

**TRAINING ON POSTAL BALLOT**  
**FOR PERSONNEL ON ELECTION DUTY**

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**POLLING PERSONNEL**

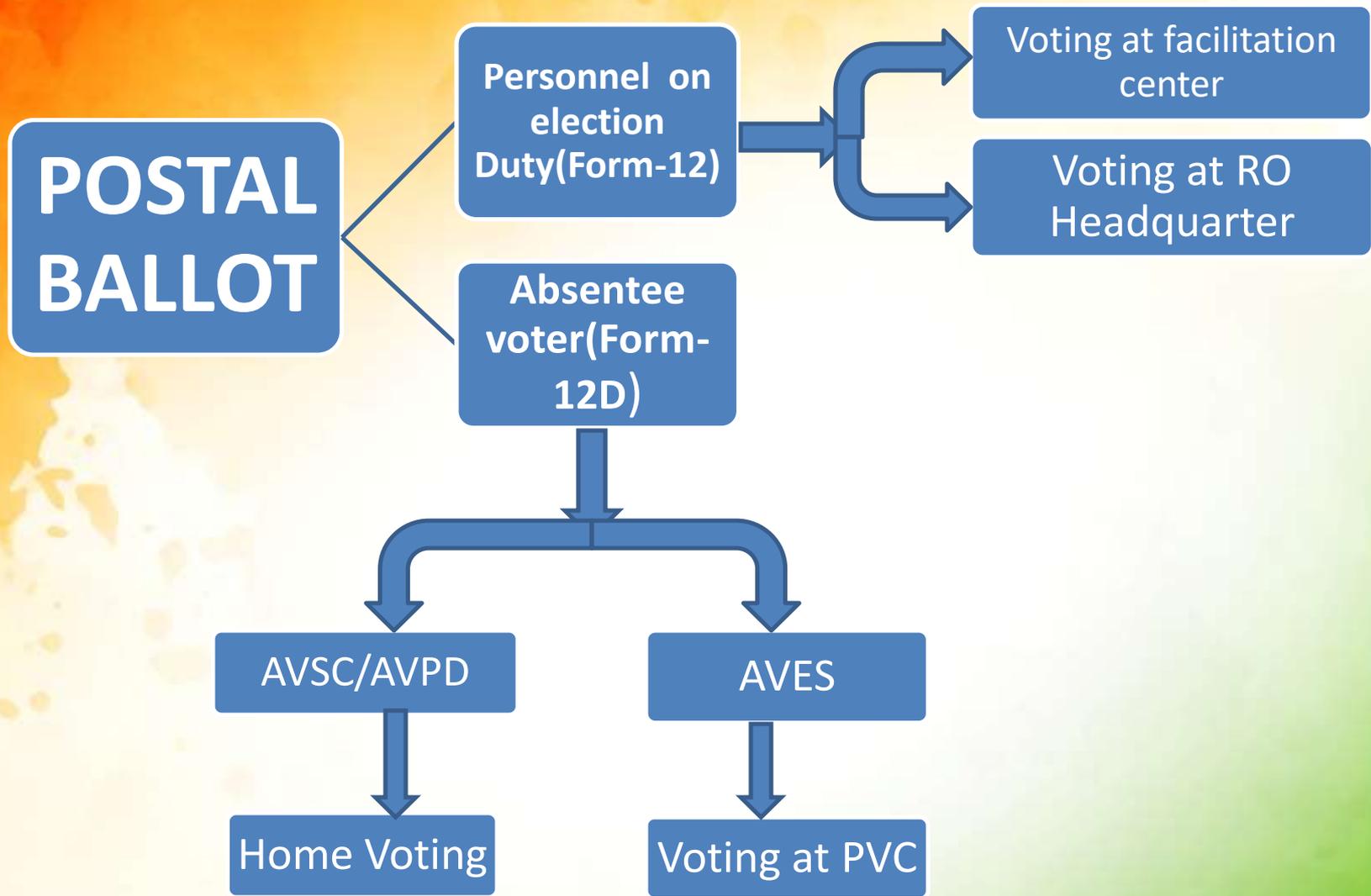
**POLICE PERSONNEL**

**NON-GOVERNMENT STAFF**

**DISTRICT-MALKANGIRI**

# **Categories of voters entitled to vote by postal ballot**

- ❖ **Voters on Election Duty**
- ❖ **Absentee voters (AVPD,AVSC,AVES)**
- ❖ **Service Voters, other than those who opt for proxy voting (CSV),**



