

ELECTION URGENT**STATE ELECTION COMMISSION, KERALA
THIRUVANANTHAPURAM-695033**

No:B2/132/2025-SEC-Part(2)

Date:**20-11-2025**

From

The Secretary

To

The Director of Printing,
Thiruvananthapuram.

Sir,

Sub:- State Election Commission – General Elections to Local Self Government Institutions 2025 - Printing of Postal Ballot Paper & Ballot Label – Instructions - reg.

Ref:- 1. Notification No.74/2025/SEC to No.77/2025/SEC dated 14.11.2025.
2.Letter No. PTGD/629/2025-G5 dated 18.11.2025 from the Director of Printing, Thiruvananthapuram.

The State Election Commission has issued notification to conduct General Elections to the Local Self Government Institutions in the State, except Mattannur Municipality in Kannur district, on 09th and 11th December, 2025. Election schedule is enclosed as Annexure I

2. The list of contesting candidates will be provided to the Superintendent of Government Presses concerned by the respective Returning Officers by 24th December, 2025 , i.e. the last date of candidature withdrawal. Steps have to be taken to print the ballot labels for Electronic Voting Machine and tendered ballot paper & postal ballot paper and issue them to the respective Returning Officers.

3. The details of the Ballot Paper (in Form 6) will be made available by the respective Returning Officer through email or directly. As far as possible, the ballot paper may be printed at Government Press listed in Table-I. Directions have already been given to the Returning Officers to get the ballot paper printed from the following Government Presses.

Table - I

Sl. No.	Press	District Panchayat	Grama / Block Panchayat/ Municipality / Corporation
1	Govt. Central Press, Thiruvananthapuram	Kannur, Kasargod**, Wayanad	Kollam, Pathanamthitta Alappuzha, Idukki
2	Govt. Press, Mannathala, Thiruvananthapuram.	Thiruvananthapuram, Kollam, Pathanamthitta Alappuzha,	Thiruvananthapuram
3	Govt. Stamp Manufactory Press, Thiruvananthapuram	Idukki
4	Govt. Press, Vazhoor	Kottayam	Kottayam
5	Govt. Press, Ernakulam	Ernakulam, Thrissur	Ernakulam, Thrissur
6	Govt. Press, Shornur	Palakkad, Malappuram	Palakkad, Malappuram
7	Govt. Press, Kozhikode	Kozhikode	Kozhikode
8	Govt. Press, Wayanad	Wayanad
9	Govt. Press, Kannur	Kannur, Kasargod

***Ballots of Kannur and Kasaragod District panchayats, which include the Kannada language, should be typeset and approved at the Kannur Government Press. Other ballots, which include Tamil, should be typeset and approved at the Presses, where the printing is arranged, as mentioned in Table I.*

4. The details of Government Press in each district and contact number of concerned officials are given below (**For noticing all Returning Officers.**):

Table – II

Sl. No.	Press	Land Phone No.	E-mail ID	Name of the two officers concerned	Mobile No.
1	Govt. Central Press, Thiruvananthapuram Pin-695001	0471 233181	gcp.election2025@gmail.com	1.Sri. Anas Aliyar, Deputy Superintendent (General). 2. Sri.Manoj R.K, General Forman.	6282947750 9995109905

2	Govt.Press, Mannanthala, Thiruvananthapuram Pin-695015	0471 2531340	gpm.election2025@gmail.com	1.Sri.Krishnakumar J.U, Deputy Superintendent, 2.Smt.Vismaya Vijayan, Assistant Superintendent.	8547945086 8078899236
3	Govt. Stamp Manufactory Press, Thiruvananthapuram Pin-695035	0471 2471596	gpsmt.election2025@gmail.com	1.Sri.V Jayakumar, Deputy Superintendent 2.Smt.V Sreekala, General Forman (I/c).	8921706132 9495655147
4	Govt. Press, Vazhoor, Kottayam, Pin-686504	0481 2457040	gpvzr.election2025@gmail.com	1.Smt.Resmi R, Deputy Superintendent. 2.Sri.Binu V R, General Forman (I/c).	9495387250 9400652822
5	Govt. Press, Ernakulam, Kakkanad, Pin- 682030	0484 2421977	gpekm.election2025@gmail.com	1.Smt.Thyagi K G, Deputy Superintendent. 2.Sri.Nevin Sebastian, Assistant Superintendent.	9446492173 9895520150
6	Govt. Press, Shornur, Pin-679122	0466 2220434	gpshr.election2025@gmail.com	1.Sri.Abdul Salam, Deputy Superintendent. 2.Sri.Baiju S, Administrative Assistant.	9446993547 9446026526
7	Govt. Press, Kozhikode, Pin-673012	0495 2731499	gpkkd.election2025@gmail.com	1.Sri.James Devid, Deputy Superintendent. 2.Sri.Nishanth P.C, Senior Forman (Machines).	9447657702 9400404645
8	Govt. Press, Wayanad, Meppady Pin-673577	0493 6282033	gpwyd.election2025@gmail.com	1.Sri.Abdul Shukkoor A, General Forman (I/c). 2.Sri.Vinod Kumar T, Plate Maker.	9846180975 9446705480

