

# ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001.

No. 52/2012/SDR

Date: 13th August, 2012

To

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

Subject: Guidelines for smooth management of Postal Ballot Papers for Police Officers 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 police officers on poll duty: -

- a) Information about name and number of Assembly constituency, name and number of polling station where the police officer is enrolled, should also be collected from the concerned Superintendent of Police 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 police officer 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 police officer on duty database right from the time of creation of the police officer on duty database. Superintendent of Police 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 Sl. No. in Part of Electoral Roll are not received from the Superintendent of Police with respect to certain police officer on poll duty, the RO should himself collect this information using web search and SMS query facility and enter the information in the Police Officer on duty database.
- c) In case any Police Officer on poll duty is not registered in the electoral roll and is eligible for enrollment, he/she should be advised by the Superintendent of Police to fill up the application in FORM- 6 for inclusion of his/ her name. The Superintendent of Police should collect the Form 6 from the police officer concerned 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 police officer 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 police officer concerned is already enrolled but does not have an EPIC, the Superintendent of Police may be asked to give this information to the RO who will get the EPIC made for the police officer by the ERO concerned and get it delivered to him/her through the Superintendent of Police.
- e) Software for printing applications in Form 12 for requesting the issue of postal ballots should be developed by the CEO. Superintendent of Police should be provided access to this software, who should print application forms in Form 12 for all the police officers who are issued duty orders and send pre-printed Forms 12 to the police officers along with the duty orders requesting them to sign and return applications in Form 12 immediately. At this stage, the police officers should be given an opportunity to correct any incorrect entries in the pre-filled application

Form. Application forms in Form-12 signed by concerned police officers should then be sent by the Superintendent of Police to the RO.

- f) Returning officer should prepare postal ballot papers for all police officers whose application forms in Form-12 are received from the Superintendent of Police. Superintendent of Police should then organize a special facilitation camp for police officers on poll duty for facilitation of casting of postal ballots by them. This can be combined with training of police officers on poll duty. One Gazetted officer should be deputed by the RO to issue postal ballot papers to those police officers on poll duty who apply for postal ballots in Form 12 and for attesting their declarations in Form-13A. Pre-prepared postal ballot papers should be given to this officer in advance for every police officer on poll duty. This officer shall maintain a register to keep an account of postal ballot papers received by him and issued to the police officers on poll duty. Signatures of police officers on poll duty 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 for any reason such as the police officer being absent, 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 police officers in any subsequent training by following the same procedure which is described above.
- g) 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 police officers 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 they are registered as electors.
- h) Facilitation for casting of postal ballots will be done during the special facilitation camp organized by the Superintendent of Police and all trainings. In the past, there have been complaints that senior police officers have tried to influence the postal ballots of junior police officers. In order to prevent such a thing from happening, it shall be ensured that during the time when postal ballots are being cast nobody except the

officer authorized by the Returning Officer and the persons who have to cast their postal ballot shall remain present in the room where postal ballots are being cast. A separate enclosure shall be made in the room so that the voter can mark his postal ballot in complete secrecy and privacy without interference from anybody. The RO shall ensure that one Gazatted officer is present during for verification of declaration in Form 13A. A ballot box shall be kept at the facilitation center, and police officers 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 Gazetted 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.

3. You are requested to bring these instructions to the notice of all concerned and obtain acknowledgement from them.
4. These instructions should also be brought to the notice of all recognized political parties and candidates.

Yours faithfully,

(Ashish Chakraborty)  
SECRETARY