

# ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001.

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No. 52/2012/SDR

Date:13<sup>th</sup> August, 2012

To

The Chief Electoral Officers  
of all States/U.T.s.

Subject: Guidelines for smooth management of Postal Ballot Papers for employees on poll duty -regarding.

Ref: - ECI letters No. 52/2008 JS-II dated 21.10.2008, No. 52/2009/JS-II/SDR dated 04.02.2009 and No.59/2009/SDR(JS-II) dated 25.03.2009.

Sir,

The Commission has issued detailed guidelines for smooth management of Postal ballot Papers to service voters, polling officials drafted for poll duty, police and security personnel and drivers/ cleaners/ helpers who are attached to the vehicles requisitioned for election duty, vide its above cited letters.

2. There has been considerable improvement in the system of issue of Postal ballot papers and their return to the Returning Officer after voting. However there is still scope for further improvement in the system. The following supplementary guidelines are issued to further improve the system of postal ballots for employees on poll duty: -

- a) Information about name and number of Assembly constituency, name and number of polling station where the employee is enrolled, should also be collected from the sponsoring authority along with his/her Serial Number in the part of electoral roll where he/she is enrolled. In addition, information about EPIC Number of the employee and his/her complete residential address including the Postal PIN code should also be collected from the sponsoring authority. This information should be entered in the employee database right from the time of creation of the employee database. Sponsoring authorities should be informed that this information can be easily found out by doing a name search on the internet at the website of the CEO and also by sending an SMS query.

- b) If, in spite of above instructions, information of AC, PS and sr. no. in Part of Electoral Roll are not received from the sponsoring authority with respect to certain employees, the RO should himself collect this information using web search and SMS query facility and enter the information in the employee database.
- c) In case any employee is not registered in the electoral roll and is eligible for enrollment, that employee should be advised by the sponsoring authority to fill up the application in FORM- 6 for inclusion of his/ her name. The sponsoring authority should collect the Form 6 from the employee and send it along with other information to the DEO, who should then forward it to the concerned ERO. On receiving an application in Form 6 the ERO should enroll the employee after following due procedure and also issue an EPIC to him/her. The ERO should then communicate the information about AC, Part and serial number in the Part, to the DEO and RO, so that this information can be entered in the database.
- d) If the employee concerned is already enrolled but does not have an EPIC, the sponsoring authority may be asked to give this information to the RO who will get the EPIC made for the employee by the ERO concerned and get it delivered to the employee concerned through the sponsoring authority.
- e) A computer preferably with touch screen and with an internet connection along with a computer operator should be provided at all training locations so that those employees whose AC, PS and SI.No.in Part of Electoral Roll etc., is not known, they can search their names in the electoral rolls using this computer.
- f) Software for printing applications in Form 12 for requesting the issue of postal ballots should be developed by the CEO. The RO should print application forms in Form 12 for all the employees who are issued call letters for training and send pre-printed Forms 12 to the employees along with the call letter requesting them to bring signed applications in Form 12 on the date of the first training. At this stage, the employees should be given an opportunity to correct any incorrect entries in the pre-filled application Form.

- g) Returning officer should prepare postal ballot papers for all employees who are called for training in anticipation of receiving filled-in requests duly signed, for issue of postal ballots in Form 12. One officer should be deputed by the RO to issue postal ballot papers to those employees who apply for postal ballots in Form 12. Pre-prepared postal ballot papers should be given to this officer in advance for every employee who is called for training, so that postal ballot papers can be given to them as soon as application in Form 12 is received from them. This officer shall maintain a register to keep an account of postal ballot papers received by him and issued to the employees. Signatures of employees to whom postal ballot papers are issued shall be obtained in the register as a token of having received the postal ballot. Pre-prepared postal ballot papers which are not issued to employees for any reason such as the employee being absent, or the employee not applying in Form 12, shall be returned to the RO. The RO will keep these postal ballot papers in his safe custody and attempt to issue them to the employees in subsequent trainings by following the same procedure which is described above.
- h) The RO shall keep all unissued pre-prepared postal ballot papers after all trainings are over, in a separate sealed cover with proper record of employees who could not be issued postal ballot papers. They will be entitled to vote in person in the normal course at the polling station in which he is registered as an elector.
- i) Facilitation for casting of postal ballots will be done during all training sessions. For this purpose one Gazatted officer shall remain present during training sessions for verification of declaration in Form 13A. A ballot box shall be kept at the training location, and employees who have been issued postal ballot papers should be told that they can deposit their postal ballots in this ballot box after marking them. Separate time should be allocated in the training for explaining the procedure of marking and depositing of postal ballot papers. Time should also be given during training for employees to fill up declaration in Form 13A, verification by Gazatted officer, marking of postal ballot, and depositing of postal ballot in the ballot box. The procedure to be

followed before the postal ballot is dropped in the ballot box should be clearly explained to the employees.

- j) Instruction for facilitation of postal ballots for police officers on poll duty and for drivers and conductors of vehicles requisitioned for poll duty are being issued separately.

3. The total number of employees/police officers/drivers and conductors who cast their vote by postal ballot shall be monitored by the CEO/ DEO/RO. Information shall be maintained by the Returning officer and complied by the CEO in the following format:-

Name of State -							
Name & no. of AC	Type of Employee	Total no. employees on poll duty	No. of applications in Form-12 received for issue of postal ballots	No. of Postal ballots issued	No. of postal ballots dropped in the facilitation boxes	No. of postal ballots received subsequently before the commencement of counting (other than the ballot papers mentioned under S.No. 6)	Total no. of postal ballots received from employees on poll duty in time for counting
1	2	3	4	5	6	7	8
AC-1	Civil Employees						
	Police Officers						
	Drivers and Conductors						
AC-2	Civil Employees						
	Police Officers						
	Drivers and Conductors						
Total of State	Civil Employees						
	Police Officers						
	Drivers and Conductors						

4. You are requested to bring these instructions to the notice of all concerned and obtain acknowledgement from them.

5. These instructions should also be brought to the notice of all recognized political parties and candidates.

Yours faithfully,

(Ashish Chakraborty)  
Secretary