

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110 001

No.464/MR-LA/2012

Dated: 21st January, 2012

To

The Chief Electoral Officer
Manipur,
Imphal.

Sub: General Election to Manipur Legislative Assembly – Issue of Postal Ballot Papers to electors belonging to designated camps for Suspension of Operation (SoO) groups in Manipur, Procedure – Reg.

Sir,

I am directed to invite a reference to the subject cited and to state that the Commission has made special arrangements for affording the right to franchise to electors belonging to designated 16 camps for Suspension of Operation (SoO) groups in Manipur. The Commission received reports that there is possibility of violence and intimidation if electors living in the camps be allowed to go out of camps on the poll day. The Commission then decided to afford the said voters the facility to vote through postal ballot papers during the ongoing General Election to Manipur Legislative Assembly, 2012 by making special dispensation in consultation with the Government of India and treating such voters notified voters under section 60(c) of the R.P. Act, 1951.

Arrangement in the camps-

1. Voting for voters in designated camps will be arranged in “Postal Ballot Facilitation Centre” in each camp. Such PBFC will have “Desks” manned by officials who will receive Forms 12 C, attest the same, verify the eligibility of applicants to vote by post, and will have attested marked copy of the E.Roll, envelops containing Forms 13A, 13B and 13C and Postal Ballot (PB), Form ‘R’ (copy enclosed) to record details of PB and other items of stationary etc. There will be a “Nodal Officer” for each camp, who will remain in overall charge of PBFC and will have attested copy of E.Roll, Form 12C, Seal of Election Commission of India and other stationary items.

2. Postal ballot papers to voters will be issued to them in the camp itself and can be dropped in the drop boxes after recording of vote, provided in the camps, which will be transported to the RO of the Assembly Constituency under security. Receipt and recording of PB will be done in the “PBFC” under the overall control of Nodal Officer. Each desk in the PBFC will be made in the center and will be manned by two officials. There will be seating arrangement for the representatives of the contesting candidates so that they can watch the proceedings from a distance. Appointments of these representatives will be made in the same manner as the polling agents.

Preparation of marked copies of the electoral rolls :-

The Returning Officer will have to so prepare the marked copies of the electoral rolls to be used at the normal polling stations that they contain a clear indication for the electors of the camp who would exercise their franchise at PBFCs and would not be entitled to vote at the normal polling stations. Such indication may be given by putting the letters “PBFC” against the names of the electors of the camp. The marked copies of the electoral rolls to be used at the PBFC will consist of only the names of electors of the camp who have been assigned to these PBFCs.

Printing of the symbol of the candidate alongwith his name in the postal ballot paper :-

The Commission directs under Article 324 of the Constitution read with Rule 27 D of the Conduct of Election Rules, 1961 that the symbols of the contesting candidates as they appear in the list of contesting candidates shall be printed in a separate column against the names of such candidates, immediately after their names on the postal ballot papers. Further, arrow cross mark rubber stamps will also be provided at the Postal Ballot Facilitation Centre (PBFC), to enable the voters to mark their postal ballot paper.

Working Hours of “PBFC”

The PBFC will function in all the 16 (sixteen) camps located in Manipur on the poll day i.e. on 28th January, 2012 from 7.00 a.m. to 3.00 p.m. The Nodal Officers, desk officials and other assisting staff should be present in the “PBFC” by 6.00 am sharp.

Action to be taken by the Returning Officer: -

The RO has to take following steps: -

- i. Prepare marked copy of the electoral roll and generate 8 attested copies thereof;
- ii. Prepare envelopes containing Forms 13A, 13B, 13C and 13D and postal ballot papers camp-wise.
- iii. The RO will hand over bundles of PB envelopes to AROs specifically designated for the purpose with acknowledgement.

Duties of A.R.O.

1. The AROs will distribute postal ballot envelopes and other Forms to concerned Nodal Officers on 28th January, 2012 at 6.00 am under acknowledgement.
2. After the closure of the recording of votes, he will tally the PB account with Form "R" taking into account postal ballot paper distributed to each Nodal Officer of different camps.