# WHO ARE ON ELECTION DUTY

## Govt. Staffs

- Polling Agent
- Polling Officer
- Presiding Officer
- Police officer
- Commissioners Observers
- Staff member of observers
- Micro observers
- Sector Officer
- Zonal officer

# Non-Govt.Staffs

- Drivers
- Conductors
- Cleaners
- Videographers
- Staffs of expenditure monitoring team
- Staffs working in control room
- Help Line Staffs
- Staffs appoint for dispatch and receive Poll Material
- EVM Maintenance Staffs

# INFORMATION TO CONTESTING CANDIDATES

**All recognized Political Party shall be inform in writing about :**

- ✓ Name of facility center/venue
- ✓ Date and time
- They shall be allow to send their representative to witness the process of voting at the facilitation center.
- They are requested to advice their representatives only to watch the process and not interfere into it.

# **Documents used for postal ballot at facilitation centre**

**Two Sets(one for PC another for AC)**

- ❖ Postal Ballot Paper,
- ❖ Form13A - Declaration by Elector,
- ❖ Form138 - Cover A (Inner Envelope)
- ❖ Form13C - Cover B (Outer Envelope)
- ❖ Form 13D - Instructions for the Guidance of Elector.

- **Colour of postal ballot paper and envelopes:**

- White colour for Lok Sabha election, whether general or bye-election.
- Pink colour for Vidhan Sabha election whether general or bye-election .

**Only front Page shall be filled up to the line drawn below  
(leaving the part - this side to be use when the Elector can not sign him self)**

**FORM 13-A**  
**ଫାରମ ୧୩-ଏ**  
**DECLARATION BY ELECTOR**  
**ନିର୍ବାଚକଙ୍କ ଘୋଷଣା**  
**[ See Rule 23 (1)(a) ]**  
**[ ନିୟମ ୨୩ (୧)(କ) ଦେଖନ୍ତୁ ]**

Election to the .....  
 \*.....କୁ ନିର୍ବାଚନ ।

(This side is to be used only when the elector signs the declaration himself)  
 (ନିର୍ବାଚକଙ୍କ ଦ୍ୱାରା ଘୋଷଣାରେ ଦ୍ୱାକ୍ଷର ଦେବାବେଳେ ହିଁ ଏହି ପାର୍ଶ୍ୱଟି ବ୍ୟବହାରଯ୍ୟ)

I hereby declare that I am the elector to whom the postal ballot paper bearing serial number ..... has been issued at the above election.

ମୁଁ ଏତଦ୍ୱାରା ଘୋଷଣା କରୁଛି କି ମୁଁ ଯେଉଁ ଯେଉଁ ନିର୍ବାଚକ ଯାହାକୁ କି ଉତ୍ତ୍ୱିଷ୍ଟ ନିର୍ବାଚନରେ ପ୍ରମାଣ ବ୍ୟତୀତ ବିଶିଷ୍ଟ ଜାତ ଭୋଟ କାରକଟି ବିଧାୟାକଛି ।

Date.....  
 ତାରିଖ.....

Signature of Elector.....  
 ନିର୍ବାଚକଙ୍କ ଦ୍ୱାକ୍ଷର  
 Address.....  
 ଠିକଣା.....

**ATTESTATION OF SIGNATURE**

The above has been signed in my presence by.....(Elector)  
 who\*\* is personally known to me/has been identified to my satisfaction by.....(Identifier)  
 who is personally known to me.