9	Govt. Press, Kannur, Pallikkunn P.O, Pin-670004	0497 2747306	gpknr.election2025@gmail.com	1.Sri.Aneesh Kumar M P, General Forman. 2.Sri.Baiju Lal V, Senior Reader.	9496443403 9447586143
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5. Necessary arrangements have to be made for physical verification of the proof of the ballot paper as and when the Returning Officers produce the list of candidates.

6. The details of the ballot paper printed shall be communicated to the State Election Commission.

7. The Ballot labels and Papers shall be printed as specified below.

Design, Colour, Measurement & Layout of labels

- i. The total length of the Ballot Label shall be 460 mm and its width shall be 140 mm. At the top, there shall be a row of the size 12.7 mm x 140 mm provided for indicating the particulars of the elections such as code number of the constituency, name of the constituency and reservation details (if any), year of election, nature of election in sequence in bracket as the case may be. In the space so provided, on the top left hand corner, the serial number of the Ballot label shall be printed. On the top right hand corner, the sheet number (1/2, 2/2, etc.) shall be printed.
- ii. Below the space in which the particulars of the election are printed, there shall be a thick black line of 2.1 mm.
- iii. Below this line, 16 rows shall be aligned each with 25.4 mm (height) x 140 mm (width). These rows shall be separated from each other by a thick black line of 2.1 mm.
- iv. The name of the contesting candidates shall be arranged on the Ballot Paper in the same order and manner in which their names appear in the list of contesting candidates (Form No. 6), as provided by the Returning Officers.
- v. The names of not more than fifteen candidates shall be arranged on one sheet of label. If the number of contesting candidates is less than fifteen, the space below the row of last contesting candidates shall be kept blank. The 16th row shall be kept blank in all Ballot labels.
- vi. If the number of contesting candidates exceeds fifteen, the ballot paper shall be printed on two sheets of the above mentioned size, contents and dimensions. The candidates numbering 16 to 30 shall appear in the next sheet. If the number of candidates exceeds 30, the label should be printed in 3rd sheet and if the

candidates exceed 45, on 4th sheet.

- vii. The names of the contesting candidates shall be printed in the same language or languages in which the list of contesting candidates has been prepared. The serial number of the candidate shall be indicated in the international form of Indian numerals.
- viii. Serial number, Name and the Symbol shall be printed on the left hand side, middle and the right hand side of the row respectively for each candidate.
- ix. All Ballot Labels inclusive of extra to be printed except Postal Ballot shall be numbered continuously for each constituency. The Postal Ballots shall be numbered separately.
- x. The Ballot Label for Electronic Voting Machines and Tendered Ballot Papers shall be of the same size and specification. The words “Tendered Ballot Paper” shall be stamped at the back of the Tendered Ballot Paper.
- xi. The Postal Ballot Paper will have a counterfoil showing the electoral roll part number and serial number of elector

8. Requirement of Ballot Labels/Papers per booth for each level of Local Body are as follows.

Sl. No.	ITEMS		Nos.
1	Ballot Label (for Electronic Voting Machines)	-	5
2	Tendered Ballot Paper	-	10
3	Postal Ballot to be assessed by Returning Officer (tentative)	-	15
	For Grama/Block/District Panchayats (each)	-	25
	For Municipalities / Corporations (each)		

9. Colour for the ballot paper/labels shall be as follows.

Sl.No.	Constituency	Colour
1.	Grama Panchayath	White
2.	Block Panchayath	Pink
3.	District Panchayath	Sky Blue
4.	Municipalities	White
5.	Municipal Corporations	White

10. Adequate care should be taken that the dividing line in the Ballot label shall be in conformity with the grooves engraved in the Ballot unit.

