

**Conduct of Election to the  
Local Library Authorities, Rules 1989  
Government of West Bengal  
Education Department  
Social Edn.  
No. 836.. Edn(SE) Dated, Calcutta, The 13<sup>th</sup> September, 1989  
Notification**

In exercise of the power conferred by section 23 read with clause (iv) of sub section (2) of section 8 of the West Bengal Public Libraries Act, 1979 (West Ben. Act XXXIX of 1979), as amended, the Governor is pleased hereby to make the following rules, namely :-

The West Bengal Public Libraries (Conduct of Election to the Local Library Authority) Rules, 1989

**Chapter – I  
Preliminary**

1. Short Title : These rules may be called the West Bengal Public Libraries (Conduct of Election to the local Library Authority) Rules, 1989.
2. Definitions : In these rules, unless the context otherwise requires –
  - (1) “the Act” means the West Bengal Public Libraries Act, 1979 (West Ben. Act. XXXIX of 1979) as amended;
  - (2) “ballot box” Includes any box, bag or other receptacle used for the Insertion of ballot paper of voters;
  - (3) “ballot paper” means a ballot paper In Form III.
  - (4) "District Library Officer" means the District Library Officer referred to in Section -16 of the Act.
  - (5) "District Magistrate" means the District Magistrate of a district, and includes an officer discharging the functions of a District Magistrate;
  - (6) "Director of Library Services" means the Director of Library Service referred to in section 6 of the Act;
  - (7) "District Social Education Officer" means a District Social Education Officer of the Education Department of the Government of West Bengal;
  - (8) "Election" means an Election under these rules of the representatives referred to in clause (iv) of sub-section (2) of section 8 of the Act;
  - (9) "election agent", means a parson appointed by a candidate at an election to be his election agent;
  - (10) "elector" in relation to an election by an electoral, college means any person whose name is entered in the electoral roll of that electoral college for the time being in force;
  - (11) "electoral collage" in relation to an election of the representatives referred to in clause (iv) of sub-section (2) of section 8 of the Act means the electoral college consisting of the employees of the public libraries of the district concerned , coming under the purview of the Act;
  - (12) "electoral roll", in relation to an election of the representative referred to in clause (iv) of sub-section (2) of section 8 of the Act means a separate electoral roll consisting of the list of employees of the public

libraries of the district coming under the purview of the Act and certified by the District Library Officer or the District Social Education Officer or any other officer authorised by the State Government Act as such of the District concerned to be authentic; ..

- (13) "Form" means a Form appended to these rules, and -includes a translation there of in such language or languages as the State Government may direct;
- (14) "marked copy of the electoral roll" means the copy of the electoral roll set apart for the purpose of marking the names of electors to whom ballot papers are issued at an election;
- (15) "polling agent", means a person appointed by a contesting candidate or his election agent to act as polling agent of such candidate at the polling station;
- (16) "Polling Officer" means a person appointed by the Returning Officer as such;
- (17) "Polling Station" means the place fixed by the Returning Officer for taking the poll for an election;
- (18) "Presiding Officer", means a person appointed by the Returning Officer as such and includes any polling officer performing any of the functions of a Presiding Officer under these rules;
- (19)"Returning Officer" means the Director of Library Services, and includes any person discharging the functions of the Director of Library Services, in case of election in Calcutta; or the District Magistrate, and person discharging the functions of the District Magistrate, in case of election in the district;
- (20) "section" means a section of the Act;
- (21) "words and expressions used in these rules but not defined shall have the meanings respectively assigned to them in the Act."

## **Chapter — II**

### **General Provision**

- 3. Conduct of election—**(1) All elections and the matters relating thereto shall be conducted by the Returning Officer in the manner provided in these rules. The Returning Officer may appoint such person or persons to assist him in the performance of his functions as he may consider necessary. (2) The person or persons referred to in sub-rule (1) shall be entitled to such allowances as the State Govt. may determine.
- 4. Date for preparation of electoral roll.** — Every electoral roll for an election shall be prepared with reference to a date to be fixed by the State Government In this behalf, and shall contain the names of such employees of the public libraries coming under the purview of the Act, and different dates may be fixed for different electoral rolls.
- 5. Fixing of date for election.** — The Returning Officer shall fix a date for holding an election within such time as may be specified by the State Government.
- 6. Fixing of dates for nomination etc. —**
  - 1) The Returning Officer shall fix —
    - (I) a date on or before which nominations for an election are to be made.
    - (ii) a further date, not later than the seventh day after the first mentioned date, for the scrutiny of nomination, and
    - (iii) a further date, not later than the date next following the date fixed for the scrutiny of nominations, on or before which candidature may be withdrawn.