Appointment of Nodal Officers and their duties:-

There will be 16 (sixteen) nodal officers posted in each of the camps as mentioned in your letter No. 4/3/ELEC-SA/2012 dated 19.01.2012. These officers will be in-charge of the PBFC process in the camps and will be gazetted officers from the Govt. of Manipur and their functions will include following duties:-

- a. They will receive the bundles of envelopes containing PB and Forms from the AROs at 6.00 am on 28th January, 2012 as the case may be.
- b. Nodal officers will be overall in-charge of the polling stations and will issue Form 12C to the voters after verifying their identity in the roll with the help of Identification documents as prescribed by the Commission.;
- c. One of their duties will be to attest Form 13A (attestation forms) of voters;
- d. They will identify the voters with the help of Identification documents as prescribed by the Commission with the camp authorities and then only authorize the official manning of the particular desk having copy of the marked copy of the roll and PB of the constituency to issue PB and desk officer will tick mark the name in the roll.
- e. After close of poll, Nodal Officers of different camps will assist the AROs to prepare consolidated marked copy of electoral roll from the marked copy maintained by them and see that no voter has cast vote more than once and if such case is detected, it should be brought to the notice of the ARO immediately for immediate necessary action.

Appointment of desk officials and their duties:-

- f. There will be 16 (sixteen) desks for the 16 designated camps. Their desks will be arranged after the Nodal Officer's seat.
- g. One of the desk officials manning desk will get the Form 13A duly filled and get it attested by the N.O and then issue envelop containing the PB.
- h. They will then note the details of the voter in the format enclosed.

- i. They will then direct the voter to record the vote in the compartment and see from a distance so that secrecy of voting is not violated, that voter puts the attestation form and the PB (in Form 13B) in the envelop and (Form 13C) closes the envelop (Form 13C) and then drops the envelop in the drop box.
- j. The voting facilitation center will remain open till 3.00 p.m. in the evening of the 28th January, 2012 as the case may be and thereafter it will be closed. The PB envelops, marked copy of roll and the drop box should be sealed and then taken to a strong room made for the purpose under proper security.

Observers to be appointed for Camps:-

There will be officers posted in the camps as Observer for observing the proceedings at the "PBFC". These officers will be deployed by the Election Commission. The opening of the drop boxes carried from the 16 (sixteen) camps will be opened in the headquarters of district concerned in the presence of the Observer of the Commission posted for respective Assembly constituencies.

Videography arrangement:-

Video cameras will be arranged in all camps to record entire proceedings of the "PBFC" covering each and every stage of the process till the sealing of polling material on the 28th January, 2012 as the case may be after close of proceedings at the "PBFC". Opening of the drop boxes will also be video recorded in the presence of the Commission's observer.

Action to be taken after close of poll:-

Drop box containing the PB envelops should be got sealed and it should be covered with white cloth and sealed. A copy of the information on PB prepared must be prepared and handed over to the ARO in-charge. The Observer of the EC should be present to see the sealing process. Entire sealed material should be sent to the central location, identified before hand, so that opening of the drop box could be done under the supervision of the EC observer, RO and the representatives of the candidates. The envelopes should be handed over to the RO to be sealed and kept in a separate box and to be opened on the day of counting.

For the removal of doubt it is clarified that drop box for the voters for designated camps is different from the drop boxes arranged for other service voters, officials, police personnel etc. in the office of the RO.

The Commission instructs that the above detailed methodology should strictly be followed during the current General Election to Legislative Assembly of Manipur, 2012.

Kindly take necessary action and confirm action taken.

Yours faithfully,

(ANUJ JAIPURIAR)
SECRETARY
ELECTION COMMISSION OF INDIA

FORM - R

**Format for compilation of information of postal ballot papers
issued and received in drop box
(To be prepared by desk official in the camp)**

PART-I

- 1. Name of Camp**
- 2. Name of Nodal Officer**

S. No.	Name of voter	S.No. in E.R.	Date of issue of P.B.	Date of receipt of P.B. in drop box	Remarks *

*** Please mention whether PB issued to voter dropped in the drop box after recording of vote or not.**

**Signature of Desk Official
(Name and Designation)**

PART-II

To be prepared after close of poll

- 3. No. of PB issued**
- 4. No. of PB dropped in the drop box**
- 5. No. of PB not dropped in the drop box**

**Signature of Desk Official
(Name and Designation)**