

Check List for Postal Ballots
General Elections 2014

SR No	Para of ROHB/Law/Rules/ ECI Instructions	Activities
1	<p>(a)ROHB Para 10.6,</p> <p>(b)ECI letter No.52/2012/SDR dated 13.8.2012,(A) Para 2(a) to 2(f)</p> <p>(c) ECI letter No.52/2012/SDR/181-215 dated 13.8.2012 (B) Para 2(a) to 2(e)</p> <p>(d) ECI letter No.52/2012/SDR/181-215 dated 13.8.2012(C) Para 2(a) to 2(e)</p>	<p>Assessment of requirement of Postal Ballots – Collection of details of registration of employee from sponsoring authority, collection of Form 6 from sponsoring authorities of employees who are not in the electoral roll, getting EPIC made for employees who are registered but do not have EPIC, providing search facilities at training locations, etc.</p>
2	ROHB Para 10.2,	<p>Printing arrangements - Postal ballots should be printed at district level at private or govt. printing press.</p> <ul style="list-style-type: none"> (i) Printing with due care and with fool proof security arrangements - Depute an ARO, for strict watch. (ii) Planning and identification of such private presses should be made well in advance. (iii) Ensure that proper slugs, numbering machines, etc. are available at the press.
3	<p>(a)ROHB Para 10.3,</p> <p>(b) Sec. 60 of RP Act., 1951; Sec.20 of RP Act, 1950;</p> <p>(c)R. 17, 18(a) & (c), 20-21 & 27B of CE Rules, 1961</p>	<p>Voters entitled to vote by post -</p> <ul style="list-style-type: none"> (i) Service Voters (including their wives) - (except those who opted for proxy voting) (ii) Special Voters - (including their wives) who are holding declared offices. [List of such declared offices is given in footnote below at Sec. 20 of RP Act, 1950]. (iii) Electors subjected to preventive detention. (iv) Electors on election duty – Persons and Staff who are specifically assigned any official work in connection with elections on the day of poll & cannot be able to vote at normal PS. These include all police personnel (except those on leave), HGs, DEOs/ROs/AROs & their Staff, Control Room Staff, Videographers/Staff of EEM

		<p>Teams/ ZOs/SOs, BLO, MOs, Drivers/Cleaners, etc. also. (ECI's No.52/2012/SDR dt. 01.11.2012)</p> <p>(v) Notified voters, if any-</p>
4	<p>(a)10.7, (b) R.22, 30 of CE Rules, 1961.</p>	<p>Form and Language of Postal ballot papers. Design of Postal Ballots for all categories shall be common.</p>
5	<p>(a) ROHB Para 10. 8 & 10.10 (b) R.22 of CE Rules, 1961.</p>	<p>Design of postal ballot papers (PB)</p> <p>(i)It shall have counterfoil attached to it at the top.</p> <p>(ii)ECI's direction regarding design, form and language of postal ballot paper are given at Para 10.8 of ROHB.</p> <p>(iii)In election, including bye-elections to Vidhan Sabha it shall be printed on Pink paper. In election (including bye-election) to House of People Postal Ballot shall be printed on white paper.</p> <p>(iv)Width of PB shall be between 3" & 4".</p> <p>(v)Single column - up to 9 candidates – In case of indivisible numbers of candidates, e.g. 11 candidates' first six candidates will be shown in first column and remaining 5 will be shown in second column, and space at the end of second column for 12th candidate will be completely shaded.</p> <p>(vi)Names of candidates shall be arranged in the same order under 3 categories in which they appear in the list (Form 7A). Headings of categories should not appear in PBs.</p> <p>(vii)Symbols will not be printed.</p> <p>(viii)Party affiliation, if any, shall be printed along with the name of candidate.</p> <p>(ix)Party affiliation will be shown for the candidates set up by all political parties (recognised and unrecognized both).</p> <p>(x)For independent candidates the word "Independent" in English and "funZyh;" in Hindi will be printed.</p> <p>(xi)Sample of PB is given at Ann. XXV of RO Handbook.</p>
6	<p>(a) ROHB Para 10.8 (b) R.22 of CE Rules</p>	<p>Language of postal ballot paper</p> <p>(i) Counter foil in English only. (ii) Particulars of Candidates and party affiliation in</p>