ଉତ୍ତ୍ୱିଷ୍ଟ ବିଶ୍ୱାସ ମୋ ଉପସ୍ଥିତିରେ ଶ୍ରୀ.....(ନିର୍ବାଚକ)ଙ୍କ  
 ଦ୍ୱାରା ଦ୍ୱାକ୍ଷର ହୋଇଛି ଯାହାକୁ କି \*\*ମୁଁ ବ୍ୟକ୍ତିଗତ ଭାବେ ଜାଣେ / ମୋର ସୁବିଶେଷ ସନ୍ତୋଷକରି ଶ୍ରୀ.....  
 (ଚିହ୍ନିତକାରୀ) ଚିହ୍ନିତ ଭାବରେ ଯାହାକୁ କି ମୁଁ ବ୍ୟକ୍ତିଗତ ଭାବେ ଜାଣେ ।

Signature of Identifier, if any.....  
 ଯଦି ଆପଣା, ଚିହ୍ନିତକାରୀଙ୍କ ଦ୍ୱାକ୍ଷର.....

Address.....  
 ଠିକଣା.....

Signature of Attesting Officer.....  
 ଅନୁପ୍ରମାଣକାରୀ ଅଧିକାରୀଙ୍କ ଦ୍ୱାକ୍ଷର  
 Designation.....  
 ପଦ ନାମ.....  
 Address.....  
 ଠିକଣା.....  
 Date.....  
 ତାରିଖ.....

( This side is to be used when the elector cannot sign himself )  
 ( ନିର୍ବାଚକ ଦ୍ୱାରା ଦ୍ୱାକ୍ଷର କରି ନ ପାରିଲେ ଏହି ପାର୍ଶ୍ୱଟି ବ୍ୟବହାରଯ୍ୟ )

I hereby declare that I am the elector to whom the postal ballot paper bearing serial number ..... has been issued at the above election.

ମୁଁ ଏତଦ୍ୱାରା ଘୋଷଣା କରୁଛି କି ମୁଁ ଯେଉଁ ଯେଉଁ ନିର୍ବାଚକ ଯାହାକୁ କି ଉତ୍ତ୍ୱିଷ୍ଟ ନିର୍ବାଚନରେ ପ୍ରମାଣ ବ୍ୟତୀତ ବିଶିଷ୍ଟ ଜାତ ଭୋଟ କାରକଟି ବିଧାୟାକଛି ।

Date.....  
 ତାରିଖ.....

Signature of Attesting Officer on behalf of elector.....  
 ନିର୍ବାଚକଙ୍କ ଭାବେ ଅନୁପ୍ରମାଣକାରୀ ଅଧିକାରୀଙ୍କ ଦ୍ୱାକ୍ଷର  
 Address of elector.....  
 ନିର୍ବାଚକଙ୍କ ଠିକଣା.....

# Not to be Used

## CERTIFICATE

ସାତ୍ତ୍ୱିକତା

I hereby certify that—

ମୁଁ ଏବଂ ମୋର ସାତ୍ତ୍ୱିକତା ଦେଉଛି ଯେ—

1. The above named elector\*\* is personally known to me/has been identified to my satisfaction by.....(Identifier) who is personally known to me ;

୧ । ଉପର ନାମିତ ନିର୍ବାଚକଙ୍କୁ \*\* ମୁଁ ବ୍ୟକ୍ତିଗତ ଭାବେ ଜାଣେ । ମୋର ସୂଚନା ଯେତେବେଳେ ମୋର ସାତ୍ତ୍ୱିକତା ଦେଖାଯାଇଛି (ସାତ୍ତ୍ୱିକତା) ସିଦ୍ଧତା ଭାବରେ ସାତ୍ତ୍ୱିକତା ମୁଁ ବ୍ୟକ୍ତିଗତ ଭାବେ ଜାଣେ ;

2. I am satisfied that the elector \*\* is illiterate suffers from..... (infirmary) and is unable to record his vote himself or sign his declaration;

୨ । ମୋର ସୂଚନା ଯେତେବେଳେ ମୁଁ ନିର୍ବାଚକ \*\* ନିରକ୍ଷର ଅଟେ (ଅକ୍ଷୟତା) ତଥା ଅକ୍ଷୟତା ଯୋଗୁଁ ନିଜର ଭୋଟ ରେକର୍ଡ କରିବାକୁ ବା ନିଜର ଘୋଷଣା ସ୍ୱାକ୍ଷର କରିବାକୁ ଅକ୍ଷମ ଅଟେ ;

