



OFFICE OF THE CHIEF ELECTORAL OFFICER, DELHI  
Old St. Stephen's College Building, Kashmere Gate, Delhi-110006

No. CEO/AD(PLG)/102(28)/2019/ 67266-399 Dt. 13/11/19  
To

1. All DEOs.
2. All SDM (Election)

**Sub:- Regarding Postal Ballot facility for the categories of Senior Citizen more than 80 Years of Age and Persons with Disabilities – Direction and guidelines - reg.**

Sir/Madam,

I am directed to forward herewith (1) a copy of Direction and Guidelines /letter no. 52/2019/SDR dated 2.11.2019 addressed to the Chief Electoral Officer, Jharkhand, Ranchi on the subject cited above and (2) a copy of SOP of Jharkhand for providing the pointwise comments on the above guidelines of ECI for implementation.

You are therefore requested to furnish the pointwise comments in the matter in respect of implementation of the same latest by 18.11.2019 to this office.

Encl. as above.

Yours faithfully

*Raj Kumar*  
13/11/19

(RAJ KUMAR)

A. D. (Planning) / N.O. (PwD)

No. CEO/AD(PLG)/102(28)/2019/ 67366-399 Dt. 13/11/19  
Copy for information to :-

1. PS to CEO, Delhi
2. PA to Special CEO -I & II
3. All Branch Incharge.

*Raj Kumar*  
13/11/19

(RAJ KUMAR)

A. D. (Planning) / N.O. (PwD)



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**ELECTION COMMISSION OF INDIA**  
**NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI – 110001**

No.52/2019/SDR

Dated: 2<sup>nd</sup> November, 2019

To,

The Chief Electoral Officer,  
Jharkhand  
Ranchi.

**Subject: Postal ballot facility for the categories of Senior Citizen and Persons with Disabilities-Direction and guidelines-reg.**

Sir,

On the recommendations of the Commission, the Central Government has amended the Conduct of Election Rules, 1961 and made the Conduct of Elections (Amendment) Rules 2019 to facilitate postal ballot to the absentee voters including an elector belonging to the class of senior citizen or persons with disability. The Commission is in the process of identification and notification of the categories of essential services for the purposes of absentee voters. However, for the already identified categories of electors belonging to the class of senior citizen or persons with disability, following procedures are prescribed:

Procedure for voting through postal ballot by Absentee voters in the category of senior citizens (above 80 years) (AVSC) and marked Persons with Disabilities (AVPD)

**I. Provisions made by the amendments**

- (1) 'Absentee Voter' has been defined in clause (a) of Rule-27A of CE Rules, 1961 as a person belonging to the class of persons notified by the Commission in terms of clause (c) of Section-60 of RP Act, 51 comprising persons employed in essential services who, on account of the compulsion of their duties, are not able to be present in their polling station on the day of poll. This category would also

include senior citizens of 80 plus age and those belonging to the category of physically disabled (PWD). Here,

'senior citizen' for the purpose of this Part means an elector belonging to the class of absentee voters and is above 80 years of age; and

'person with disability' means a person flagged as person with disability in the data base for the electoral roll.

- (2) Absentee Voter wishing to vote by postal ballot has to make application to the Returning Officer in Form-12D giving all requisite particulars. Such application seeking postal ballot facility should reach the RO **within five days following the date of notification of the election concerned.**
- (3) As per the amended provisions under Rule 27E and 27-I, the issue of Postal ballot paper to the absentee voter and return of the ballot paper after voting shall be in such manner as the Commission may direct. Accordingly, the Commission has laid down this procedure/guidelines in the matter of facilitating postal ballot voting by the absentee voters in the category of AVSC and AVPD.

## **II. Action by the Returning Officer**

- (4) On receipt of application in Form-12D, the RO will draw a list of all Absentee Voters in this category, i.e. (a) Absentee Voters belonging to senior citizen category (80+) [denoted for convenience as 'AVSC'] and (b) Absentee Voters belonging to PWD category (denoted as 'AVPD') whose applications have been received in time and are in order.

The format in which the list referred to above is to be prepared is annexed as *Annexure- 1.*

- (5) On the last date for making nominations for the election, the electoral roll becomes frozen for that election and no further addition or deletion can be carried out in the roll till the completion of the election. At that stage, RO shall verify and ensure that the electoral roll particulars of the applicants for postal ballot mentioned in

Form-12D match with the particulars in the electoral roll and they are registered as elector. All the electors referred to in para-3 above and whose particulars with reference to the electoral roll have been found to be correct shall be issued postal ballot paper as Absentee Voters in the category of AVSC and AVPD.

