

राजस्थान सरकार
(निर्वाचन विभाग)

क्रमांक एफ. 8 (2) (7)/निर्वा/2013/

जयपुर दिनांक

प्रेषक :- मुख्य निर्वाचन अधिकारी,
राजस्थान, जयपुर।

प्रेषिति :- 1. समस्त जिला निर्वाचन अधिकारी
(कलक्टर्स) राजस्थान।
2. समस्त जिला पुलिस अधीक्षक

विषय:- चुनाव ड्यूटी हेतु अधिगृहित कार्मिक, पुलिस अधिकारी, वाहनों के चालक/परिचालक एवं खलासियों तथा सेवानियोजित मतदाताओं को डाक मत पत्रों के सम्प्रेषण के सहज प्रबन्धन के संबंध में मार्गदर्शन।

महोदय,

उपरोक्त विषयान्तर्गत भारत निर्वाचन आयोग, नई दिल्ली के आदेश क्रमांक 52/2013/एसडीआर दिनांक 26 मार्च 2013 की छायाप्रति मय संलग्नकों के पत्र के साथ संलग्न करके भिजवाये जा रहे हैं।

कृपया चुनावों के दौरान आयोग के निर्देशानुसार कार्यवाही कराया जाना सुनिश्चित करावें। यहाँ यह भी निवेदन है कि प्रपत्र-12 के सृजित करने हेतु विभाग स्तर पर सोफ्ट वेयर तैयार किया जा रहा है, जो शीघ्र ही आपको उपलब्ध करवा दिया जायेगा।

संलग्न:- उपरोक्तानुसार

भवदीय,

(पी.सी. गुप्ता)
संयुक्त मुख्य निर्वाचन अधिकारी,
राजस्थान, जयपुर।

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 52/2013/SDR

Dated: 26th March, 2013

To

Chief Electoral Officer
Karnataka
Bangalore

Sub: - Guidelines for smooth management of Postal Ballot Papers for employees on poll duty, Police Officers on Poll duty and drivers/conductors and cleaners of vehicles requisitioned on Poll duty and Postal Ballots for Service Voters.

Ref: - ECI Letters No. 52/2102/SDR/216-250, dated 13th August 2012, No. 52/2012/SDR/181-215, dated 13th August 2012 and No. 52/2012/SDR/251-285, dated 13th August 2012.

Sir,

Election Commission has issued detailed instructions for facilitation of casting of postal ballots by persons on poll duty from time to time. The Commission had modified these instructions in the recently held elections in the North East. This has resulted in a significant increase in the casting of postal ballots by persons on poll duty. The Commission has considered various logistical problems in the process of facilitation of postal balloting by persons on election duty and has decided to further modify these instructions. These comprehensive instructions are being issued in supersession of all existing instructions on facilitation of postal balloting by persons on election duty.

2. **Persons on election duty who are entitled for Postal Ballots (PB) and Election Duty Certificate (EDC)** – All persons who are not able to cast their vote at the polling station where they are enrolled as a voter are entitled to get either an EDC or a postal ballot. In case they are put on election duty in the same constituency in which they are enrolled as a voter, they are entitled to get an EDC, which entitles them to vote at the polling station where they are on duty. If they are on duty in a constituency other than the constituency where they are enrolled as a voter, they are entitled to a Postal Ballot. These persons include employees in polling parties, Sector Officers, Zonal Officers, Returning Officers and Assistant Returning Officers, District Elections Officer, Deputy District Election Officer, employees posted in the offices of District Election Officer, returning Officer, Control Room and other election related offices, micro-observers, all police personnel, home guards, drivers, conductors and cleaners of vehicles, engaged in election work etc. There is a simple test to determine whether a person is entitled to postal ballot or not. If a person is not able to cast his or her vote at the polling station where he or she is enrolled as a voter for reason of being on duty in relation to elections, such a person is entitled to an EDC if he or she is on duty in the same constituency where he or she is enrolled as a voter, and entitled to a postal ballot if he or she is on duty in any other constituency. Such a person is entitled to EDC or Postal Ballot, as the case may be, even if he or she is not a government employee.