3. I was requested him to mark the Ballot Paper and to sign the above declaration on his behalf; and

୩ । ସାହାଯ୍ୟ ପ୍ରଦାନ କରିବା ପାଇଁ ତାଙ୍କୁ ନିର୍ବାଚକଙ୍କୁ ଉପରୋକ୍ତ ଘୋଷଣା ସ୍ୱାକ୍ଷର କରିବାକୁ ମୋତେ ସେ ଅନୁରୋଧ କରିଥିଲେ ।

4. The Ballot Paper was marked and the declaration signed by me on his behalf in his presence and in accordance with his wishes.

୪ । ତାଙ୍କ ଉପସ୍ଥିତିରେ ତାଙ୍କ ସହମତ ଥିବା ଭାବରେ ମୋ ଦ୍ୱାରା ତାଙ୍କ ନାମରେ ନିର୍ବାଚକଙ୍କୁ ଘୋଷଣା ସ୍ୱାକ୍ଷର କରାଯାଇଥିଲା ।

Signature of Attesting Officer

ଅନୁପାଳନକାରୀ ଅଧିକାରୀଙ୍କ ଦସ୍ତଖତ

Signature of Identifier, if any.....

ଯଦି ଘୋଷଣାକାରୀଙ୍କ ଦସ୍ତଖତ.....

Address.....

ଠିକଣା.....

Designation.....

ପଦ ନାମ.....

Address.....

ଠିକଣା.....

Date.....

ତାରିଖ.....

\*Here insert one of the following alternatives as may be appropriate—

\* ନିମ୍ନ ବିକଳ ମଧ୍ୟରୁ ଉପଯୁକ୍ତ ହେବା ପ୍ରକାରେ ଘୋଷଣା କରାଯାଇ ଉପଯୁକ୍ତ—

(1) House of the People from the..... Constituency

(୧) ନିର୍ବାଚନ ମଣ୍ଡଳୀରୁ ଘୋଷଣାକାରୀ.....

(2) Legislative Assembly from the..... Constituency

(୨) ନିର୍ବାଚନ ମଣ୍ଡଳୀରୁ ଘୋଷଣାକାରୀ.....

(3) Council of State by the elected members of the Legislative Assembly of..... (State).

(୩) ରାଜ୍ୟର ବିଧାନସଭାର ନିର୍ବାଚିତ ସଭ୍ୟମାନଙ୍କ ଦ୍ୱାରା ଘୋଷଣାକାରୀ.....

\*\*Strike off the inappropriate alternative.

\* ଅନୁଯୁକ୍ତ ବିକଳକୁ ଖାଲି ପକାନ୍ତୁ ।

# Only serial no(1) instruction to be followed for attestation

## FORM 13-D

### INSTRUCTIONS FOR GUIDANCE OF ELECTORS

[ See Rule 23(1) (d) ]

(To be used at an election to the House of the People or to the Legislative Assembly of a State)

Election to the\* ..... from the .....

The persons whose names are printed on the ballot paper sent herewith are candidates at the above election. Record your vote by placing clearly a mark opposite the name of the candidate to whom you wish to give your vote. The mark should be so placed as to indicate clearly and beyond doubt to which candidate you are giving your vote. If the mark is so placed as to make it doubtful to which candidate you have given your vote, your vote will be invalid.

The number of members to be elected is one. Please remember that you have only one vote. Accordingly you should not vote for more than one candidate. If you do so, your ballot paper will be rejected.

Do not put your signature or write any word or make any mark, sign or writing whatsoever on the ballot paper other than the mark required to record your vote.