	1961	<p>Hindi and English, both.</p> <p>(iii) Particulars in Hindi will appear first over those in English.</p> <p>(iv) Particulars of Constituency and election in ballot paper will appear in English only.</p>
7	(a) ROHB Para 10.11.	<p>Printing of postal ballot papers</p> <p>(i) In the first phase, printing of postal ballots for service voters should be completed within 24 hours of withdrawals of the last hour of withdrawal of candidature.</p> <p>(ii) For other categories these should be printed in 2nd phase and within 72 hours of withdrawals.</p> <p>(iii) To be stitched in bundles of 50 ballot papers.</p> <p>(iv) Ensure that Serial number on postal ballot and on its counterfoil are identical.</p> <p>(v) Centralized printing of PB for all ACs and PCs comprised within the District.</p>
8	ROHB Para10.12	<p>(i) PB to be printed under close supervision of a Senior Officer to be appointed as Nodal Officer and adequate foolproof security arrangements to be made.</p> <p>(ii) To be printed in private printing press, if Govt. printing press is not possible.</p>
9	(a) ECI letter No.52/2012/SDR dated 13.8.2012. Para 2(g)	RO to prepare PB for all employees called for training in anticipation of receiving requests in Form XII.
	(b) ECI letter No.52/2012/SDR/181-215 dated 13.8.2012 Para 2(f)	RO to prepare PB for all employees called for training in anticipation of receiving requests in Form XII.
	(c) ECI letter No.52/2012/SDR/181-215 dated 13.8.2012 Para 2(f)	RO to prepare PB for all employees called for training in anticipation of receiving requests in Form XII.
10	<p>(a) ROHB Para 10.11 to 10.19</p> <p>(b) Rule 23 of CE Rules,1961</p>	<p>Arrangements for Dispatch of Postal Ballot Papers to Service Electors –</p> <p>(i) PB for the service electors will be centrally dispatched from the District Head Quarters itself.</p>

		<p>(ii) The DEO will appoint a Nodal Officer to supervise the entire process of dispatching PBs to service electors.</p> <p>(iii) The DEO will co-ordinate with the Postal Department to ensure that a team of postal department receives covers containing PBs from that location itself and the ballots are sent to the right address without any delay.</p> <p>(iv) Details of PBs sent AC wise shall be maintained in a register and the signature of the postal authorities shall be obtained in the register.</p> <p>(v) R.O shall depute a team of officers including an ARO with details of Service Electors to whom PBs are to be dispatched on the basis of the last part of the roll.</p> <p>(vi) Service voters, who opted for proxy voting, not to be issued PB. Mark "CSV" against such voters in the last part of electoral roll.</p> <p>(vii) One of the Observers available in the district headquarters shall personally monitor the entire process of dispatch, who will send the report to the ECI.</p> <p>(viii) The entire process must be videographed.</p> <p>Dispatch to service voters (Chapter x of RO Hand Book and R.23 of CE Rules) –</p> <p>(i) In advance - "prepare addressed covers (Forms -13-B and 13-C)", complete Form 13-D (i.e. instructions) and keep Form 13-A (i.e. declaration) ready.</p> <p>(ii) Enter the Part Number of roll and Sr. No. of the elector on the counterfoil of ballot.</p> <p>(iii) Mark "PB" against the entry of elector in the marked copy of roll.</p> <p>(iv) Sr. No. of postal ballots shall not be mentioned in the marked copy of roll.</p> <p>(v) Sr. No. of ballot to be written correctly on the cover (Form 13-B) containing PB & in the space provided in Form 13-A (Declaration) also.</p> <p>(vi) IMPORTANT- At the time of counting if the PB Nos. do not tally then they are rejected.</p> <p>(vii) Fill up hours and date of commencement of counting in Part-II of Form 13D.</p> <p>(viii) The covers in Form 13-B shall be in Pink</p>
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		<p>color in Vidhan Sabha Election and Green in Lok Sabha Election. However, covers in 13-C for issue of PBs to Service Electors shall be in Yellow color both for election to Lok Sabha & Vidhan Sabha.</p> <p>(ix) Form 13-B & 13-C, Form 13-A and Form 13-D as prepared will be put inside a larger cover addressed to the service voter.</p> <p>(x) Address/ particulars, on the covers must be clear and proper.</p> <p>(xi) Before the PBs are issued, the facsimile signature of the RO will be stamped on the reverse of PB two times.</p> <p>(xii) Voters, who have been issued PB, are not entitled to vote in person at a PS.</p> <p>(xiii) Proper postage stamps should be affixed on above larger cover.</p> <p>(xiv) Separate larger cover for each service voter, even in the case of husband and wife.</p> <p>(xv) All larger covers addressed to service voters attached to each record office will be put inside one packet and the packet will be dispatched to record office by Registered Post only.</p> <p>(xvi) Postal Department to ensure the delivery of PBs to respective Record Offices within 48 hours.</p> <p>(xvii) For service voters in foreign these shall be sent by ordinary airmail service.</p> <p>(xviii) Write "W" on the cover in Form-13C in the case of female voter</p> <p>(xix) Process of dispatch to be completed within 48 hours of withdrawals.</p> <p>(xx) Voters who have been issued PB are not entitled to vote in person at a Polling Station.</p> <p>(xxi) PB paper for the wife of service voter should be sent in separate cover and not in the cover addressed to her husband.</p>
11	ROHB Para 10.20 and 10.21	<p>Sealing of counterfoils of ballots and marked copy of rolls</p> <p>(i) Counterfoils of postal ballots, issued, shall be sealed by RO in a packet.</p> <p>(ii) Electoral roll relating to service voters, also to be sealed in separate packet.</p> <p>(iii) Both these packets should be kept in</p>