3. **Reasons for Facilitation of Postal Balloting by person on election duty** – Commission has received representations from time to time that many electors on election duty are not able to cast their postal ballots, and many a times postal ballots cast by such persons do not reach the Returning Officer in time for counting. The Commission has also received representations about the possibility of undue influence or intimidation of persons who cast their vote by postal ballots. The Commission has decided to facilitate casting of postal ballots by persons on election duty to take care of such complaints. The Commission has also decided that facilitation should be done in a completely transparent manner so that all stakeholders are involved in the process at every stage.
4. **Enrolment of all persons on election duty in electoral roll at the place of ordinary residence** – All sponsoring authorities should be asked to check that persons sponsored by them for election duty are enrolled in the electoral roll at the place where they are ordinarily resident. In case it is found that a person is not enrolled at all or enrolled at a place other than the place of his or her ordinary residence, steps should be taken immediately by the concerned ERO to enroll such a person at the place of ordinary residence. Generally, persons are put on election duty in the same district where they are working, it should normally not be necessary to send the postal ballots outside the district if all persons on election duty are enrolled at the place of ordinary residence. The District Election Officer should monitor this on a daily basis.
5. **Preparation of Database** – A database of all persons entitled for postal ballots for being on election duty should be prepared well in advance. Along with other information, these databases should necessarily have information about the No. and name of Assembly Constituency, No. and Name of Part and the Serial Number in Part where the person is enrolled as a voter. The EPIC number of each person should also be captured in the database. The database should also have fields for capturing information about the No. and Name of Assembly Constituency, and No. and Name of Polling Station where the person will be put on duty after randomization. The database should also have fields to capture information about the location and address of facilitation centers for postal balloting. The facilitation center will be the same as the place where a person is called for training. If a person is to be called for training more than once, information about all the trainings should be captured in the database. Information about the electoral roll enrolment of a person can be found by using search facility based on EPIC number and search facility based on name and surname. This search facility is provided at the website of all Chief Electoral Officers. These databases should be prepared in the following manner: -
 - a. **Database of employees on election duty** - The District Election Officer has to prepare a database of employees for duty in polling parties, and for other election duties like sector officers, zonal officers, micro-observers etc. This database should include all persons on election duty of any kind if such a person is not able to cast his vote at the polling station where he or she is enrolled as a voter.
 - b. **Database of all police personnel** - The Superintendent of Police should prepare the database of all police personnel (including home guards, if deployed on election duty) of his district and send it to the District Election Officer well before the last date of withdrawal of candidature.
 - c. **Database of drivers, conductors and cleaners of vehicles on election duty** – The District Election Officer should get the database of drivers, conductors and cleaners of vehicles on election duty prepared by the officer in-charge of transportation in the district. Since additional vehicles will be put on election duty till the day of poll, this

database will need to be continuously updated till the day of poll. For this purpose the owners of vehicles should be instructed that they should ask drivers, conductors and cleaners of vehicles to bring their EPIC with them when they report for duty.

6. **Issue of pre-filled Form-12 and collection of signed form-12** – Form -12 should be issued to all persons who are put on election duty and sent to them along with the appointment order. Form-12 can be pre-filled with information about Name of Elector, No. and Name of Assembly Constituency, No. and Name of Part and Serial No. in Part where the person is enrolled in the electoral roll. This information should be available in the database of employees prepared by the DEO. Pre-filled form-12 can be printed from the database of employees by software to be prepared by the CEO. A note should be printed at the bottom of form-12, that the employee should check the pre-filled details and make corrections if these details are not correct. Form-12 should be distributed to police personnel through the Superintendent of Police. Form-12 should be distributed to drivers, conductors and cleaners of vehicles used in elections through the officer in-charge of transportation. Signed Form-12 should be collected by the District Elections Officers as soon as possible along with a copy of appointment letter. Efforts should be made to collect signed form-12 before the last date of withdrawal of candidature. However if for some reason form-12 of some persons on election duty could not be collected before this date, they should be collected even after this date as soon as possible. Signed form-12 should be sent by the District Election Officer to the concerned Returning Officer for issue of Postal Ballots.
7. **Issue of Postal Ballots** – The District Election Officer will fill the information of facilitation center for each employee in the database. In general each training center will also be a facilitation center so that employees will be able to cast their postal ballots when they come for training. All employees including police personnel and drivers, conductors and cleaners of vehicles used in elections will be called at least once for training for the purpose of facilitation of postal balloting by employees. If more than one training session is organized for certain categories of employees, facilitation of postal balloting should be done in each session so that if an employee has not cast his postal ballot in an earlier session, he or she is able to cast postal ballot in the next training session. The Returning Officer will issue Postal Ballots as soon as signed Form-12 is received. The Returning Officers will then check the location and address of the facilitation center of the concerned employee and send the postal ballot to the Officer-in-charge of postal balloting facilitation center for being delivered to the employee. If the facilitation center is located in an area within the jurisdiction of the Returning Officer who issues the postal ballot, he will send the postal ballot directly to the Officer-in-charge of postal balloting facilitation center. If the facilitation center is outside the jurisdiction of the Returning Officer who issues the postal ballot, but within the district then he will send it directly to the Officer-in-charge of the facilitation center instead of routing it through the District Election Officer. Generally there should be no need of sending the postal ballot outside the district as employees are generally not sent for election duty outside their district. If however it becomes necessary to send a postal ballot to a Facilitation Center outside the district the District Election Officer will co-ordinate with the District Election Officer of the other district.
8. **Procedure at the Facilitation Center** - District Election Officer shall appoint one senior officer as in-charge of postal balloting at each Facilitation Center. This officer shall be responsible for the postal balloting at the Facilitation Center. The procedure to be followed at the Facilitation Center is described below: -

