761 |
| 3. Shri Sheoraj Singh | Security-in-charge | 098684-36898 |
| 4. Shri Laxmi Naryana | Printing in-charge | 098107-70381 |
| 5. Press Landline | | 011 47547700 |

Details of Contact persons at Admin. Office:

- | | |
|---|--|
| 1. Shri P.J. Suresh, Executive Asstt. to MD | Tel.: 011- 45570066, 45570067
Cell: 09312895228 |
| 2. Shri B.D. Gupta Asstt. Manager (Mktg.) | Cell: 93128-83281 |

Annexure-I (A)

The district officials appointed for printing of ballot papers should bring the following documents with them.

A) For Computerization of Work (a team of max. 4 Persons from each district or 1 Person from each Block) :

- i) Authority Letter in favour of officials appointed by the District Admn. for Data Feeding of ballot papers.
- ii) List of Ballots as per Annexure- I (B).
- iii) Dummy Ballot papers and other relevant forms/ documents.
- iv) Bedding for their stay.

B) For Collection of Ballots Papers

- i) Authority Letter to collect the Ballot Papers
- ii) Steel Boxes and Locks to keep the Ballot Papers during transit
- iii) Distribution List for Ballot Papers allotment
- iv) Rubber Stamp
- v) Bedding for your stay

C) Number of Persons & Transportation required for taking deliveries of ballot papers:

- a) Counting and Checking of Ballot Papers - 10 to 12 officials (per district)
- b) Vehicle for carrying Ballot papers + Driver
- c) Vehicle for official Staff + Driver
- d) Loading of Ballot Papers - 2 to 3 Persons (per district)
- e) Security Staff - 2 Guards with each vehicle

Annexure -I (C)

Schedules of arrival of teams for computerisation, checking / counting and collections of Ballot Papers:

Different Stages

- (a) First of all computerization of ballot papers will be undertaken for which only 4 officials per district or 1 official from each block is required.
- (b) After computerization (data feeding) of ballot papers, printouts will be provided to the concerned district officials for proof reading, thereafter corrections will be made, if any, and only after receiving final approval from them, printing work will be started. Therefore, for checking of printed ballot papers, the team leader of the concerned district team / Nodal Officer deputed at our press premises would be informed about the date for checking of printed ballot papers and taking deliveries of the same. So we request you to kindly send the staff for checking / counting the printed ballot papers and taking deliveries of the same accordingly as per information as would be provided by us.

Note : Please do not send officials for checking / counting of printed ballot papers / taking deliveries alongwith this team of 4 persons from each district.

For Data Feeding of Ballot Papers- FOR 1ST PHASE

1. The team of only 4 officials as mentioned above from each district should reach our press premises on **28.05.2010 (morning)** for computerization (data feeding) of Ballot papers.
2. The officials deputed for data feeding of Ballots Papers should bring the following along with them:
 - a) Authority Letter
 - b) List of Ballot papers to be printed (as per performa given at Annexure 1-B) and relevant record for computerization.
 - c) Other Related forms
 - d) Dummy ballots

Please Note : The official without the above mandatory documents, will not be entertained / allowed to enter in the press premises.

The computerization (data feeding) will start immediately at computer centre located in our press premises on receipt of designs from the district authorities. And thereafter on getting the designs checked / approved by the team, the printing work will start.

FOR 2ND PHASE

Files and other relevant records as mentioned above like Dummy ballots, Authority letters should be kept ready with the district officials and a team of 4 persons as mentioned above for computerization (data feeding) for the second phase Elections will start from their respective districts only after receiving information (telephonically) from Nodal officer deputed by State Election Commission, Haryana.

STEPS / STAGES INVOLVED IN PRINTING OF BALLOT PAPERS

AT DISTRICT / WARD LEVEL

Preparation of dummies of Ballots and ward-wise quantity list of Ballot Papers to be printed.

AT PRINTING PRESS LEVEL

1. Receipt of orders alongwith dummies etc. at the press from District Authorities.
2. Computerization (Data Feeding) of Ballots
3. Laser printouts for corrections / approval
4. Corrections / approvals of laser printouts of Ballots
5. Final printouts after approval / correction
6. Preparation of pre-sensitized aluminum plates for offset printing.
7. Printing and numbering of Ballot Papers on offset machines
8. Cutting of large sheets into individual ballots
9. Binding of ballot papers
10. Ward-wise / category-wise / district-wise stacking of printed ballots in checking and dispatch area
11. Checking of ballot papers
12. Packing and sealing of checked ballot papers in trunks.
13. Preparation of final list with details of wards and quantities of ballot papers.
14. Handing over ballot papers to district authorities.

