

NO VOTER TO BE LEFT BEHIND

Welcome to the Learning Module for S.P.

Session 7

Postal Ballot (PB) & Election Duty Certificate (EDC)

Learning Objectives of the Module

Sr. No	Learning Objectives	Sr. No.	Sub Learning Objectives
7	To be able to explain the procedure for facilitating the personnel on election duty to vote	7.1	To be able enlist the personnel who are entitled to PB and EDC
		7.2	To be able to explain the role of the Nodal Officer for PB
		7.3	To be able to explain the process of voting through Postal Ballot
		7.4	To be able to explain the guidelines for PB management for Police Personnel

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Sub Learning Objective 1

To be able enlist the personnel who are entitled to PB and EDC

Postal Ballots are entitled to:

- Service Voters
- Polling Officials (Polling Staff/Micro Observers/SO/BLO etc)
- Police Staff (Police/SRP/HG etc)
- Other duties (Drivers/Conductors/Cleaners etc)

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Sub Learning Objective 2

To be able to explain the role of Nodal
Officer for Postal Ballot

Role of Nodal Officer for Postal Ballot

@ District level

- One senior class-I officer appointed as Nodal Officer for looking after Database Management of election staff.
- Nodal Officer should have a small team to work for her/him
- DySP rank (preferably) or P.I. as Nodal Officer for PB coordination for Police/SRP
- District Nodal Officer to be appointed for PB coordination for Drivers/Cleaners etc on government payroll. The Nodal Officer may be RTO or Divisional Controller of S.T.














@ AC level

- One ARO will act as Nodal officer for entire PB process

1.	<p>અસૌક્રુમાર્, કે. અસૌક્રુ કુમાર્, કે. અસૌક્રુ કુમાર્, કે.</p>	 
2.	<p>સાંબાળા, ળમ. સાંબાળા, ળમ. સાંબાળા, ળમ.</p>	 
3.	<p>સીંન બીલબપા, બી. સીંનબીલબપા, બી. સીંનબીલબપા, બી.</p>	 
4.	<p>સલકુમાર્, ડાક્ટર. અ. સલકુમાર્, ડાક્ટર. અ. સલકુમાર્, ડાક્ટર. અ.</p>	 
5.	<p>કલુડા, ળમ. ળમ. ળમ. કલુડા, ળમ. ળમ. ળમ. કલુડા, ળમ. ળમ. ળમ.</p>	 
6.	<p>સુન્દરમ, ળમ. સુન્દરમ, ળમ. સુન્દરમ, ળમ.</p>	 
7.	<p>મણી, બી. કે. મણી, બી. કે. મણી, બી. કે.</p>	 
8.	<p>મુનિરાજ, કે. મુનિરાજ, કે. મુનિરાજ, કે.</p>	 
9.	<p>અસૌક્રુમાર્, ળ. અસૌક્રુમાર્, ળ. અસૌક્રુમાર્, ળ.</p>	 
16.	<p>મેઠકાણુમ્ નબકળીલ ળવરુબીલલ સુન સીન સુસુલોલ વલસુલ સુલ સુસુલ વલસુલ ળલસુલ</p>	

Sample ballot paper

20-04-2017

Nº 05398		91-TALALA A.C./2016-BYE	
1	ગોવિંદભાઈ વરજોંગભાઈ પરમાર		
2	ભગવાનભાઈ ધાનાભાઈ ભારડ		
3	બગસાભાઈ દોલતભાઈ ચોટીયારા		
4	રામજીભાઈ માણંદભાઈ પરમાર		
5	હનીકાબેન ઈબ્રાહીમ મજગલ		
6	હાસમભાઈ જુમાભાઈ મુસારરી		
7	ઉપરના પેકી કોઈ નહીં		

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Sub Learning Objective 3

To be able to explain the process of voting through Postal Ballot

Voting through PB Papers

(ECI Letter No. 52/ECI/LET/FUNC/JUD/SDR/2016, Dt. 04.10.2016)

On Form 13 B, column to write the serial number of the ballot paper

If this column is not filled up and as a result, the ballot contained in such envelope gets rejected at the time of counting of votes.

- In order to ensure that the PB papers do not get rejected on this ground, the aforesaid column, for writing the serial number of the ballot paper in Form 13 B, shall be filled up by the RO's staff itself before sending the PB paper to the elector.
- In case of Polling staff voting in the facilitation center, they should be asked to make sure that serial number of the ballot paper is duly entered on Form 13 B.

DECLARATION BY ELECTOR

Election to the*.....
(This side is to be used only when the elector signs the declaration himself)

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.
Address.....

Attestation of signature

The above has been signed in my presence by.....(elector) who is personally known to me/has been identified to my satisfaction by.....(identifier) who is personally known to me.

Signature of identifier, if any.....
Designation.....

Address.....

Signature of Attesting Officer.

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

(This side is to be used when the elector cannot sign himself)

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 Attesting Officer on behalf of elector.
Address of Elector.....

CERTIFICATE

I hereby certify that—

- (1) the above named elector** is personally known to me/has been identified to my satisfaction by.....(identifier) who is personally known to me;
- (2) I am satisfied that the elector** is illiterate/suffers from.....(infirmity) and is unable to record his vote himself or sign his declaration;
- (3) I was requested by him to mark the ballot paper and to sign the above declaration on his behalf; and
- (4) the ballot paper was marked and the declaration signed by me on his behalf in his presence and in accordance with his wishes.

Signature of Attesting Officer.....