		<p>safe custody of RO.</p> <p>(iv) Brief description of contents with date of sealing to be mentioned on both these packets and these should be kept in safe custody of RO, which will be transmitted to DEO for safe custody after declaration of result.</p>
12	ROHB Para 10.22 and 10.24	<p>Mode of dispatch</p> <p>(i) DEO to coordinate with Postal Authorities such that postal officials are printed at the dispatch center to receive envelopes containing postal ballot papers.</p> <p>(ii) The Post Officer to forward the packets to record offices on high priority basis.</p>
13		<p>Return of Polled PBs from Service Voters -</p> <p>(i) For receiving back PBs by post, the DEO will make arrangement with the Postal Department to nominate one post office for each AC which will deliver PBs every day to the RO.</p> <p>(ii) The time of delivery will be fixed at 3 PM every day at the office of the RO, except for the counting day when the time for delivery will be 8 AM at the counting center for that AC.</p> <p>(iii) A Pass should be issued by the DEO to the nominated postal department employee to enter the counting center on counting day for this purpose.</p>
14	R.19 and 20(1) of CE Rules, 1961	<p>Intimation by other categories of voters - as to vote by post</p> <p>(i) By special voter in Form 12 at least 10 days before poll. (R.19)</p> <p>(ii) By an elector on election duty in Form-12 along with duplicate copy of appointment/ duty letter (R. 20(1)).</p>
15	R.21 of CE Rules, 1961	<p>Intimation by electors under preventive detention</p> <p>(i) The Home department will communicate to RO within 15 days after the date of notification of the election- about the-</p> <p>(a) names and addresses of all such voters in the AC;</p> <p>(b) respective places where they are</p>