Annexure-2

How to reach "Capital Business Systems Ltd., G-13, Udyog Nagar, New Delhi-41"

Route No. 1

Officials coming from: Ambala, Kaithal, Karnal, Kurukshetra, Panchkula, Sonipat, Yamunanagar

Coming on G.T. Road and on reaching Bye Pass take right turn on outer ring road, for about 10 k.m. on reaching Peeragarhi Chowk, take a right turn on Rohtak Road and enter Udyog Nagar by taking U turn at red light a km. away. Capital Business Systems Ltd. Press is located Behind **Land Mark Banquet Hall**.

Route No. 2

Officials Coming from: Bhiwani, Fatehabad, Hisar, Mohindergarh, Sirsa

Coming on Rohtak Road and before touching Peeragarhi Chowk take left turn at red light to enter Udyog Nagar Gate No.1 and just behind '**Land Mark Banquet Hall**' Capital Business Systems Press is located.

Route No. 3

Officials Coming from Gurgaon side

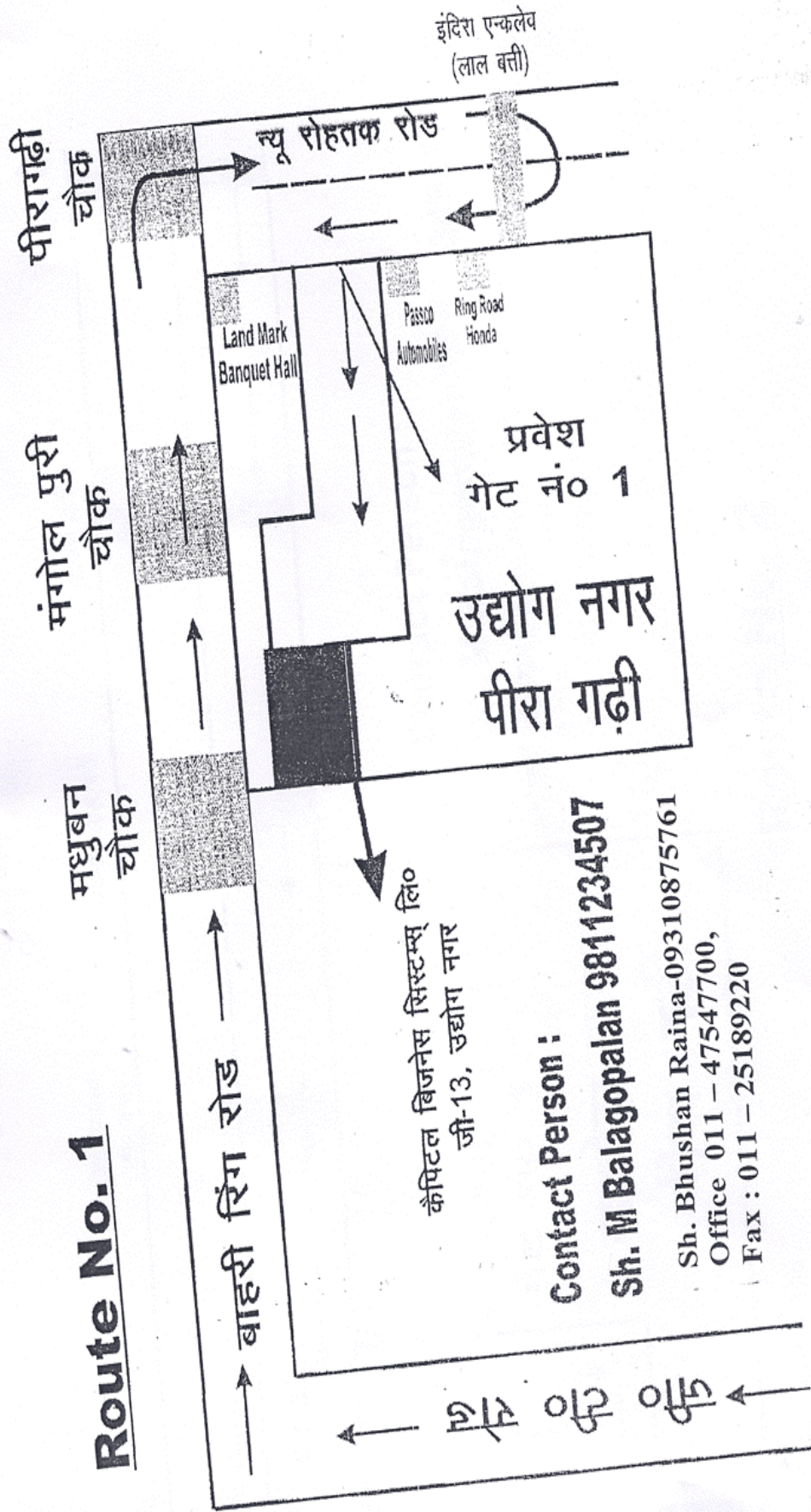
On reaching Dhaula Kuan, take left turn to Naraina, follow inner ring road upto Punjabi Bagh crossing and then take left turn on New Rohtak Road for about 6 km. towards Rohtak side. After Peeragarhi Chowk, take U turn at red light and enter Gate No. 1 of Udyog Nagar and at the back of "**Land Mark Banquet Hall**" our Press (Capital Business Systems Ltd.) is located.