2) The date fixed under sub rule (1) shall be announced by the Returning Officer by publication of notices thereof in his office and the offices of the District Social Education Officers and in such other places as he may consider necessary.

**7. Nomination of candidates for election.**— Any elector may be nominated as a candidate for election to the Local Library Authority of the district concerned.

**8. Presentation of nomination paper and requirements for a valid nomination.**—

(1) On or before the date fixed under clause (1) of sub-rule (1) of rule 6, a candidate shall deliver or cause to be delivered to the Returning Officer a nomination paper completed in form I between the hours of eleven O'clock in the forenoon and three O'clock in the afternoon. Provided that no nomination paper shall be delivered to the Returning Officer on a day which is a public Holiday.

(2) Every nomination paper shall be signed by the candidate and by an elector' as proposed and another elector as seconder both of whom must belong to the same electoral college to which the candidate belongs.

(3) An elector may sign as proposer or seconder of only one nomination paper. If he signs as proposer or seconder more than one nomination paper, all the nomination papers so signed by him shall be deemed to be invalid.

**9. Notice of nominations and time and place for their scrutiny**—

The Returning Officer shall announce the dates of receipt of nomination papers by him and the time and place of their scrutiny by publication of notices in his office.

**10. Scrutiny of nomination.**— On the date fixed under clause (ii) of sub-rule (1) of rule 6, the Returning Officer shall scrutinise the nomination papers in presence of the candidates or other persons duly authorised in writing by the candidates and publish in his office a list of candidates whose nominations are found to be valid. (2) The Returning Officer shall not reject any nomination paper on the ground of minor errors or spellings mistakes or any defect which is not substantial character. The decision of the Returning Officer as to the validity of a nomination paper shall be final.

**11. Withdrawal of Candidature :—**

(1) Any candidate whose name appears in the list published under rule 10 may withdraw his candidature by a notice in writing in Form I! signed by him and delivered to the Returning Officer between the-hours of eleven O'clock in the forenoon and three O'clock in the afternoon on or before the date fixed under clause (iii) of sub-rule (1) of rule 6.

(2) On the day next following the date for the withdrawal of candidatures fixed under clause (iii) of sub-rule (1) of rule 6, the Returning Officer shall publish a list of names, contesting candidates in alphabetical order, if a poll has to be taken.

(3) No person who has given a notice of withdrawal of his candidature shall be allowed to contest the election, if the Returning Officer is satisfied as to the genuineness of such notice of withdrawal.

### **Chapter — III**

#### **Conduct of Election**

**12. Candidates when to be declared elected without a poll.**—

If the number of valid contesting candidates is equal to or less than the number of seats to be filled, the Returning Officer shall forthwith declare all such candidates to be elected.

**13. Poll when to be taken.** — If the number of valid contesting candidates is more than the number of seats to be filled, a poll shall be taken.

**14. Declaration of results.** — After the poll is taken, the Returning Officer shall, upon the completion of counting of votes under his supervision and direction, forthwith declare the result of the election stating specifically the persons who are elected.

- 15. Report by the Returning Officer**— If there is no valid contesting candidates or if the number of such candidates is less than the number of seats to be filled, a report to that effect shall be sent by the Returning Officer to the State Government for necessary action.

## **Chapter IV**

### **Postal ballot**

**16. Persons entitled to vote by post.**— An elector subjected to preventive detention shall be entitled to vote by post.

**17. Electors under preventive detention.**—The Returning Officer shall send a copy of the electoral roll to the State Government as soon as it is ready. The State Government shall then ascertain and intimate to the Returning Officer the names of the electors, if any, subject to preventive detention together with the particulars about their places of detention and their electoral roll numbers.