		<p>being so held.</p> <p>(ii) Elector may also send intimation to RO specifying name, address, Part No. & Sr. No. in the roll and place of detention.</p> <p>(iii) In either case, before sending PB, it is to be ensured that the name is entered in the roll and the person is held under preventive detention</p>
16	<p>(a) ECI letter No.52/2012/SDR dated 13.8.2012 (A)</p> <p>(b) ECI letter No.52/2012/SDR/ 181-215 dated 13.8.2012 (B)</p> <p>(c) ECI letter No.52/2012/SDR/ 181-215 dated 13.8.2012 (C)</p> <p>(d) R.23 of CE Rules 1961</p>	<p>Preparation of postal ballots by RO for other categories (other than service voters)</p> <p>(i) Before the PBs are issued, the facsimile signature of the RO will be stamped on the reverse of PB two times.</p> <p>(ii) PBs shall be sent by registered post (if not delivered personally) to,-</p> <p>(a) special voters,</p> <p>(b) electors under preventive detention containing-</p> <p>(c) voters on election duty (on application in Form 12)</p> <p>(iii) PB envelopes shall be prepared similarly as in case of Service Voters, which contain:-</p> <p>(a) A declaration in Form - 13-A.(Sr. No. of PB to be filled up).</p> <p>(b) A cover in Form 13-B (containing postal ballot paper) (Sr.No. of PB to be written correctly). (Reason of rejection, if Sr.No. of PB not found)</p> <p>(c) A cover addressed to the RO in Form 13-C (without postage stamp)</p> <p>(d) Instructions for the guidance of the elector in Form 13-D. (Date and time of commencement of counting to be filled up).</p> <p>(iv) Above documents [at (a), (b), (c) and (d)] shall be placed inside a larger cover. This cover should be properly addressed and postage stamp shall be affixed (if not delivered personally).</p> <p>(v) Postal ballots be issued as expeditiously as possible.</p> <p>(vi) Write "W" on the cover in Form 13-C in case of female voter.</p>

		(vii) The Covers in Form-13-B and 13-C for issue of PBs to categories other than service voters, shall be in Pink color in Vidhan Sabha Election.
17	R.22(2) of CE Rules, 1961	<p>Issue of E.D.C.</p> <p>(i) If a person is not able to cast his vote at the PS where he is enrolled, for reason of being on election duty, such person is entitled to an EDC if he is on duty in the same constituency where he is enrolled as a voter.</p> <p>(ii) EDC in Form 12-B.</p> <p>(iii) EDC on application in Form 12-A only.</p> <p>(iv) EDC holders not to be issued PB.</p> <p>(v) All persons on election duty to apply PB rather than EDC- Reason is that the staff are assigned duty outside their AC and further that they come to know about the place of duty only at the last moment. One more reason is that issuing PBs and casting of vote by PBs at facilitation center will be more convenient and transparent.</p>
18	<p>(a) ECI's No. 52/2012/SDR dt. 13.8.2012,</p> <p>(b) ECI'No. 52/2013/SDR Dated 26.03.2013 issued to CEO Karnataka and</p> <p>(c) ECI's No.52/2013/SDR dt. 18.06.2013 to all CEO's)</p>	<p>Smooth Management of PBs for Persons on Election Duty</p> <p>(A) Preparation of Database -</p> <p>(i) All Deptts./Institutions should be asked by DEO to check enrollment of all the employees in rolls.</p> <p>(ii) A database of all persons likely to be on election duty should be prepared well in advance.</p> <p>(iii) Along-with other information about No. & name of AC, No. & Name of PS, Sr. No.</p>

in Part where the person is enrolled and EPIC of each person should be captured in the database.

- (iv) Cell phone number and E-mail Ids, if any, of all persons shall be collected and stored in the database.
- (v) The software for preparation of this database shall be made available by CEO.
- (vi) The work of preparation of database should be completed by 31.08.2013.
- (vii) The database should also have fields for capturing information about No. & Name of AC, No. & Name of PS where the persons will be put on duty, the location of facilitation centers.
- (viii) The facilitation center and training center will be same. If a person is to be called for training more than once, information about all the trainings should be captured in the database.

(B) Checking of the enrollment status of person in the database:-

- (i) Enrolment of a person can be found by using search facility provided on CEO's website based on EPIC/Name/Locality.
- (ii) The search should be completed by 30.09.2013.

(C) Corrections in electoral roll entries-

- (i) Based on search, if any correction in roll becomes necessary, appropriate forms should be got filled and correction be made following due procedure-
- (ii) In case person is not enrolled at all or enrolled at a place other than ordinarily residence, ERO should take immediate steps for enrollment at the place of ordinarily residence.
- (iii) They should be enrolled once only and all of them should have an EPIC.
- (iv) DEO should monitor this on a daily basis.
- (v) It should be made clear to Govt. employees, by a circular, that enrollment at more than one place is an offence, and that a person is to be enrolled only at the place of ordinarily resident and not at native place.