Route No. 4

Officials Coming from Faridabad side

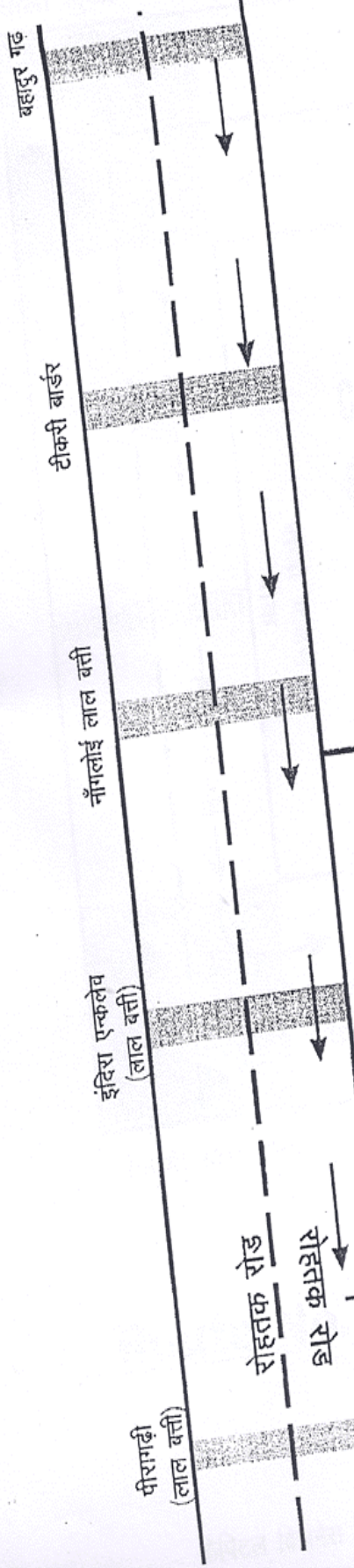
From Ashram Chowk take outer ring road upto Punjabi Bagh crossing. From there take left turn on New Rohtak Road. After Peeragrhi Chowk, take right turn and at the back of "**Land Mark Banquet Hall**" our Press (Capital Business Systems Ltd.) is located.