After you have recorded your vote on the ballot paper, place the ballot paper in the smaller cover marked 'A' sent herewith, close the cover and secure it by seal or otherwise—

- (1) you may then sign the declaration in Form 13-A also sent herewith in the presence of a stipendiary magistrate and obtain the attestation of your signature by such stipendiary magistrate;
- (2) if you are a member of the armed forces of the Union or of an armed police force of a State but is serving outside that State, the attestation may be obtained by such officer as may be appointed in this behalf by the Commanding Officer of the Unit, ship or establishment in which you or your husband as the case may be, are employed;
- (3) if you are employed under the Government of India in a post outside India the attestation may be obtained by such officers as may be appointed in this behalf by the diplomatic or consular representative of India in the country in which you are resident;
- (4) if you hold an office like the office of the (i) President, (ii) Vice-President, (iii) Governors of States, (iv) Cabinet Ministers of the Union or of any State, (v) The Deputy Chairman and Members of the Planning Commission, (vi) The Ministers of State of the Union or of any State, (vii) Deputy Ministers of the Union or of any State, (viii) The Speaker of the House of the People or of any State Legislative Assembly, (ix) The Chairman of any State Legislative Council, (x) Lieutenant Governors of Union Territories, (xi) The Deputy Speaker of the House of the People or of any State Legislative Assembly, (xii) The Deputy Chairman of the Council of States or of any State Legislative Council, (xiii) Parliamentary Secretaries of the Union or of any State, the attestation may be obtained by an officer not below the rank of a Deputy Secretary to the Government of the Union or the State as the case may be;

# Serial no of ballot paper must be written on Form 13B

## FORM 13 B

COVER A

[ See Rule 23 (1) (b) ]

A	Not to be opened before counting Election
	To the _____
	POSTAL BALLOT PAPER

Serial number of ballot paper \_\_\_\_\_

\* Appropriate Particulars of the election to be inserted here

OGP-MP-DTP-U1 (Home Election) 180-7,13,228-2-3-2024

## FORM 13-C

### COVER-B

(To be used at an Election to the House of the people of a State)

[ See Rule 23 (1) (C) ]

COVER 'B'	[ "Every officer under whose care or through whom a postal ballot paper is sent shall ensure its delivery to the addressee without delay—Rule 23 (4) of the Conduct of Elections Rules, 1961." ]	*** SERVICE UNPAID *
ELECTION IMMEDIATE POSTAL BALLOT PAPER	For* _____ Constituency	
	(NOT TO BE OPENED BEFORE COUNTING)	
	To	
	The Returning Officer _____	
	** _____	
	Signature of Sender _____	

- \* Returning Officer to insert here the name of the appropriate Parliamentary Constituency
- \*\* Returning Officer to mention here his full Postal Address
- \*\*\* Strike off in the case of an elector who is employed under the Government of India in a Post outside India

OGP-MP-DTP-U1 (Home Election) 182-7,13,228-2-3-2024

# Serial no of ballot paper must be written on Form 13B

**FORM 13 B**  
**COVER A**  
[ See Rule 23 (1) (b) ]

A	Not to be opened before counting Election
	To the* _____
	<b>POSTAL BALLOT PAPER</b>
	Serial number of ballot paper _____