(D) Database of employees of election duty-

- (i) Database should include not only employees of State Govt, it should include all employees of Central Govt. and Central & State PSUs.
- (ii) The DEO has to prepare a database of all eligible employees who can be put on election duty, viz., polling personnel, Sector Officers, ZMs, AEOs, Micro-Observers, Staff of Control Room/ Helpline, VST/ FST/ VVT/ SST/ Accounting team, Communication Monitoring Team, Web cast Teams, BLO, Videographers, MCC Team etc.,.

(E) Postal Ballot for Police Personnel -

- (i) All police force from Constable to DGP are notified under Sec.28A of R.P.Act, 1951 as on deputation to ECI during election period.
- (ii) On the basis of judgment of Hon'ble Madras High Court dated 22.08.2012 all police personnel, except those on leave during the election period, are treated as personnel on election duty and hence entitled to vote by Postal Ballot.

(F) Database of all police personnel –

- (i) The SP should prepare the database of all police personnel (including home guards, to be deployed on election duty).
- (ii) Enrolment status of all police personnel to be collected in the database.
- (iii) Pre-filled Form-12 shall be delivered to the police personnel along with his duty order or by any other means atleast 15 days before the poll.
- (iv) Police personnel have to submit Form-12 for availing the facility of PB, so as to reach RO atleast 7 days or such shorter period as the RO may allow before poll.(u/r 20(1)).
- (v) RO shall issue PBs to all police personnel whose Form-12 are received in time through SP. This can be combined with training of police officer on poll duty.

- (vi) SP should organize a special facilitation camp for police officers for casting PBs.
- (vii) One Gazetted officer for attestation of Declaration in Form-13A at Facilitation Camp.
- (viii) Register for correct account of PBs issued.
- (ix) A ballot box shall be kept at the facilitation centre and police officers who have been issued PB should deposit PB in this box after marking.

(G) Database of drivers, conductors and cleaners of vehicle on election duty –

- (i) The database of drivers, conductors and cleaners shall be prepared by the OIC of transportation, who shall get the information about enrollment of them through owners of private vehicles (buses, trucks, minibuses, taxi etc.).
- (ii) 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.
- (iii) One Officer well trained in the process of elector search should be deputed.
- (iv) With regard to Driver/Conductor etc. the complete address, No. & name of AC, PS No. & Name where he is enrolled, EPIC No. should be entered in a register. OIC may use search facility.
- (v) The OIC shall get the signature of Drivers/ Cleaners/ Conductors in Form 12 and send to RO at least 7 days before poll.

(H) Issue of pre-filled Form-12 and collection of signed form-12 -

- (i) Pre-filled Form- 12 with information of Name of elector, No. & Name of AC, No. & Name of PS and Sr. No. in Part where the person is enrolled should be sent to all persons on election duty along-with the appointment order.
- (ii) Pre-filled Form-12 can be printed from the database of employees by software prepared by CEO. Small cell with

computers, laser printers & internet connection.

- (iii) A note should be printed at the bottom of Form-12 , that the employee should check it and make corrections, if any.
- (iv) For Police Personnel - DCP/SP shall arrange to distribute pre-filled Form-12 and collection of duly filled-in & signed Form-12.
- (v) For Drivers/Conductors/Cleaners on poll duty - OIC, transportation shall arrange to distribute pre-filled Form-12 and collection of duly filled-in & signed Form-12.
- (vi) Duly filled-in & signed Form-12 should be collected from employees on poll duty by the Nodal Officer appointed by DEO before the last date of withdrawal of candidature. However, if for some reason Form-12 can be collected even after the date.