The list prepared under para (1) will then be finalized.

After the list of Absentee voters voting through postal ballot paper is finalized, entry 'PB' shall be entered in the marked copy of the electoral roll against the names of such electors.

**III. Form and design of Postal ballot paper**

(6) The postal ballot paper for Absentee Voters shall be of the same form and language as the postal ballot paper for the voters on election duty. In this connection, reference is invited to the Commission's Directions No. 52/2015/SDR/Vol.1 dated 18<sup>th</sup> September, 2015 and 52/2016/SDR/Vol.1 dated 24<sup>th</sup> February, 2016, regarding the form of postal ballot paper for voters on election duty.

(7) In the case of AVSCs and AVPDs, the Commission has specified that the issuing of postal ballot paper and returning of the same after casting vote shall be in the following manner:

- (i) Separate teams of poll officers comprising three officials out of which at least one should not be below in rank/level of the officials appointed as Polling Officer for Polling Stations in the State should be appointed for the purpose.
- (ii) Number of teams of Poll Officers to be appointed would depend on the number of Absentee Voters in this category in the list prepared by RO.
- (iii) The team of poll officers shall go to the electors in this category at the address mentioned in their application in Form 12D for facilitating their voting by postal ballot paper.

- (iv) The list of AVSCs and AVPDs shall be divided for distribution among the different teams of Poll Officers in such manner that each team gets a list of persons in geographically compact area.
- (v) It shall be the responsibility of each team of poll officers to (a) issue postal ballot to each of the Absentee Voters assigned to it, (b) brief the elector about the procedure to be followed for voting through postal ballot, (c) make sure that the elector votes without anyone influencing his/her choice, and ensuring the secrecy of voting, all activities at the address of the elector concerned. However, if any elector is not able to cast vote by himself due to blindness or physical infirmity, he/she shall be allowed to take the assistance of any adult person for casting vote,
- (vi) Identity of the elector shall be verified before issuing postal ballot paper. Name of elector and the document produced for identification shall also be entered in a register to be maintained for the purpose, and signature/thumb impression of the elector obtained therein. A format for the register is annexed at Annexure-2. Further, a tick mark shall be placed against the name of the elector in the list of AVSC and AVPD to indicate that the person has voted. The counterfoil with the serial number and part number of elector duly filled up shall be got detached and kept in safe custody by the team.
- (vii) Poll officer is authorized to attest the declaration in Form 13A in the case of AVSC and AVPD. While attesting the declaration, the poll officer shall write his full name and also the designation 'poll officer'.
- (viii) The electors should be briefed about the procedure for voting and formalities to be observed on their part. They should be clearly briefed on the following points:
- (a) making the declaration in Form 13A and getting it attested by the poll officer himself,

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- (b) entering the serial number of postal ballot paper, both on Form 13A and on the smaller envelope (form 13B),
- (c) manner of marking vote, i.e by placing either cross mark or tick mark against the name of the candidate of choice,
- (d) folding and placing the marked ballot in the smaller envelope and closing the envelope,
- (e) Placing the declaration in Form 13A, duly filled up, signed and attested along with closed envelope(form 13B) containing the marked ballot paper inside the larger envelope (Form 13C),
- (f) Closing the larger envelope and handing over the same to the poll officer.
- (ix) After vote is cast on postal ballot and the envelope in form 12C is ready, the team of Poll Officers will collect the same back.
- (x) The electors would have been already intimated about the date and approximate time of visit of poll officers for facilitating postal voting by them. However, if the elector is not present at the given address at the first visit, the team shall pay a second visit after leaving intimation about the time of second visit. If the elector is not present even at the second visit, no further visit or action is required in his/her case.
- (xi) The candidates shall be informed about the schedule of visit for the delivery and collection of postal ballots for this category. They may, if desired, depute their authorized representatives (including BLAs), with prior intimation to the Returning Officer, to watch the process.

**IV. Period during which postal ballot voting should be completed**

(8) Visit by teams of poll officers to the address of AVSC and AVPD electors should be planned in such a way that the same is completed three days prior to the date fixed for poll in the constituency. For instance, if poll is scheduled for 10<sup>th</sup> of the

Month, the postal voting for AVSC and AVPD should be completed by 7<sup>th</sup> of that Month.