\* Appropriate Particulars of the election to be inserted here

DGP-MP-DTP-U1 (Home Election) 181-7, 13, 228-2-3-2024

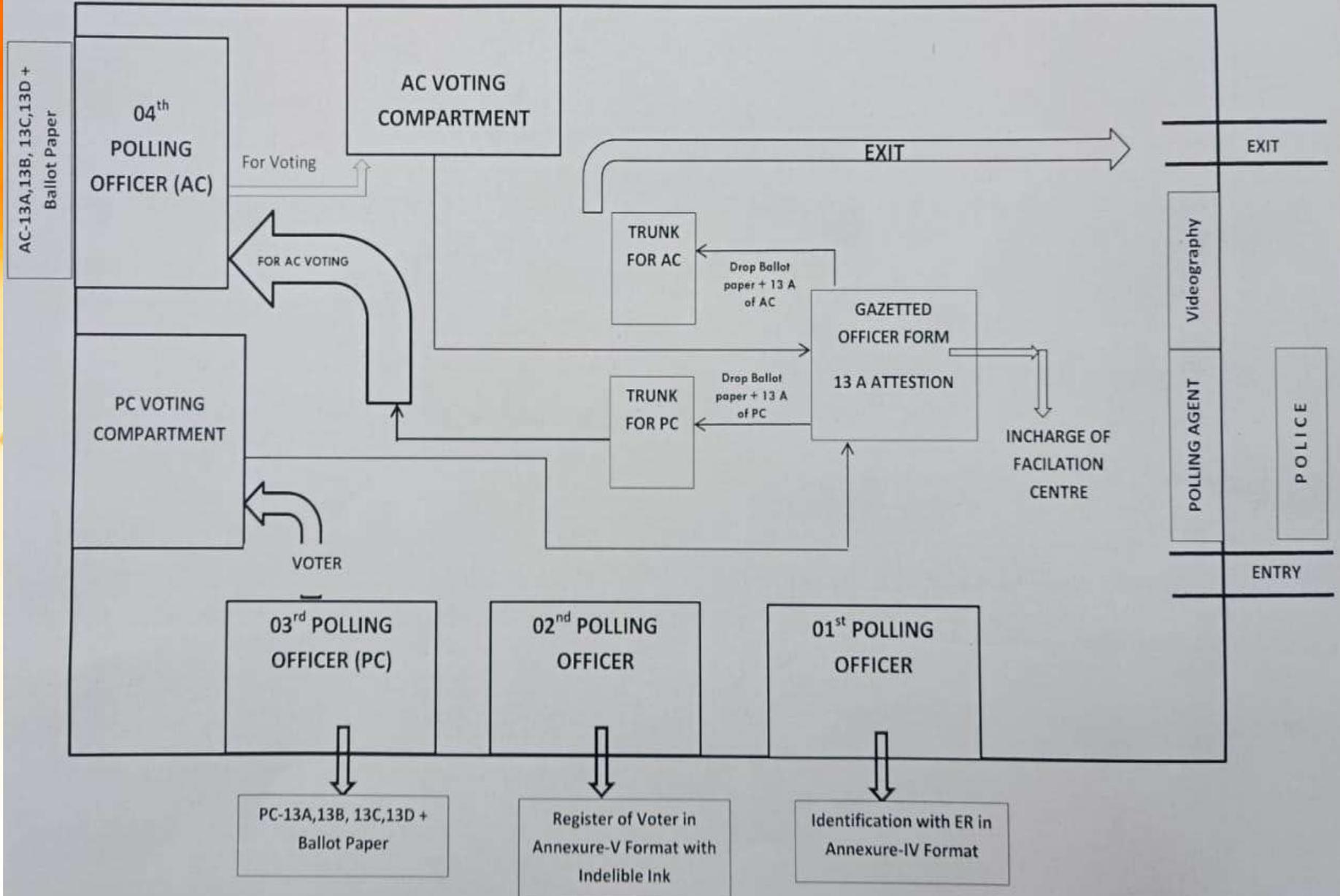
**FORM 13-C**  
**COVER-B**  
**(To be used at an Election to the Legislative Assembly of a State)**  
[ See Rule 23 (1) (C) ]

<b>COVER 'B'</b>	[ *Every officer under whose care or through whom a postal ballot paper is sent shall ensure its delivery to the addressee without delay—Rule 23 (4) of the Conduct of Elections Rules, 1961.* ]	<b>*** SERVICE UNPAID **</b>
<b>ELECTION IMMEDIATE POSTAL BALLOT PAPER</b>	For* _____ Constituency	
	<b>(NOT TO BE OPENED BEFORE COUNTING)</b>	
	To The Returning Officer _____	
	** _____	
	Signature of Sender _____	

\* Returning Officer to insert here the name of the appropriate Assembly Constituency  
\*\* Returning Officer to mention here his full Postal Address  
\*\*\* Strike off in the case of an elector who is employed under the Government of India in a Post outside India

DGP-MP-DTP-U1 (Home Election) 183-H, E-7, 13, 228-2-3-2024

# FACILITATION CENTRE



# **Duty of Polling officer at Facilitation Center:**

## **First polling officer:**

- ❑ He will be in charge of the list of Voters on Election Duty (**ANNEXURE-4**).
- ❑ Identification of the voter. He will verify the identity of Voters on Election Duty based on EPIC or any other photo identity document, and put cross mark on the name of the voter as provided in annexure-4 .