(I) Issue of Postal Ballots to persons on election duty -

- (i) RO should prepare PB for all employees who are called for training and for all police personnel in anticipation of receiving filled-in Form-12 duly signed.
- (ii) RO should also prepare PBs for all such drivers/ conductors/ cleaners whose Form-12 duly signed are received through OIC, transportation.
- (iii) All employees including police personnel and drivers etc., will be called at least once for training for the purpose of facilitation of postal balloting.
- (iv) For drivers etc. facilitation of casting of PBs can be done one day before the dispatch of polling parties.
- (v) For police personnel facilitation for casting of PBs will be done during the special facilitation camp organized by DCP/SP and all trainings.
- (vi) If more than one training session is organized for employees facilitation of postal balloting should be done in each

session.

- (vii) RO will depute one Officer for each facilitation centre for delivering PBs to persons on poll duty.
- (viii) Prepared PBs should be given to these Officers, in advance, so that PBs can be delivered as soon as duly signed and filled-in Form-12 received from persons on poll duty.
- (ix) The Officer shall maintain a register to keep account of PBs received by him and issued by him.
- (x) The Officer will issue PBs after verifying identity of the Voter concerned based on EPIC or any other photo ID.
- (xi) Signature of persons to whom PBs are issued shall be obtained in the register in the same format as Form-17A.
- (xii) All un-issued PBs, after trainings are over, shall be kept in a sealed cover with proper record by RO.
- (xiii) Employees are generally not sent for election duty outside their district. If however it becomes necessary to send a PB to a Facilitation Center outside the district the DEO will co-ordinate with the DEO of the other district.

(J) Procedure at the Facilitation Center (FC) –

- (i) DEO shall appoint one senior officer as OIC of PB at each FC.
- (ii) All Recognized **Political Parties will be informed in writing the schedule** of facilitation of postal balloting at FC. They shall be allowed to send their representatives to witness the facilitation process.
- (iii) In each training session, after training is over, at least **2 hours shall be set apart** for facilitation of postal balloting.
- (iv) **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 OIC of facilitation can order such a person to

- leave the premises immediately.
- (v) **Voting compartments** (as in a PS) shall be made in each FC for marking the PBs by employees in complete secrecy. Arrangement of glue/gum also be made to seal the envelopes.
 - (vi) At least one **gazetted officer** shall be put on duty by the DEO at each FC to attest the declaration in Form 13A based on the identification of the voter by his identity documents.

(K) Process of Postal Balloting -

- (i) After receiving his PB, the voter shall go into the voting compartment and mark the PB in secrecy. He shall then keep the marked PB in the inner envelope (Form 13B) and seal it properly.
- (ii) The voter shall then sign the declaration in Form- 13A and get it attested by a gazetted officer. He shall write the serial number of the PB paper if not already filled up in Form 13A.
- (iii) He shall then keep the inner envelope (Form 13B) and the signed & attested declaration in Form 13A in the outer envelope (Form 13C) and seal this as well. The voter will then cast his PB in the Facilitation Ballot Box.
- (iv) **A large steel trunk with one opening at the top for casting of PBs** shall be used as a facilitation ballot box. Before the casting of PBs is started the empty facilitation ballot box will be shown to all present. The facilitation ballot box will then be sealed by the OIC of FC. Every voter shall cast his PB in the Facilitation Ballot Box after marking it and sealing it in the envelopes.

(L) Sorting of PBs –

- (i) After all PBs for the day have been cast, the box will be opened by the OIC of FC in the presence of the representatives of political parties. All the PBs will be taken out of the box and the empty box will be shown. The PB envelopes will be sorted AC wise and the number of PB envelopes received for each AC will be entered in a