Route No. 1



Contact Person :
Sh. M Balagopalan 9811234507

Sh. Bhushan Raina-09310875761
Office 011 - 47547700,
Fax : 011 - 25189220



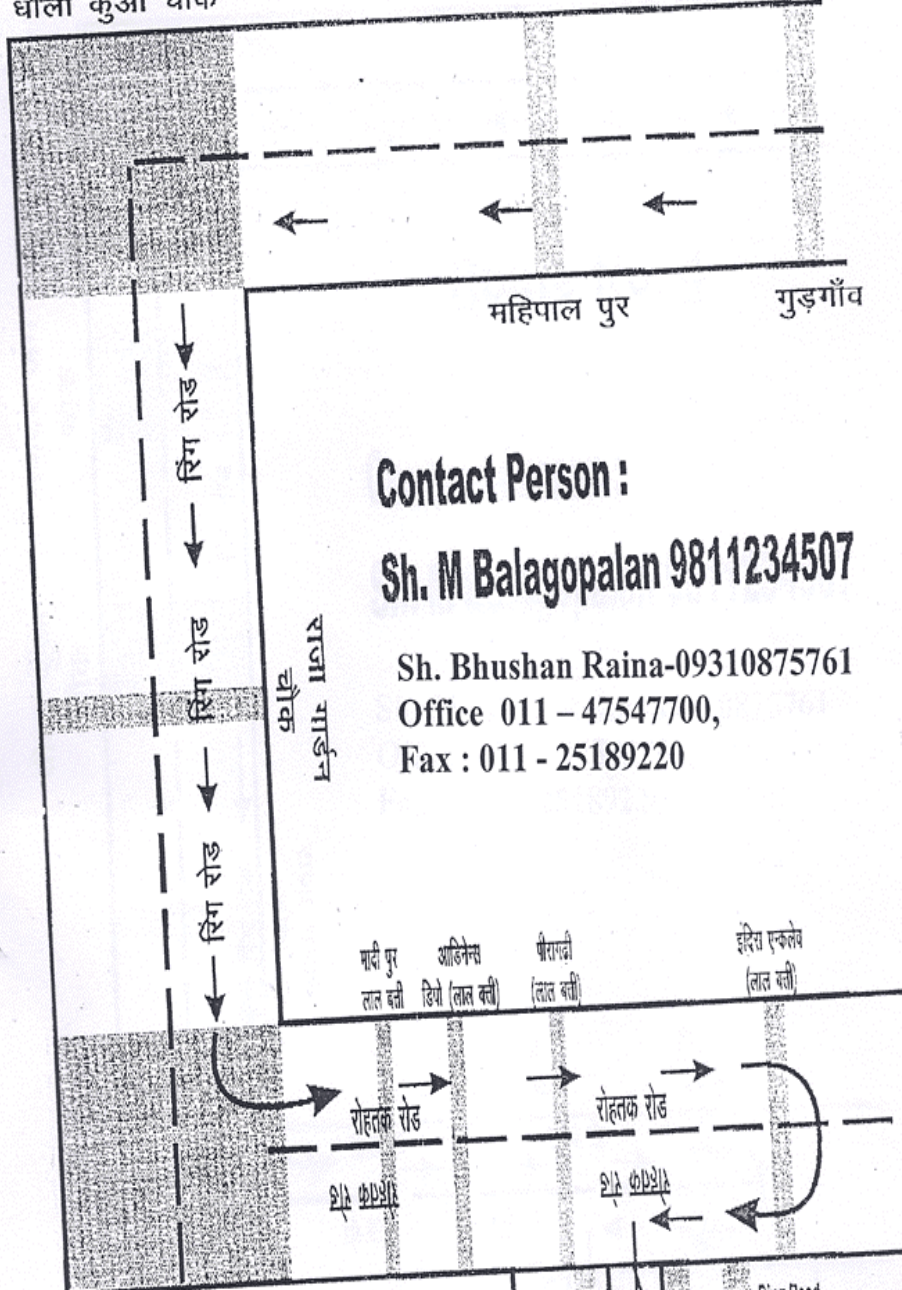
Contact Person :
Sh. M Balagopalan 9811234507
 Sh. Bhushan Raina-09310875761
 Office 011 - 47547700,
 Fax : 011 - 25189220

Route No. 2

कैपिटल विजनेस सिस्टम्स लि०
 जी-13, उद्योग नगर

10

धौला कुँआ चौक



Contact Person :