**18. Issue of ballot paper by post.**— the Returning Officer shall, upon receipt of intimation, send by post under certificate of posting to the elector referred to in rule 16, through the Superintendent of the jail in which he is under detention, a ballot paper together with

- (a) a declaration in Form IIIA;
- (b) a cover in Form IIIB;
- (c) A large cover addressed to the Returning Officer in Form IIIC, and
- (d) a letter of intimation in Form IV;

**19. Record of postal ballot paper Issued.** — The Returning Officer shall

- (i) keep a record of each postal ballot paper issued; and
- (ii) ensure that an elector to whom a postal ballot paper Is issued is not allowed to vote at a polling station.

**20. Recording of vote.** — an elector who has received a ballot paper by post and desires to vote shall

- (i) record his vote on the ballot paper in accordance with the instructions contained therein and then enclose it in Form IIIB,
- (ii) sign the declaration in Form IIIA in presence of, and have the signature attested by Superintendent of the in which he is under detention.

**21. Re-Issue of ballot paper.** —

(1) When a ballot paper and other papers sent under rule 18 ere for any reason returned undelivered, the Returning Officer may re-issue them by post under certificate of posting or deliver them or cause them to be delivered to the elector in such manner as the Returning Officer thinks fit.

(2) If an elector has inadvertently dealt with the ballot paper or any of the other papers sent to him under rule 18 in such manner that they can not conveniently be used, a second set of the papers shall be issued to him after he has returned the spoilt papers and satisfied the Returning Officer of the inadvertence.

(3) The Returning Officer shall cancel the spoilt papers so returned and keep them in a separate packet after writing thereon the particulars of the election and the serial of the cancelled ballot papers.

**22. Return of ballot papers.**

(1) After an elector has recorded his vote under rule 20, he shall return the ballot paper and the declaration in Form UIA to the Returning Officer in the large cover in Form IIIC so as to reach the Returning Officer before ten o'clock in the forenoon on the date fixed for poll.

(2) If any cover containing a postal ballot paper is received by the Returning Officer after the expiry of the time specified in sub-rule (1), he shall note thereon the date and time of its receipt and shall keep all such covers in a separate packet.

(3) the Returning Officer shall keep in safe custody until the commencement of the counting of votes all cover containing postal ballot papers received by him.

## **Chapter — V**

### **Voting**

**23. Selection and notification of polling stations.**— The Returning Officer shall select rooms as polling stations and publish in his office and also at the office of the District Library Officer, District Social Education Officer authorised by the State Government the list showing the polling stations so selected and the polling areas to which they relate.

**24. Voting by ballot.**

- (1) When a poll is required to be taken, votes shall be given by ballot.
- (2) For voting by electors under preventive detention, the procedure laid down in rules 16 to 22 in Chapter IV shall apply.

**25. Ballot paper.** The names of the candidates on the ballot paper shall be arranged in the same order in which they appear in the list of contesting candidates :  
Provided that if two or more candidates bear the same name, they shall be distinguished by the addition of their occupation and the names of libraries where they are employed or residence or in some other manner.

**26. Arrangements of polling station.**— The Returning Officer shall provide at the polling station a sufficient number of ballot boxes, copies of the relevant part of the electoral roll, ballot papers and articles, necessary for electors to mark the ballot papers.

- (2) The Presiding Officer shall display prominently at his polling station-
  - (i) list of contesting candidates, arranged in alphabetical order; and
  - (ii) a notice specifying the polling area the electors of which are entitled to vote at the polling station.

**27. Voting to be in person**—No person other than the elector himself shall be entitled to vote at any election where a poll is taken.

**28. Issue of ballot paper.**— After an elector has entered the polling station, the Presiding Officer or the Polling Officer shall ask the name of the elector and locate it in the electoral roll and after establishing his identity issue a ballot paper to him after the elector has put his signature against his name in the marked copy of the electoral roll in token of the receipt of the ballot paper. The serial number of the ballot paper so issued shall then be recorded in the marked copy of the electoral roll.

**29. Dispute regarding identity.**— In case of any dispute regarding the identity of an elector, the Presiding Officer shall hold a summary inquiry on the spot and decide the dispute immediately and the decision of the of the Presiding Officer shall be final.