		<p>register in prescribed Format.</p> <p>(ii) Representatives of political parties present will be asked to put their signature on the register. A copy of the relevant pages be given to them.</p> <p>(iii) All PB envelopes for one AC shall be kept in one large envelope. The name of the Facilitation Centre, the date of Facilitation, the number of PBs contained therein and no. & name of AC will be clearly written on this envelope.</p> <p>(iv) This envelope will then be sent to the concerned RO along with a copy of the relevant pages of register through special messenger appointed by RO for this purpose not below the rank of Naib Tahsildar.</p> <p>(M) Videography - The entire process of postal balloting will be videographed</p> <p>(N) Monitoring of the process at Facilitation Center–</p> <p>(i) The OIC of FC will prepare a return in Format-2 on every day when facilitation of PBs is done and will send it to the DEO daily till the facilitation is over.</p> <p>(ii) The compiled daily return will be sent by DEO to the CEO who will send compiled return of the entire state in the Format to ECI every day till the facilitation of PBs is over in the State.</p> <p>(iii) CEO will also send a copy of return in the Format every day to all recognized political parties.</p> <p>(O) Storage of PBs received from facilitation center- RO shall keep the envelope containing PBs along with the copy of the relevant pages of the register in a special strong room made especially for this purpose.</p>
<p>ECI No.52/2013/SDR dt.5.7.2013.</p>	<p>(P) Reporting format to monitor PBs by employees on poll duty</p>	<p>(i) Fortnightly progress i.e. on 5th and 20th of each month will be sent to ECI with district-wise details for each category of employees on poll duty.</p> <p>(ii) Format showing position of (i) total No. of employees, (ii) No. of employees in database, (iii) No. of employees whose ER & EPIC details known, (iv) No. of employees whose name are not in ER, (v)</p>

		<p>employees who filled Form-12 (vi) No. of employees who were issued PBs (vii) No. of employees who cast PBs at facilitation centre.</p> <p>(iii) Information on above points to be given for each category of employees on poll duty.</p> <p>(Q) Receipt of PBs by post-</p> <p>(i) For receiving back PBs by post, the Postal Department will be asked to nominate one post office for each AC which will deliver PBs every day to the RO.</p> <p>(ii) The time of delivery will be fixed at 3 PM every day at the office of RO, except for the counting day when the time for delivery will be 8 AM at the counting center.</p> <p>(iii) The list of counting centers and the addresses of ROs offices will be communicated in writing to the Postal Department by the CEO & DEO.</p> <p>(iv) 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 PBs by the post office.</p> <p>(v) The PBs envelopes delivered by the post office will be counted in the presence of representatives of political parties & candidates.</p> <p>(vi) A pass should be issued to the nominated postal department employee to enter the counting center on counting day for the purpose</p> <p>(R) Procedure on receiving PBs by post-</p> <p>(i) An acknowledge of the number of PBs received will be given to the post office.</p> <p>(ii) Copy of acknowledgement shall be kept in the record of the RO.</p> <p>(iii) The number of PBs received will be entered by RO in the daily return in Format-1.</p> <p>(iv) R.O. to give a daily report to the Observer when he starts receiving the polled PBs indicating the cumulative number of such polled PBs.</p> <p>(v) The entire process will be videographed.</p>
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(S) Storage of PBs received by Post- The RO will keep all PBs 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 PBs every day after the post has been received.

(T) Role of Postal Department

- (i) To appoint a Nodal Officer at State, District and AC level.
- (ii) To open a prepaid account of RO well in advance to ensure PB deliveries.
- (iii) Collection of service voters’ PBs from RO and its delivery in time.
- (iv) Daily delivery of PBs at 3:00 PM and on counting day before commencement of counting.
- (v) Keeping record of deliveries.

(U) Monitoring by daily return-

- (i) RO will prepare a daily return of the PBs received from facilitation center in Format-3 to check till the facilitation is over. He will enter the number of PBs received by post also in Format-3 and Format-4 till the day of counting.
- (ii) RO will send a copy of Format- 3 to the CEO every day through the DEO. He will also send a copy of Format-3 and Format-4 to all the candidates.
- (iii) Compiled information of the State in Format-3, Format-4 and Format-5 will be sent every day to ECI. Copy of compiled return will be sent by CEO to all recognized political parties also.