- (9) As directed above, advance intimation should be given to the AVSC and AVPD electors about the date and approximate time of visit of poll officers at their address for facilitating postal voting by them. Such intimation may be given through SMS on the mobile phone number wherever the same has been mentioned in the application in Form-12D. In other cases, the intimation may be given by post and/or through the BLO.
- (10) Apart from the list of AVSC and AVPD electors, adequate number of postal ballot papers, envelopes etc., each team of poll officers should be provided with pen, ink-pad (for thumb impression wherever required), glue stick for closing the envelopes, a sufficiently big canvas bag for keeping the envelopes of polled ballots and the counterfoils safely and other essential stationeries that may be considered necessary.
- (11) Police Security cover shall be provided to the poll officers during their field visit in this regard. Arrangement for videography of the proceedings at the address of AVSC/AVPD should also be made. For this purpose, a videographer should accompany the poll officers. It shall be ensured that the secrecy of vote is not violated while carrying out the videography exercise.

**V. Deposit of envelopes containing marked ballot papers and counterfoils**

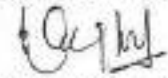
- (12) At the end of each day of visit by poll officers to the address of AVSC and AVPD electors, the envelopes in Form-12C containing postal ballot paper etc. and the counterfoils of ballot papers containing the signature/thumb impression of electors and other particulars, shall be collected by the ARO designated for postal voting by the absentee voters. The ARO shall make arrangements to have the same delivered at the headquarters of the RO for keeping them in safe custody. The ARO shall maintain the record indicating the number of ballots sent on each



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day. This should also be shared with the RO on a daily basis. The candidates shall be informed accordingly, who can keep a watch on the process.

Yours Faithfully,



(K.F. Wilfred)

Sr. Principal Secretary

**Annexure-1**

**List of AVSC and AVPD electors entitled to vote through postal ballot**

Name of Election: \_\_\_\_\_

Name of Constituency: \_\_\_\_\_

Sl. No.	Name of Elector	Part Number	Sl. Number in the Part	EPIC Number

Signature of RO

Date:

3/c

**Annexure-2**

**List of AVSC/AVPD electors issued with PB**

Name of Election: \_\_\_\_\_

Name of Constituency: \_\_\_\_\_

Sl. No.	Name of Elector	Sl. Number in the list of AVSC/AVPD electors	Document produced for identification	Date on which voted	Signature/TI of elector

Signature of Poll Officer

Name: \_\_\_\_\_

Handwritten notes in the top right corner, possibly including a date or page reference.

Faint text on the left side of the page, possibly a section header or label.

Central text block, possibly a title or main heading.

Text block on the left side, possibly a list or sub-section.

Large central text block, possibly the main body of the document.

Text block on the left side, possibly a concluding statement or note.



निर्वाची पदाधिकारी का कार्यालय, 27-चतरा(अ.जा.) विधान सभा निर्वाचन क्षेत्र,  
(दिव्यांग एवं 80 वर्ष से अधिक उम्र के मतदाता हेतु)

प्रिय मतदाता,

दिव्यांग जनों एवं 80 वर्ष से अधिक उम्र के वरिष्ठ नागरिकों के सुगम मतदान हेतु भारत निर्वाचन आयोग कृत संकल्प है। विगत लोक सभा चुनाव 2019 में आपका मतदान सुनिश्चित कराने हेतु आवश्यक सुविधाओं (यथा-व्हील चेयर, रैम्प, स्पेशल वॉलण्टियर, ब्रेल वोटर स्लिप, ब्रेल एपिक, ब्रेल बैलट शीट, विशेष सांकेतिक साइनेज एवं वाहन से मतदान केन्द्रों तक लाने एवं पहुँचाने की सुविधा आदि) उपलब्ध कराया गया था, वे सभी सुविधाएं इस विधान सभा चुनाव में भी उसी प्रकार से उपलब्ध कराने की व्यवस्था की जा रही है। लोकतंत्र के इस महापर्व के अवसर पर मतदान दिवस को मतदान केन्द्र पर उपस्थित होकर आपको मतदान कार्यक्रम में भाग लेने हेतु हम आपको प्रोत्साहित करते हैं। तथापि भारत निर्वाचन आयोग के पत्रांक-52/2019/SDR, दिनांक 02.11.2019 द्वारा 80 वर्ष से अधिक उम्र के वरिष्ठ नागरिकों एवं दिव्यांग जनों में से अनुपस्थित श्रेणी के मतदाता को उनकी इच्छानुसार मतदान केन्द्र के स्थान पर पोस्टल बैलट के माध्यम से उनके आवासीय पते पर मतदान की सुविधा प्रदान कराए जाने का निदेश दिया गया है। इस हेतु यदि आप पोस्टल बैलट के माध्यम से मतदान करने का विकल्प इस्तेमाल करना चाहते हैं तो प्रपत्र 12-D में अपना आवेदन निर्वाची पदाधिकारी को अधिसूचना निर्गत के पाँच दिनों के अन्दर (दिनांक 10.11.2019 तक) समर्पित कर सकते हैं। इसके निमित्त आपको इस पत्र के साथ प्रपत्र 12-D एवं प्री-प्रिंटेड पता लिखा लिफाफा उपलब्ध कराया जा रहा है। इस कार्य के लिए विशेष मतदान दल का गठन किया जायगा तथा पोस्टल बैलट के माध्यम से मतदान की तिथि भी आपको संसूचित की जायगी।