**30. Arrangement of ballot boxes.** A common ballot box for all the contesting candidates shall be placed at the polling station in front of the Presiding Officer and the polling agents, if any of them is present to receive the ballot paper. There shall be a screened compartment within the polling station so that the elector can secretly mark his vote on the ballot paper. After recording a cross (X) mark on the ballot paper against the names of the candidates where more candidates than one are to be elected for whom the elector desires to vote, the elector shall fold the ballot paper and come out of the screened compartment. He shall show the Presiding Officer the latter's signature, affixed on the reverse of the ballot paper, before inserting the folded ballot paper into the ballot box.

**31. Persons not entitled to vote.**— No person whose name is not Included in the electoral roll or who is in prison or in the lawful custody of the police shall be entitled to vote.  
Provided that nothing in this rule shall apply to a person subjected to preventive detention.

**32. An elector to have one vote for each candidate.**— An elector shall have as many votes as there are seats to be filled but shall not have the right to record more than one vote In favour of one candidate.

**33. Presiding Officer to sign on the reverse side of the ballot paper.**— Every ballot paper shall be signed on the reverse by the Presiding Officer at the polling station before the same is handed over to an elector. On receipt of the ballot paper, every elector shall, if he desires to vote, record his vote thereon.

**34. Prohibition of canvassing.**— No canvassing on the date of poll within one hundred and fifty metres of the polling station shall be allowed. If the use of a megaphone or a loudspeaker interferes with the work of the Polling station, the Presiding Officer shall take steps to stop such use. If any person misconducts himself or fails to obey any lawful direction of the Presiding Officer during the poll, he may be removed from the polling station by the Presiding Officer.

**35. Admission to polling station.** — No person other than the following shall have access to the polling station.

- (1) Presiding Officer and Polling Officer;
- (2) Candidates;
- (3) One polling agent of each candidate at a time;
- (4) Public servants on duty in connection with th8 election;

- (5) a person accompanying an elector who cannot move without help;
- (6) Person authorised by the Sub-divisional Officer or the District Magistrate or the Director of Library Services;
- (7) Such other person as the Presiding Officer may, from time to time, admit for the purpose of identifying electors or otherwise assisting him in taking the poll.

**36. Absence of Presiding Officer.—**

If the Presiding Officer is absent from the polling station when the poll is to commence, the Polling Officer shall act as the Presiding Officer and exercise all the powers and perform all the duties of the Presiding Officer in conducting the poll.

**37. Absence of Polling Officer .—**

If the Polling Officer is absent from the polling station, the Presiding Officer shall appoint a person, who is not an active supporter or active opponent of any of the candidates, to be a Polling Officer in his place.

**38. Hours of poll.—**

The hours of poll shall be from ten O'clock in the forenoon till three O'clock in the afternoon, The Presiding Officer shall allow the ballot box to be inspected by the candidates and the polling agents present, if any before it is put into use.

**39. Adjournment of poll in emergencies.—**

(1) If at election the proceedings at any polling station are interrupted or obstructed by any riot or open violence, or if at an election it is not possible to take the poll at any polling station on account of any natural calamity or any other sufficient cause, the Presiding Officer shall announce an adjournment of the poll to a date to be notified later. (2) When the poll is so adjourned by a Presiding Officer, he shall forthwith inform the Returning Officer of such adjournment.

**40. Appointment of another date of poll. —**

Whenever a poll is adjourned under rule 39. the Returning Officer shall appoint a date on which the poll shall commence, and fix the polling station at which the poll shall be taken, and shall not count votes cast at other polling stations of that election unit such adjourned poll shall have been completed and the ballot boxes shall have reached him.

**41. Provisions to apply to fresh poll.—**

The Provisions of this chapter shall apply to every such fresh poll as they apply to the original poll subject to any direction issued by the Stats Government In this behalf,

**42. Spoilt and returned ballot paper.-**

(1) An elector who has inadvertently dealt with his ballot paper in such manner that It cannot be conveniently used as a ballot paper may, or returning It to the Presiding Officer and satisfying him of the inadvertence, be given another ballot paper, and The ballot paper so returned shall be "Spoiled Cancelled" by the Presiding Officer. (2) If an elector after obtaining a ballot paper decides not to use it, he shall return it to the Presiding Officer, and the ballot paper so returned shall be marked as "Returned Cancelled" by the Presiding Officer. (3) All ballot papers cancelled under sub-rule (1) or sub-rule (2) shall be kept in a separate packet.