(V) Sending PBs to the counting center -

- (i) Where the counting is done at a place other than the RO headquarters, the PBs will be transferred to another strong room for the PBs for that AC at the counting centers, one day before the day of counting.
- (ii) For this purpose, the RO shall inform in writing to the candidates the time at which this will be done. The strong room

		<p>for PBs shall be opened in the presence of the candidates/representatives present.</p> <p>(iii) All PBs will then be kept in steel box to be sealed in the presence of candidates/ representatives.</p> <p>(iv) This box will then be carried under guard of armed CPF to the strong room for PBs at the counting center. Candidates and their representatives shall be allowed to follow the vehicle carrying PBs.</p> <p>(v) The box will then be kept in the strong room for PBs at the counting center in the presence of the candidates/representatives. Strong room will then be sealed and signatures of candidates/ representatives shall be taken.</p> <p>(vi) Candidates/representatives shall be allowed to keep watch on the strong room for which they will be provided reasonable facilities by the DEO.</p> <p>(vii) Whole process will be video graphed.</p> <p>(viii) On the day of counting, the RO will open the strong room and bring all PBs and copies of the relevant pages of registers received from the Facilitation Centers to the table where the PBs will be counted.</p> <p>(W) Tallying of PB numbers before counting-</p> <p>(i) The envelopes received from facilitation centers will be opened one by one and the number of PBs found in each envelope will be tallied with the numbers mentioned in the copies of relevant pages of the registers received from the facilitation centers.</p> <p>(ii) The result of such tallying will be shown to the candidates/election agents before the counting of PBs.</p> <p>(iii) Similarly, the register of PBs received by post shall also be shown to the candidates/election agents.</p>
	<p>(X) R. 20 (2) and 23 of CE Rules, 1961</p>	<p>Marked copy of Roll and Record of PBs & EDCs</p> <p>(i) In the marked copy of roll "EDC" or "PB", shall be marked in RED ink against the name of such elector.</p> <p>(ii) In any case only one marked copy</p>

		<p>should be used as <i>Master Copy</i> for issued PBs to avoid any mistake.</p> <p>(iii) (iii)Serial number of PBs not to be mentioned in the marked copy of roll.</p> <p>(iv) The counterfoils should be sealed in a separate packet and kept in safe custody.</p> <p>(v) After marking "PB" or "EDC", in all cases, marked copy of electoral roll may be sealed and it will be supplied to the concerned PrO for the use at PS.</p>
19	Para 10.51 ROHB.	<p>Register of postal ballot papers</p> <p>(i) A separate register to keep a record of issue of PBs to all categories and PBs received back.</p> <p>(ii) The names of electors to whom PBs are issued and category i.e., <i>Service Voter, Special Voter, Voters on Election Duty and Voters in Preventive Detention</i> shall be entered in the register.</p> <p>(iii) A record of PBs received back should also be entered in the register indicating how many PBs are received in time and how many received late, in each category.</p>
20.	(a) ROHB Para 10.53 (b) R.26 of CE Rules, 1961	<p>11 Supply of second set of ballot papers</p> <p>(i) Second postal papers along with connected papers, may be issued only if –</p> <p>(a) it returned undelivered</p> <p>(b) elector has inadvertently spoilt it or any connected paper in such a manner that it cannot be used.</p> <p>(ii) RO shall cancel the spoilt ballot papers so returned, seal them in a packet and note the Sr. No. of PB.</p>
		<p>Counting of PBs</p> <p>(i) RO to first deal with the PBs and then after 30 minutes EVM counting starts.</p> <p>(ii) PBs received in time be taken for counting.</p> <p>(iii) In first phase – covers in Form 13C be opened and Form 13A will be scrutinized.</p> <p>(iv) If 13A not found separately or 13A is incorrect or incomplete, reject without opening Cover – A.</p> <p>(v) If 13A & Cover A found separately, then match the Sr. No. of the Ballot on cover with the Declaration.</p>

		<ul style="list-style-type: none"> (vi) If the Sr. No. doesn't match or is not found at all on either 13A or on Cover A, reject it. (vii) Correct & incorrect Declarations & their respective Ballot Covers will be separated. (viii) After sealing the Declarations, PBs in Cover-A shall be taken for counting. (ix) In second phase – Form 13-B (Cover-A) shall be opened and PBs found therein shall be scrutinized. (x) Second last round (penultimate round) of EVM counting will be stopped if PB counting is not completed.
21	ROHB Para 10.62	<p>PBs received after commencement of counting</p> <ul style="list-style-type: none"> (i) PBs received late, i.e. after commencement of counting of votes, not to be counted and must be rejected. Date and time of receipt to be noted on covers. However such rejected PBs not to be included in Form 20 and 21-E.