## **Second polling Officer:**

- ❑ Obtain the signature of each voter in a register as per the (**ANNEXURE-5**).  
will be in-charge of indelible ink. He shall apply indelible ink in the left hand's forefinger of such voter.

## List of voters on election duty polling staff

Name of State                      Odisha  
 Name of Election                SGE, 2024  
 Name of Constituency          146-Malkangiri (ST) Assembly Constituency

Sl No	Name of District	No. & Name of the PC/AC	Name of Elector	Part Number	Sl. Number in the Part	EPIC Number
1	Malkangiri	146- Malkangiri	UMASHANKAR SWAIN	70	1147	YZL1589100
2	Malkangiri	146- Malkangiri	MAHESWAR DURUKA	31	149	YZL1127596
3	Malkangiri	146- Malkangiri	LAXMI NARAYAN RATH	68	223	YZL1600063
4	Malkangiri	146- Malkangiri	BABULAL LAUDIA	120	110	GZW1604040
5	Malkangiri	146- Malkangiri	KAILASH CHANDRA MOHANTY	54	548	GZW1665058
6	Malkangiri	146- Malkangiri	WAGA MADI	275	630	GZW1837715
7	Malkangiri	146- Malkangiri	SUSANTA KUMAR OJHA	158	106	YZL1060599
8	Malkangiri	146- Malkangiri	KESHAB CHANDRA MADKAMI	21	258	OR13086018975
9	Malkangiri	146- Malkangiri	MANGULU MADKAMI	131	703	MZW1399211
10	Malkangiri	146- Malkangiri	Krushna Chandra Acharya	70	883	YZL1743145

Date

Returning Officer

**ANNEXURE 5**

**Register of voters on election duty issued with postal ballot**

Name of State : \_\_\_\_\_

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

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

Name/address/Venue of Facilitation Centre: \_\_\_\_\_

<b>Sl. No.</b>	<b>Name of Elector</b>	<b>Sl. Number in the list of voters on election duty</b>	<b>Details of the documents produced by the elector in proof of his/her identification</b>	<b>Date on which voted</b>	<b>Signature/TI of elector</b>

Signature of Poll Officer



## **Third Polling Officer:**

- will be in-charge of postal ballot paper of Parliamentary Constituency and form 13A(Attestation),13B (small envelope) 13C (bigger envelope).(All in White color)
- will enter Postal Ballot serial no in Form 13B and in Form 13A .
- Write serial no and Part no of voter in counter foil in Postal Ballot paper.
- Detach the counter foil of Postal Ballot and keep in a safe cover/canvas bag

## **Fourth Polling Officer:**

- will be in-charge of postal ballot paper of Assembly Constituency and form 13A(Attestation),13B (small envelope) 13C bigger envelope .( All in Pink Color)
- will enter Postal Ballot serial no in Form 13B and in Form 13A .
- Write serial no and Part no of voter in counter foil in Postal Ballot paper.
- Detach the counter foil of Postal Ballot and keep in a safe cover/canvas bag

## **Duty of Gazetted officers for attestation of declaration:**

- The officer shall attest the declaration based on the identification of the voter by his identity document and the voter will put his signature in form 13A in presence of him
- He must check before attestation that the SI. No. of the ballot paper is filled up in the space provided in the declaration, it is signed by the elector in his presence and his address is duly mentioned.
- The attesting officer should append full signature with date and write in hand or put a stamp showing his designation & office address.

## **VOTING PROCEDURE:**

- There is no specified mark of recording of vote. A voter can put a 'cross' (X) or 'tick' ('1) against the name of the candidate of his choice.
- Not to sign or write anything in the space provided which shall be liable to be rejected
- Not to vote more than one candidate which shall land in out right rejection
- After marking the choice, he will fold the postal ballot paper, put in the inner cover in Form 13B and paste it.
- Then the voters shall sign the declaration in Form 13A in the presence of and have the signature attested by the concerned authority as mentioned in Form13D.
- Thereafter, both Form 13B containing the postal ballot and duly attested Form 13A shall be put separately in outer envelope in Form 13C and sealed by the voter himself .
- The Sealed form 13C shall be dropped in the steel container / voting box meant for parliamentary Constituency and Assembly constituency .