11. Requisition to the press concerned, proof verification, scrutiny and transportation of the required label shall be made by the Returning Officer concerned.

12. Necessary instructions may be given to the Superintendent of Government

Presses concerned to print and supply Ballot Labels, Tendered Ballot papers and Postal ballot papers to the Returning Officers concerned in a time bound manner following the above instructions.

13. List of polling stations in the constituencies will be issued by the District Election Officers concerned.

Yours faithfully,

Signed by

Prakash B S

Date: 20-11-2025 12:42:11

PRAKASH.B.S

SECRETARY

Copy to:

1. All District Election Officers & District Collectors
2. The Superintendent, Government Central Press, Thiruvananthapuram,
Government Press Mannathala, Vazhoor, Ernakulam, Shornur, Kozhikode,
Wayanad & Kannur.
3. All Returning Officers (through District Election Officer)
4. All Officers & Sections
5. P. R.O., SEC
6. IT Cell
7. Concerned Sections (for necessary action)
8. PS to Commissioner
9. CA to Commissioner
10. CA to Secretary, File / Stock File

‘JANAHITHAM’, T.C 27/6(2), VIKAS BHAVAN P. O, THIRUVANANTHAPURAM-695033.

Phone:0471-2325048(Administration),0471-2337884(Election)

e-mail:cru.sec@kerala.gov.in,website:www.sec.kerala.gov.in



കേരള സംസ്ഥാന തിരഞ്ഞെടുപ്പ് കമ്മീഷൻ

പൊതുതിരഞ്ഞെടുപ്പ് 2025

തിരഞ്ഞെടുപ്പ് കാര്യപരിപാടി

തിരഞ്ഞെടുപ്പ് കമ്മീഷന്റെ വിജ്ഞാപനവും വരണാധികാരി പുറപ്പെടുവിക്കുന്ന തിരഞ്ഞെടുപ്പ് നോട്ടീസ് പരസ്യപ്പെടുത്തലും	:	2025 നവംബർ 14 (വെള്ളി)
നാമനിർദ്ദേശ പത്രിക സമർപ്പിക്കുന്നതിനുള്ള അവസാന തീയതി	:	2025 നവംബർ 21 (വെള്ളി)
നാമനിർദ്ദേശ പത്രികകളുടെ സൂക്ഷ്മ പരിശോധന	:	2025 നവംബർ 22 (ശനി)
സ്ഥാനാർത്ഥിത്വം പിൻവലിക്കാനുള്ള അവസാന തീയതി	:	2025 നവംബർ 24 (തിങ്കൾ)
ആവശ്യമുള്ളപക്ഷം ജില്ലകളിൽ വോട്ടെടുപ്പ് നടത്തുന്നതിനുള്ള തീയതി (സമയം രാവിലെ 7 മണി മുതൽ വൈകുന്നേരം 6 മണി വരെ)	:	തിരുവനന്തപുരം, കൊല്ലം, പത്തനംതിട്ട, ആലപ്പുഴ, കോട്ടയം, ഇടുക്കി, എറണാകുളം ജില്ലകളിൽ 2025 ഡിസംബർ 9 (ചൊവ്വ)
	:	തൃശ്ശൂർ, പാലക്കാട്, മലപ്പുറം, കോഴിക്കോട്, വയനാട്, കണ്ണൂർ, കാസർഗോഡ് ജില്ലകളിൽ 2025 ഡിസംബർ 11 (വ്യാഴം)
വോട്ടെണ്ണൽ നടത്തുന്നതിനുള്ള തീയതി (വോട്ടെണ്ണൽ രാവിലെ 8 മണിമുതൽ)	:	2025 ഡിസംബർ 13 (ശനി)
തിരഞ്ഞെടുപ്പ് പൂർത്തിയാക്കാനുള്ള അവസാന തീയതി	:	2025 ഡിസംബർ 18 (വ്യാഴം)

എ. ഷാജഹാൻ,
സംസ്ഥാന തിരഞ്ഞെടുപ്പ് കമ്മീഷണർ.