Signature of identifier, if any.....

Designation.....

Address.....

Address.....

Date.....

*Here insert one of the following alternatives as may be appropriate:—

- (1) House of the People from the..... constituency.
- (2) Legislative Assembly from the..... constituency.
- (3) Council of States by the elected members of the Legislative Assembly of.....(State).
- (4) Council of States by the members of the electoral college of..... (Union territory).
- (5) Legislative Council by the members of the Legislative Assembly.
- (6) Legislative Council from the..... constituency.

**Strike off the inappropriate alternative.

Serial No. of PB issued to elector

Address Cover in Form 13B

FORM 13B
[See rule 23(1)(b)]
¹[Cover A]

COVER
'A'

NOT TO BE OPENED BEFORE COUNTING ELECTION

to the*

POSTAL BALLOT PAPER

Serial number of ballot paper

Address Cover in form 13 C

FORM 13C
[See rule 23(1)(c)]

¹[Cover B]

(To be used at an election to the House of People for the Legislative Assembly of a State)

COVER
'B'

[¹Every officer under whose care or through whom a postal ballot paper is sent shall ensure its delivery to the addressee without delay—Rule 23(4) of the conduct of Elections Rules, 1961¹]

²[***SERVICE
UNPAID]

ELECTION-IMMEDIATE

POSTAL BALLOT PAPER

For* Constituency

(NOT TO BE OPENED BEFORE COUNTING)

To

The Returning Officer

Signature**
of sender

*Returning Officer to insert here the name of the appropriate Parliamentary/Assembly Constituency.

**Returning Officer to mention here his full postal address.

²[***Strike off in the case of an elector who is employed under the Government of India in a post outside India.]

1. Subs. by Notifn. No. S.O. 565(E), dated the 4th August, 1964.
2. Subs. by Notifn. No. S.O. 2362 (E), dated the 3rd July, 1970.

Documents/formats for the other staff (other than Service Elector)

1. Letter of Intimation to RO (Form 12) (Application for PB)
2. A declaration in the form 13-A
3. Postal Ballot Paper
4. A cover in form 13-B (Cover-A)
(Postal Ballot Paper to be kept in this cover by the elector)
4. A large cover addressed to the RO in form 13-C (Cover-B)
5. Instruction for the guidance of the service elector in form 13-D

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Sub Learning Objective 4

To be able to explain the guidelines for
PB management for Police Personnel

Guidelines for smooth management of Postal Ballot Papers

For Police Officers on poll duty

Police personnel who are on election duty on day of poll **shall be eligible only for PB.**

RO to obtain list of such police personnel, well in advance, from Police Dept.

SP to appoint nodal officer for preparing such data of police personnel

Data to indicate – name, service ID, AC no. , Part No, Serial no.

Similarly for Battalion HQ wise for State Armed Forces

On being accepted by DEO, this will become **approved list of police personnel on election duty**

contd...

Police personnel to exercise voting by issuing PB through postal services and receive same by Post or through drop box kept in RO office

Send PB by Registered Post and not UPC

Stamp value to be paid for by addressee, i.e. RO

Guidelines for smooth management of Postal Ballot Papers For Drivers/conductors and cleaners of vehicles requisitioned on poll duty

Postal Ballots for Drivers, Cleaners, Helpers, etc

Voting through PB for Drivers, cleaners and helpers of vehicles requisitioned for election

They will be given specific time limit by which Form 12 to be submitted

DEO to make advance planning to assess requirements for requisitioning vehicles

All details about drivers and cleaners to be collected in proforma during requisitioning

EDC to personnel on Election duty

Only those Voters on election duty in constituency in which they're registered will have option to vote in person at polling station where they are assigned election duty, different from one s/he is entitled to vote in.

If s/he chooses to do so, they should send application in Form 12A to concerned RO 4 days before poll day

If you are satisfied with application, then issue EDC in form 12B

Mark "EDC" against name of elector in marked copy of electoral roll

All persons on election duty in case of assembly election should apply for Postal Ballot rather than EDC

Form 12A: Application for EDC

¹[FORM 12A
[See rule 20(2)]

APPLICATION FOR ELECTION DUTY CERTIFICATE

To
The Returning Officer,
.....Assembly/Parliamentary constituency.

Sir,

I intend to cast my vote in person at the ensuing election to the Legislative Assembly/House of the People from theconstituency.

I have been posted on election duty within the constituency at (No. and name of the polling station) but my name is entered at Serial No..... Part No. of the electoral rolls for..... assembly constituency comprised within..... Parliamentary constituency.

I request that an Election Duty Certificate in Form 12B may be issued to enable me to vote at the polling station where I may be on duty on the polling day. It may be sent to me at the following address:—

.....
.....
.....
.....
.....
.....

Place
Date 20-04-2017.....

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Yours faithfully,
.....], 20

Form 12B: Election Duty Certificate

FORM 12B

[See rules 20(2) and 35A]

ELECTION DUTY CERTIFICATE

Certified that.....is an elector in the.....Assembly/Parliamentary constituency, his electoral roll number beingthat by reason of his being on election duty he is unable to vote at the polling station where he is entitled to vote and that he is therefore hereby authorised to vote at any polling station ²[in the said constituency where] he may be on duty on the date of poll.

Place.....

Date

Signature.....

SEAL

Returning Officer.

¹ Subs. by Notifn. No. S.O. 565(E), dated the 4th August, 1984.

² Ins., *ibid.*
20-04-2017

Thank You

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