## **Casting of postal ballot at Facilitation Centre:**

- Voter will go to first polling officer who will identify him and allow him for issuing postal ballot.
- Then the voter will go to the second polling officer who will apply ink on his finger and sign in voter register provided by Returning Officer.
- After that he will receive the postal ballot of Nawarangpur PC and other forms from third polling officer and he shall go into the PC voting compartment and mark his choice against the name of the candidate in the postal ballot in secrecy.
- He shall write the serial number of the postal ballot paper, if not already filled up, in the space provided for the same in the declaration in Form 13A and on the inner envelope (Form 13B - Cover A) in which the polled postal ballot is kept
- The voter shall thereafter sign the declaration in form-13 A, write his/her Postal address of registration in the electoral Roll, write his name on the space provided and get it attested by the gazetted officer as required by law.
- After sealing of envelope in Form 13C, the same will be dropped in the drop box kept in the drop box kept in facilitation centre meant for PC.

▪ Then he will go to 4<sup>th</sup> polling officer and collect postal ballot of Assembly Constituency and other forms and shall go into the AC voting compartment and mark his choice against the name of the candidate in the postal ballot in secrecy.

▪ He shall write the serial number of the postal ballot paper, if not already filled up, in the space provided for the same in the declaration in Form 13A and on the inner envelope (Form 13B - Cover A) in which the polled postal ballot is kept

▪ The voter shall thereafter sign the declaration in form-13 A write his/her Postal address of registration in the electoral Roll, write his name on the space provided and get it attested by the gazetted officer as required by law.

▪ After sealing of envelope in Form 13C, the same will be dropped in the drop box kept in the drop box kept in facilitation centre meant for AC.

# Duty of In-Charge of facilitation centre

- He shall show empty ballot box to all person present in the hall before the casting of postal ballot is started.
- He will ensure that the ballot box is sealed and before first Elector cast his/her Vote.
- He will ensure after voting is over that the drop box is open in presence of the representatives of contesting candidate that no vote is remaining in the box.
- He is to see that after all voters have cast their vote in both PC and AC.
- He is to see that voter form 13A is being attested by attesting officer

- He is to see that secrecy of voter is adhered to.
- He is to see that no one present in the Facility Center interferes in Voting process
- And he can order such person to leave the place immediately
- He will ensure that the entire process of voting at Facilitation Center is video graphed

- He shall keep the AC and PC wise Segregated postal Ballot in large cotton bags / Ballot box with writing the followings on it.

- ✓ Name of assembly constituency/Parliamentary constituency

- ✓ Date of polling

- ✓ Number of polled postal ballot

- ✓ Name of venue

- He is to send report in format-1 Annexure-6 to ARO/RO with signature of representatives of contesting candidate present therein.

- He is to see that copy of the annexure-5 (register of voters) register is given to the candidates on their request for it.

- He is to see that after voting is over, the **Annexure-5** (register of votes) should be sealed. (in the same manner as the Register in Form 17A)
  
- He is to see that the cotton bag/ Ballot box is deposited with the Returning Officer for each day. There shall be separate bags/box for different days/ facilitation centre.

**Format 1**

Statement regarding postal ballots cast at Facilitation Center

Name of State: \_\_\_\_\_  
Name of Election: \_\_\_\_\_  
Name of Constituency and District: \_\_\_\_\_  
Name/address/Venue of Facilitation Centre: \_\_\_\_\_  
Date of Postal balloting at FC: \_\_\_\_\_  
Total no. of Postal Ballot Cast on this date: \_\_\_\_\_  
Cumulative total no. of Postal Ballot Cast till date: \_\_\_\_\_

Name and Signature of the representatives of political parties/candidates: -

- 1.
- 2.

Signature .....  
Name & Designation of Head of FC .....

- Note:
1. This format shall be handed over to the ARO appointed for this purpose on each day of postal balloting.
  2. The ARO shall deposit it to the RO.
  3. The RO shall sent a copy of this format to the DEO of the concerned PC/AC.

**Thank You**