**43. Preparation of ballot boxes for poll.—**

(1) Every ballot box to be used at a polling station shall be secured and sealed in such manner that the slit for the insertion of ballot paper therein to remain open and that after the box has been closed it is not possible to open it without breaking the seal;

(2) the ballot box shall bear labels, both inside and outside, marked with the names of the polling area and the polling station and the date of poll.

**44. Sealing of ballot boxes after poll.—**

the Presiding Officer shall, as soon as practicable after the closing of the poll, close the slit of the ballot box, and where the box does not contain any mechanical device for closing the slit, he shall seal up the slit and also allow, if so desired by any candidate or his polling agent present, to affix his seal.

**45. Ballot paper account.—**

The Presiding Officer shall, at the close of poll, prepare a ballot paper account inform V and enclose it in a separate cover with the superscription "Ballot Paper Account".

**46. Sealing of other packets.—**

- (1) Presiding Officer shall then make into separate packets -(a) the marked copy of the electoral roll; (b) the unused ballot paper; (c) the cancelled ballot papers; and (d) any other papers directed by the State Government or the Returning Officer to be kept in a sealed Packet.

- (2) Each such packet shall be, sealed with the seals of the Presiding Officer and with the seals of the candidates or their Polling agents present at the polling station, if they desire to affix seals thereon.

**47. Transmission of ballot boxes, etc :**

- (1) The Presiding Officer shall then deliver or cause to be delivered to the Returning Officer, at such places as the Returning Officer may direct.
- (i) the used and unused ballot boxes ;
  - (ii) the ballot paper account;
  - (iii) the sealed packets referred to in rule 46; and
  - (iv) all other papers used at the poll.
- (2) The Returning Officer shall make adequate arrangements for the safe transport of all ballot boxes, packets and other papers and for their safe custody until the commencement of the counting of votes.

**48. Time and place for counting of votes.-**

The returning Officer shall at least one week before the date fixed for the poll, appoint a place where the counting of votes shall be done and the date and time at which counting will commence and shall give notice of the same in writing to each candidate or his election agent. He shall also publish the notice in his office.

**Chapter — VI**

**49. Counting of votes and declaration of results**

Right of candidates and authorised agents to be present at the counting —

Each candidate or his authorised agent shall have the right to be present at the counting.

**50. Opening of ballot boxes and scrutiny of ballot papers.—**

- (1) On the date and at the time and place referred to in rule 48, the Returning Officer shall open before the contesting candidates, if they are present, the used and sealed ballot boxes and all envelopes containing ballot papers received by post from electors under preventive detention, and after scrutiny separate the ballot papers which he considers valid from those he considers invalid.
- (2) No cover in Form IIIC received by the Returning Officer after the expiry of the time fixed in that behalf shall be opened and no vote contained in such cover shall be counted.
- (3) The Returning Officer, with the help of the Polling Officers, shall count or cause to be counted the valid votes given to each candidate and shall total thereof.

**51. Rejection of ballot paper :—**

- (1) A ballot paper shall be Invalid and shall be rejected if—

- (a) It is not duly marked ; or
- (b) it contains no record of voting ; or
- (c) more than one mark is placed on It against any candidate's name ; or
- (d) the number of votes recorded thereon exceeds the number of seats to fill; or
- (e) the mark Is so placed as to render ft doubtful as to which candidate the vote has been given ; or
- (f) any mark Is made by which the elector's identity may afterwards be disclosed :

Provided that when an elector has more then one vote, only such vote, and not the ballot paper, as suffers from any defect referred to in clause (a) or clause (c) or clause (d) shall be invalid.

- (2) The decision of Returning Officer as to the Validity of a vote or a ballot paper shall be final.
- (3) The Returning Officer shall endorse on every ballot paper or vote, as the case may be, which he considers Invalid, the word "rejected" and the ground of rejection.

**52. Counting of votes to be a continuous process**

The Returning Officer shall as far as practicable, proceed with the counting of votes continuously.