- a. **Information to Political Parties** – All Recognized Political Parties will be informed in writing the schedule of facilitation of postal balloting at the Facilitation Centers. They shall be allowed to send their representatives to witness the facilitation process at the Facilitation centers.
- b. **Time to be set apart for Postal Balloting** – In each training session at least 2 hours shall be set apart for facilitation of postal balloting. If necessary more than 2 hours may be set apart for this purpose as per need. Postal Balloting shall be done after the training is over. Political Parties representatives shall be allowed in the Facilitation Center after the training is over and the process of facilitation of postal balloting begins.
- c. **Arrangements for representatives of candidates** - Arrangement shall be made for candidates to sit and watch the process of facilitation without interfering with the process. If any person interferes with the process of facilitation, the officer in-charge of facilitation can order such a person to leave the premises immediately.
- d. **Arrangements for casting Postal Ballot in secret** – Voting compartments similar to voting compartments in polling station shall be made in each Facilitation Center. This is done so that employees are able to mark their postal ballot in complete secrecy. More than one such voting compartment can be made if necessary. Arrangement of glue/gum shall also be made to seal the envelopes.
- e. **Availability of gazetted officers for attestation of declaration by the person casting postal ballots** – Under the law a declaration attested by a gazetted officer has to be made by each person in Form-13A along with the postal ballot. For this purpose at least one gazetted officer shall be put on duty by the District Election Officer at each Facilitation Center. The gazetted officer shall attest the declaration based on the identification of the voter by his identity documents.
- f. **Issue of Postal Ballots at the Facilitation Center** – Officer in-charge of a Facilitation Center will issue the postal ballot received from the Returning Officer to the voter for whom it is meant after verifying his identity based on EPIC or any other photo identity document, and obtain his signature as a token of having received the postal ballot in a register in the same format as Form 17A kept at polling stations.
- g. **Process of Postal Balloting** – After receiving his or her postal ballot, the voter shall go into the voting compartment and mark the postal ballot in secrecy. He shall then keep the marked postal ballot in the inner envelope meant for this purpose and seal it properly. The voter shall then sign the declaration in Form-13A and get it attested by a gazetted officer as required by law. He shall write the serial number of the postal ballot paper if not already filled up in the space provided for the same in Form 13A. He shall then keep the inner envelope and the signed and attested declaration in Form-13A in the outer envelope and seal this as well. The voter will then cast his postal ballot in the Facilitation Ballot Box as described below.
- h. **Casting of postal ballots in the facilitation ballot box** – A large steel trunk with one opening at the top for casting of postal ballots shall be used as a facilitation ballot box at the facilitation center. Before the casting of postal ballots is started the empty facilitation ballot box will be opened and shown to all present. The facilitation ballot box will then be sealed by the officer in-charge of the Facilitation Center. Every voter shall cast his or her postal ballot in the Facilitation Ballot Box after marking it and sealing it in the envelopes as described above.
- i. **Sorting of postal ballots** - After all postal ballots for the day have been cast, the box will be opened by the officer in-charge of the Facilitation Center in the presence of the representatives of political parties. All the postal ballots will be taken out of the box and the empty box will be shown to the said representatives of political parties. The postal ballot envelopes will be sorted Assembly Constituency wise and

the number of postal ballot envelopes received for each Assembly Constituency will be entered in a register in Format-1 to be maintained for this purpose at the facilitation center. Representatives of political parties present will be requested to put their signatures on the register and will be given a copy of the relevant pages of the register. All postal ballot envelopes for one Assembly Constituency will be kept in a large envelope meant for that Assembly Constituency. The name of the Facilitation Centre, the date of Facilitation and the number of postal ballots contained therein will be clearly written on this envelope. The number and name of the Assembly Constituency for which the envelope is meant will also be clearly written on the envelope. This envelope will then be sent to the Returning officer of the concerned Assembly Constituency along with a copy of the relevant pages of the register through special messenger appointed by RO for this purpose not below the rank of Deputy Tahsildar.

