

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI- 110001

No. 52/ ECI/LET/FUNC/JUD/SDR/2016

Dated: 4th October, 2016

To,

The Chief Electoral Officer of
all States and Union Territories.

Sub: - Voting through postal ballot papers-additional instruction-reg.

Sir,

I am directed to say that as per the provisions of the Rules, when postal ballot paper is issued to an elector, whether service voter, election duty staff or any other category of electors eligible for postal ballot, the Returning Officer is required to issue two envelopes (Form 13B and 13C), format for declaration by elector in Form 13A, and instructions for electors in Form 13D, alongwith the postal ballot paper.

2. The elector has to mark the vote in the ballot paper, place the marked ballot paper in the envelope in Form 13B and close it, fill up the declaration in Form 13A, get it attested by the competent person, and keep the declaration (Form 13A) and the smaller envelope (Form 13B) containing the marked ballot paper in the larger envelope (Form 13C), close it and return the envelope (Form 13C) to the RO. This procedure would also apply to the polling staff voting through Postal Ballot in the facilitation centre. It should also be ensured that application in Form 12 is obtained from the officials before issuing the postal ballot paper to them.
3. On the aforesaid smaller envelope (Form 13 B), there is a column to write the serial number of the ballot paper. There are cases where this column is not filled up and as a result, the ballot contained in such envelop gets rejected at the time of counting of votes.
4. In order to ensure that the ballot papers do not get rejected on this ground, the Commission has directed that the aforesaid column, for writing the serial number of ballot paper in Form 13 B, shall be filled up by the Returning Officer's staff itself before sending the postal ballot paper to the elector. The staff entrusted with this duty should be instructed to be very careful while filling up the serial number so that the serial number is entered correctly. In the case of polling staff voting in facilitation center, they should be asked to make sure that the serial number of ballot paper is duly entered (on Form 13B), so that rejection of ballot paper on this ground is avoided.
5. The above Commission's direction may be brought to the notice of all Returning Officers, DEOs and other election authorities in your State/UTs.
6. Kindly acknowledge receipt.

Yours faithfully,



(N.T. Bhutia)

Under Secretary