**53. Declaration of result of election —**

When the counting of votes has been completed the Returning Officer shall forthwith declare the results of election. When two or more candidates receive an equal number of votes and they can not all be declared elected, the final selection shall be made by the Returning Officer by lottery in such manner as he may think fit. (2) The Returning Officer shall then seal up in separate packet the valid and invalid ballot papers as well as the unopened covers rejected on grounds of not being received before the<sup>1</sup> time referred to in sub-rule (1) of rule 22 and mark each packet with the description of its content, the name of electoral college and the date of election.

**54. Grant of certificate of election to returned candidates —**

Upon completion of counting the Returning Officer shall

- (i) prepare and certify a return in form VI; and

(ii) permit any candidate to take a copy of or extract from the return.

**55. Report of- result of election.—**

The Returning Officer shall without delay report the result of election to the Secretary to the Government of West Bengal in the Education Department or to such other officer as the State Government may direct.

**56. Transmission of return In form VI and other papers relating to election.-**

The Returning Officer shall, after reporting the result of election under rule 55, forward the return referred to In clause (i) of rule 54, and all other papers referred to in rules 45, 46 and sub-rule 2 of rule 53 to the Director of Library Services, Government of West Bengal for custody.

**57. Preservation of papers relating to election.—**

(1) The papers referred to in rule 56 shall be preserved for a period of two years.

(2) While in the custody of the Director of Library Services, Government of West Bengal, ballot papers, whether counted or rejected, shall not be opened and their contents shall not be inspected or produced for inspection.

**FORM 1  
(SEE RULE 8)**

**Local Library Authority**

Election by the electoral body constitute of \*.....  
under clause (iv) of sub-section (2) of section 8 of the West Bengal Public Libraries Act. 1979.

1. (a) Name of the candidate :  
(b) Address:  
(c) Number of the candidate in the electoral roll of the electoral college :
2. (a) Name of the Proposer:  
(b) Address:  
(c) Number of the proposer in the electoral roll of the electoral college :  
Signature of the proposer:
3. (a) Name of the seconder:  
(b) Address:  
(c) Number of the seconder in the electoral roll of the electoral college :  
Signature of the Seconder:

Declaration of the candidate  
I hereby declare that I agree to this nomination

Date.....  
Signature of the candidate

N.B. (1) This nomination paper will not be valid unless it is delivered to the Returning Officer at his office before 3 P.M. on.....,

(2) \*Here insert the name of the electoral, body.  
(To be filled in by the Returning Officer)  
Certificate of Delivery

Serial no,  
The nomination paper in respect of..... Was delivered to me at my office at .....on the .....by  
the candidate/proposer/seconder.

Returning Officer

(Reverse of form I)

\* I hereby declare that I have appointed Shri/Smt..... (address).....to  
be my election agent.

.....  
Signature of the candidate

\* A candidate may appoint any person except himself as his election agent.  
(To be filled in by the Returning Officer)

- (1) Serial No.
- (2) Date of receipt:
- (3) Certificate of scrutiny to be recorded by the Returning Officer.



.....  
Returning Officer

**FORM II**  
**(SEE RULE 11)**  
**Local Library Authority**  
**Form of notice of withdrawal**

TO  
THE RETURNING OFFICER,

I.....a candidate nominated for the present election as member of the Local Library Authority for the district of ..... under clause (iv) of sub-section (2) of section 8 do give you the notice that I hereby withdraw my candidature.  
Date this.....day of.....

(Signature of the candidate)

Designation.....

This notice of withdrawal was delivered to me at my office at (date and hour).....on the.....by the candidate/authorised election agent.

(\* Strike out which is not applicable)

.....  
Returning Officer

**FORM III**  
**[SEE RULE 2(3)]**  
**Local Library Authority**  
**Form of ballot paper**

Serial number of ballot paper.....  
Electoral College.....  
Polling Station.....  
Name of contesting candidates  
Mark of Voting  
.....  
.....  
.....

**(Reverse of Form III)**

**Instructions**

- (1) The number of candidates for whom the elector may vote is .....
- (2) Not more than one vote may be given to a candidate.
- (3) Vote shall be recorded by placing a cross (X) mark in the space provided for the purpose opposite the name of the candidate for whom the elector wishes to vote.