- j. **Videography of the postal balloting process** - The entire process of postal balloting will be videographed.
9. **Monitoring of the process of Postal Balloting at Facilitation Centers** - The officer in-charge of the Facilitation Center will prepare a return in Format-2 on every day when facilitation of postal ballots is done at the facilitation center and will send it to the DEO. The DEO of every district will compile the return in Format-2 for his district every day till the facilitation for postal ballots is over in the district, for the postal ballots cast in the facilitation centers of his district. A copy of this return will be sent every day to the Chief Electoral Officer. CEO will compile the returns of the entire state in Format-2 and will send a copy of the compiled Format-2 to the Commission every day till the facilitation of postal ballots is over in the State. Chief Electoral Officer will also send a copy of return in Format-2 every day to all recognized political parties.
10. **Storage of Postal Ballots received by the Returning Officer** - Returning Officer of the concerned Assembly Constituency shall keep the envelope containing postal ballots along with the copy of the relevant pages of the register in a special strong room made especially for this purpose.
11. **Issue of Postal Ballots to Service Voters** - All postal ballots for service voters will be issued within 24 hours of the finalization of ballot paper. The outer envelope (FORM 13C) for postal ballots to service voters shall be in yellow color to distinguish them from the postal ballots for employees on poll duty. The color of the outer envelope (Form 13C) for employees on election duty shall be Pink in Assembly Elections and Green in Lok Sabha election. Chief Electoral Officer will have a meeting with the head of the postal department for the State, and work out an arrangement that the postal ballots for service voters are handed over by the Returning Officer of each constituency to a designated employee of the postal department nominated for this purpose. Postal Department shall then ensure that all postal ballots for service voters are delivered to the respective Record Offices within 48 hours.
12. **Receipt of Postal Ballots by Post** -
 - a. **Arrangement to be made with Postal Department** - For receiving back postal ballots by post, the Chief Electoral Officer will make an arrangement with the Postal Department and ask them to nominate one post office for each Assembly

Constituency which will deliver postal ballots every day to the Returning Officer. The time of delivery will be fixed at 3 PM every day at the office of the Returning Officer, except for the counting day when the time for delivery will be 8 AM at the counting center for that Assembly Constituency. The list of counting centers and the addresses of ROs offices will be communicated in writing to the Postal Department by the CEO.

- b. **Political Parties and Candidates to be present at the time of receipt of postal ballots by post** - All recognized political parties and contesting candidates will be informed in writing that they or their representatives may remain present at the time of delivery of postal ballots by the post office. A pass should be issued to the nominated postal department employee to enter the counting center on counting day for this purpose.
- c. **Procedure on receiving postal ballots by post** - The postal ballots delivered by the post office will be counted in the presence of the political party representatives and candidate representatives and an acknowledgement of the number of postal ballots received will be given to the post office. A copy of this acknowledgement shall be kept in the record of the RO. The number of postal ballots received will be entered in the daily return in Format-3 by the RO. The entire process will be videographed.
- d. **Storage of postal ballots received by post** - The Returning Officer will keep all postal ballots received from the post office every day in a separate envelope for that day and write on the envelope the date and words - "Postal Ballots Received by Post". He will keep this envelope also in the strong room for postal ballots every day after the post has been received.
- e. **Monitoring of postal ballots received by post** - Returning Officer will prepare a return of the Postal Ballots received from facilitation centers in Format-3 every day till he stops receiving postal ballots from facilitation centers. He will also enter the number of postal ballots received by post in the return on Format-3 and Format-4 till the day of counting. He will send a copy of the return in Format-3 to the Chief Electoral Officer every day through the DEO of the District. He will also send a copy of the return in format-3 and format-4 to all the candidates of his Assembly Constituency. The Chief Electoral Officer will compile the information of the State in Format-3 and format-4 every day and will send a copy to the Commission. The CEO will also send a copy of the compiled Format-3 and format-4 to all recognized political parties.