Sh. M Balagopalan 9811234507

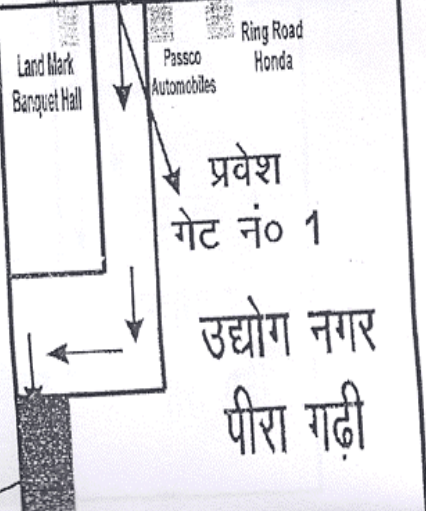
Sh. Bhushan Raina-09310875761

Office 011 - 47547700,

Fax : 011 - 25189220

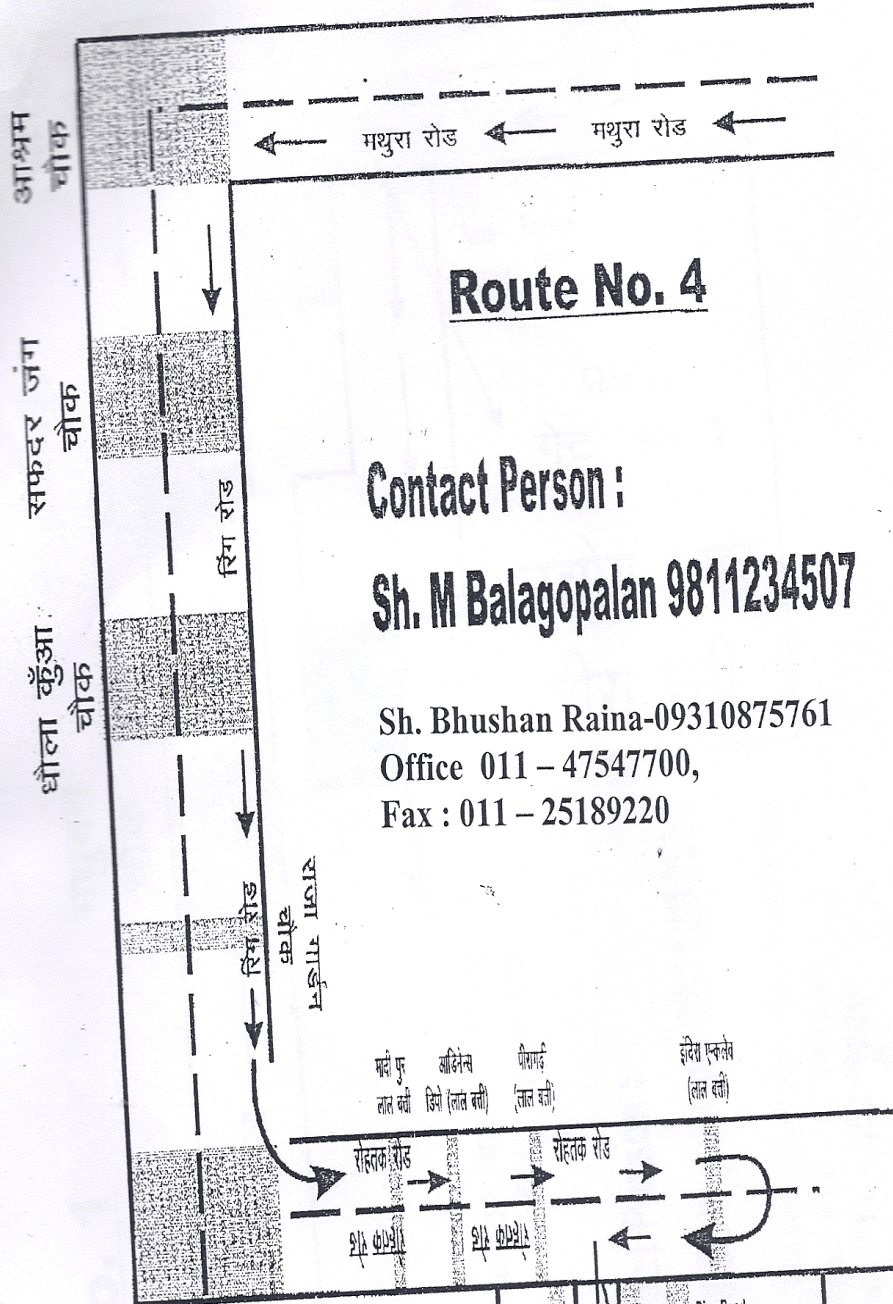
पंजाबी बाग चौक

Route No. 3



उद्योग नगर
पीरा गढ़ी

कैपिटल बिजनेस सिस्टम्स लि०



Route No. 4

Contact Person :

Sh. M Balagopalan 9811234507

Sh. Bhushan Raina-09310875761

Office 011 - 47547700,

Fax : 011 - 25189220

मदी फु लोत वी (सात वती)
 कानिन्स जि (सात वती)
 पीरागढी (सात वती)
 होन्डा प्रकसे (सात वती)

पंजाबी बाग चौक

Land Mark Banquet Hall

Pascco Automobiles

Ring Road Honda

प्रवेश गेट नं० 1

उद्योग नगर पीरा गढी

कैपिटल बिजनेस सिस्टम्स लि०
प्लॉट नं० 13 उद्योग नगर