.....  
Signature of the Presiding Officer

**FORM IIIA**  
**[SEE RULE 18(a)]**  
**Local Library Authority**  
**DECLARATION BY ELECTION UNDER**  
**PREVENTIVE DETENTION**

Election to the Local Library Authority by the electoral College consisting of employees of the libraries coming under the purview of the Act.

I hereby declare that I am the elector to whom the postal ballot paper bearing serial number..... has been issued at the above election.

Date.....

.....  
(Signature of elector)

Attestation of signature

The above has been signed in my presence by..... (elector).

(Signature of the Superintendent of  
the Jail in which the elector is under  
preventive detention)

Designation.....

Address.....

Date.....

**FORM IIB**  
**[SEE RULE 18(b)]**

**Cover**

(Not to be opened before counting)  
ELECTION

to the.....

Postal Ballot Paper

Serial number of ballot paper.....

**FORM III C**  
**[SEE RULE 18(C)]**  
**Large Cover**

Service Unpaid

(Every Officer under whose care or through whom a postal ballot paper is sent shall ensure its delivery to the addressee without delay.)

**ELECTION IMMEDIATE**  
**Postal Ballot Paper**

for.....  
(Not to be opened before counting)

To

The Returning Officer.....

Signature of sender.....

N.B. Returning Officer to insert here the particulars of the appropriate electoral college and to mention his full postal address here.

**FORM IV**  
**[SEE RULE 18 (d)]**  
Form of letter of intimation

Sir/Madam,

The persons whose names are printed on the ballot paper sent herewith have been nominated as candidates for membership of Local Library Authority for the district of.....

under clause (iv) of sub-section (2) of section 8 should you desire to vote at the election, I have to request that you will.....

(a) record your vote on the ballot paper in accordance with the instructions contained therein, and

(b) place the ballot paper in the envelope (Form IIIB) sent with this letter and close it and enclose the envelope and the declaration in Form IIIA. in the large cover (Form NIC) address to the Returning Officer and return the large cover so as to reach me not later than ten O'clock in the forenoon  
on the.....  
day of .....

2. If a ballot paper is not duly marked contains no record of voting or more than one mark are placed on it against any candidate's name or the number of votes recorded thereon exceeds the number of seats to be filled or a mark is placed in such a manner as to render it doubtful as to which candidate the vote has been given or any mark is made on it by an elector by which he may afterwards be identified or if the declaration is not duly made in Form IIIA, the ballot paper shall be invalid.

Address.....  
Date.....

Yours faithfully,  
Returning Officer

**FORM V**  
**(SEE RULE 45)**  
**Ballot paper Account**

Election to the Local Library Authority by the \*.....  
Name of the Polling station.....

	Serial Nos.	Total Nos.
1. Ballot paper received	.....	
2. Ballot paper unused	.....	
3. Ballot paper issued to voters	.....	
4. Ballot paper cancelled	.....	

.....  
Signature of the Presiding Officer

Date.....

\* Hare insert the name of the electoral college

**FORM VI**  
**[SEE RULE 54]**  
**Local Library Authority**

Form of Return of election

Election of members to the Local Library Authority by the collage consisting of the employees of the libraries coming under the purview of the Act.

Name of the electoral College.....

Name (s) of the candidate (s) number of valid votes recorded In; favour of the candidate (s)

1.....

2.....

Total number of invalid votes : —

I declare that (1) Shri/Smt.....

..... (2) Shrl/Smt.....

of.....has/have been duly elected.

Date .....

.....

Signature of the Returning Officer

Strike out the words not applicable.

By Order of the Government.

Sd/— N. L. Basak

Scey. to the Govt. of West Bengal

No. 836/1 (100) Edn (SE)

Copy forwarded for information and necessary action to : —

1. Director, Library Services, West Bengal.
2. Deputy Director, Library Services, West Bengal.
3. Sri A. Basu, Assistant Librarian in-charge of State Central Library for communication to Shri Milon Bhattacharyya State Advocate.
4. District Magistrate and Chairman of the Local Library Authorities of the district.
5. District Library Officer/District Social Education Officers.
6. Secretary, Local Library Authorities of the District.....
7. P.S. to Minister-of State (Library Services)
8. Guard file.

Dated , Calcutta,  
The 13th September, 1989.

Sd/  
Deputy Secretary