13. **Sending postal ballots to the place of counting where counting is not done at RO headquarter** - In those cases where the counting is done at a place other than the RO headquarters, the postal ballots for the Assembly Constituency will be transferred to another strong room for the postal ballots for the concerned Assembly Constituency at the counting centers, one day before the day of counting. For this purpose, the RO shall inform in writing to the candidates the time at which this will be done. The strong room for postal ballots shall be opened in the presence of the candidates of their representatives present. All postal ballots will then be kept in a large steel box which will be sealed in the presence of candidates and their representatives. This box will then be carried under guard of armed CPF to the strong room for postal ballots at the counting center. Candidates and their representatives shall be allowed to follow the vehicle carrying postal ballots. The box containing postal ballots will then be kept in the strong room for postal ballots at the counting center in the presence of the candidates and their representatives. Strong room will then be sealed and signatures of candidates and their representatives shall be taken as proof of their presence. Candidates and their representatives shall be allowed to keep watch on the strong room for which they will be provided reasonable facilities by the DEO. The whole process will be video graphed.

On the day of the counting, the returning officer will open the strong room and bring all postal ballots and copies of the relevant pages of registers received from the facilitation centers to the table where the postal ballots will be counted.

14. **Tallying of postal ballot numbers before counting** - The envelopes received from facilitation centers will be opened one by one and the number of postal ballots found in each envelope will be tallied with the numbers mentioned in the copies of relevant pages of the registers received from the facilitation center. The result of such tallying will be shown to the candidates and their election agents before the counting of postal ballots. Similarly, the register of postal ballots received by post shall also be shown to the candidates and their election agents.
15. **Daily Report to the Commission** - Every DEO shall prepare information in Format 5 and send it to the CEO. CEO will compile the information for the entire State and send the same to the Commission on daily basis. A copy of this information will also be sent to all recognized political parties.
16. The Commission has directed that these instructions should be brought to the notice of all concerned immediately. A copy of this letter should be immediately given to all the recognized political parties by the Chief Electoral Officer at the State level and by the District Election Officers at the district level. A copy of this letter should also be given to all the contesting candidates by the Returning Officer after the last date of withdrawal.
17. Receipt of this letter be acknowledged and copies of instructions issued to DEOs/ROs/Political parties/candidates should be endorsed to the Commission.

Yours faithfully,

(Ashish Chakraborty)
Secretary

Format -1

Register for Postal Ballots at Facilitation Center

Name of State _____

Name of District _____

Name of Facilitation Center _____

S.No.	Date	No. and Name of AC for which Postal Ballot has been Cast	Number of Postal Ballots cast by Employees on Poll duty	Number of Postal Ballots cast by Police	Number of Postal Ballots cast by TSR Jawans and Officers	Number of Postal Ballots Cast by Drivers, conductors, cleaners of requisitioned vehicles	Total Number of postal ballots cast for the Assembly Constituency
Total for the Date							
Cumulative Total Till Date							

Format -2

Statement of Postal Ballots Cast at Facilitation Center

Name of State _____

Name of District _____

Date_____

[illegible]

Format -3Statement of Postal Ballots Received by RO
(Summary)

Name of State _____

Name of District _____

Date _____

S.No.	No. and Name of AC	Number of Postal Ballots received by special messenger from Facilitation Centers		Number of Postal Received by Post		Total Postal Ballots Received (Including by special messenger from facilitation centers and by post)	
		Received on Date	Received cumulative till date	Received on Date	Received cumulative till date	Received on Date	Received cumulative till date
Total for District							
Total for State							

Format 4

Statement of Postal Ballots Received by RC

(Detailed based on the copies of relevant pages received along with postal ballots from facilitation centers)

Name of State _____

Name of District _____

Date _____

[illegible]

Format – 5

Statement of persons eligible for postal ballots,postal ballots issued by RO and postal ballots received by RO

Name of State _____

Name of District	Category of Employees	No. of Employees on duty	No. of employees to whom Form-12 given	No. of employees who submitted filled Form-12	No. of Employees to whom postal ballot were issued	No. of Employees who cast postal ballot at facilitation centre	No of Postal Ballots received from Employees by Post	Total No. of Service Voters in District	No. of Postal Ballots issued to Service Voters	No. of postal Ballots received from Service Voters
1	2	3	4	5	6	7	8	9	10	11
District -1	Civilian									
	Police									
	TSR									
	Driver, Conductor, Cleaner									
Total for State	Civilian									
	Police									
	TSR									
	Driver, Conductor, Cleaner									