अतः यदि आप पोस्टल बैलट के माध्यम से मतदान का विकल्प अपनाना चाहते हैं, तो अनुरोध है कि प्रपत्र 12-D को सम्यक रूप से भरकर इस पत्र के साथ निर्धारित तिथि के अन्दर संलग्न प्री-प्रिंटेड लिफाफा में डालकर नजदीक के डाकघर में जमा कर दें अथवा सीधे निर्वाची पदाधिकारी को समर्पित करें।

निर्वाची पदाधिकारी,  
27-चतरा(अ.जा.) विधान सभा निर्वाचन क्षेत्र

मतदाता का नाम - .....

पिता/पति का नाम- .....

मतदान केन्द्र संख्या एवं नाम - .....

अनुपस्थित श्रेणी (दिव्यांग एवं 80 वर्ष से अधिक) के मतदाता को प्रपत्र 12-D  
वितरण हेतु Standard Operating Procedure (SOP)

- ❖ सभी उपायुक्त Personalized letter, Pre-Printed प्रपत्र 12-D एवं Pre-Printed Envelope पर्याप्त मात्रा में ससमय छपवाना सुनिश्चित करेंगे।
- ❖ सभी निर्वाची पदाधिकारी Personalized letter, प्रपत्र 12-D एवं निःशुल्क Pre-Printed Envelope संबंधित BLO के माध्यम से मतदाता को पहुँचाने का काम करेंगे।
- ❖ सभी BLO अनुपस्थित श्रेणी (दिव्यांग एवं 80 वर्ष से अधिक) के मतदाता की सूची प्राप्त कर प्रतिदिन Personalized letter, प्रपत्र 12-D एवं Pre-Printed Envelope का वितरण करेंगे एवं इसका दैनिक प्रतिबदेन निर्वाची पदाधिकारी को समर्पित करेंगे।
- ❖ BLO क्षेत्र भ्रमण के दौरान मौखिक रूप से यह स्पष्ट करेंगे कि यदि मतदाता पोस्टल बैलट के माध्यम से मतदान के इच्छुक हैं, तो उक्त प्रपत्र 12-D सम्यक रूप से भरकर अपने विधान सभा क्षेत्र के निर्वाची पदाधिकारी को निर्धारित अवधि के अंदर निःशुल्क Pre-Printed Envelope में डालकर डाक के माध्यम से अथवा सीधे समर्पित करेंगे।
- ❖ पोस्टल विभाग को जो भी मत पत्र प्राप्त होगा, उसे उसी दिन निर्वाची पदाधिकारी के कार्यालय में भेजना सुनिश्चित करेंगे।
- ❖ चूँकि प्रपत्र 12-D अधिसूचना के पाँच दिनों के अन्दर प्राप्त होना है। अतः पोस्टल विभाग पाँचवें दिन इसके लिए विशेष व्यवस्था सुनिश्चित करेंगे ताकि प्राप्त प्रपत्र 12-D निर्वाची पदाधिकारी कार्यालय में ससमय भेजना सुनिश्चित हो सके। निर्वाची पदाधिकारी स्वयं भी पोस्टल विभाग से समन्वय स्थापित कर सभी आवेदन पत्रों को प्राप्त कराना सुनिश्चित करेंगे।
- ❖ निर्वाची पदाधिकारी अपने कार्यालय में भी प्रतिदिन सीधे मतदाताओं से प्रपत्र 12-D प्राप्त कराने हेतु आवश्यक व्यवस्था करना सुनिश्चित करेंगे।

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Election  
Immediate

डाक टिकट की  
आवश्यकता नहीं है

( प्रपत्र 12-D के प्रेषण हेतु लिफाफा )



विधान सभा आम चुनाव 2019

सेवा में,

निर्वाची पदाधिकारी,  
27-चतरा (अ0जा0),  
विधान सभा निर्वाचन क्षेत्र,  
कार्यालय अनुमण्डल पदाधिकारी, चतरा  
जिला-चतरा।

