

**ELECTION URGENT**  
**BY EMAIL/CAMP BAG**

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

No.52/2014-SDR/

Dated : 7<sup>th</sup> March, 2014

To,

The Chief Electoral Officers of  
all States and Union Territories.

**Subject:- Guidelines for issue of Election Duty Certificate – regarding.**

Sir/Madam,

A very large numbers of persons are put on duty for the purpose of conduct of elections. These include persons in polling teams including Presiding Officers and Polling Officers, all Police personnel, Sector and Zonal Officers, Returning Officers, Assistant Returning Officers, District Election Officers and their staff, Micro-Observers, Assistant Expenditure Observers, drivers conductors and cleaners of vehicles used in elections etc. The Commission is keen that all persons appointed on election duties who are registered as electors and by reason of being on election duty are unable to vote at the assigned polling station are able to exercise their franchise as per law.

2. Under the provisions of rule 20 of the C.E. Rules, 1960, there are two ways in which franchise can be exercised by a person on election duty. If the person is on duty in the same constituency where he is enrolled as an elector, he is given "**Election Duty Certificate**" (EDC), which entitles him to cast his vote in another polling station of the same constituency where he is on election duty. If on the other hand, the person is on duty in some constituency other than the one in which he is enrolled as an elector, he is entitled to vote by **Postal Ballot (PB)**. Many Persons on election duty are not even aware that they are entitled to EDC or Postal Ballot.

3. During the general elections to the Legislative Assemblies of various States held in the past when only postal ballot option was made available to "voters on election duty" as officials are normally not assigned duty in the constituency where they are registered as electors, it posed a great challenge to properly manage various activities connected with issue of postal ballot papers, provide facility for casting of vote at the Facilitation Centre, handling of polled PBs

received by post or dropped in person after the actual date of poll in the constituency, transmission of polled PBs to the respective ROs within the district as well as inter district etc. and again at the time of counting of votes. Certain other problems, such as, the officials not collecting the PB even after applying for the same, many persons not voting at the facilitation center after obtaining the PB, persons not enrolling at their ordinary place of residence but continuing to be enrolled in their native villages or towns where they are not living any longer, enrolling at more than one place etc. were encountered. Apart from this, some candidates asked for list of voters issued with PB, etc.

4. During the ensuing General Election to Lok Sabha 2014, polling staff would be primarily drawn from and posted within the parliamentary constituency itself, though they may not be deployed in their own Assembly Constituencies. Therefore, most of the voters on election duty can vote by using EDC. Voting through EDC has following advantages :-

- a) No special arrangements have to be made to facilitate casting of ballot by employees who have been issued EDC;
- b) No special monitoring of casting of ballots has to be made by the RO;
- c) Allegations of violation of secrecy of ballot, and influencing or intimidation of voters, are avoided;
- d) Complaints about issue of Postal Ballot even after the poll day are completely avoided;
- e) No special arrangements have to be made to send polled Postal Ballot to the Returning Officer concerned for counting.
- f) Time consumed in counting of postal ballot is saved.

5. In view of the above advantages of management of EDC over Postal Ballot, the Commission hereby directs that employees randomization software shall be made in such a manner that to the extent possible the polling staff is deployed in election duty in the same Parliamentary Constituency in which they are registered as voter but not in the same assembly segment where they are resident.

6. As per the provisions of sub-rule (2) of rule 20 of C.E. Rules 1961, if a voter on election duty, being a Polling Officer, Presiding Officer or other public servants on election duty in a constituency of which he is an elector, wishes to vote in person at an election in the constituency, he shall send an application in **FORM 12A** (Annexure-1) to the Returning Officer so as to reach him at least **4 days or such shorter period** as the RO may allow before the date of poll. The

RO, after he is satisfied that the applicant is such public servant and voter on election duty in the constituency, shall issue an Election Duty Certificate in **FORM 12B** (Annexure-2) to authorise the voter on election duty to vote at any polling station in said constituency where he may be on duty on the date of poll.

7. The Election Duty Certificate in Form 12B shall be printed in adequate number either centrally by the CEO or the DEO, as may be convenient, and each such certificate shall be serially numbered with a unique serial number.

8. In the format of application for EDC in Form 12 A, there is column for mentioning the number and name of the polling station within the constituency where he is posted on election duty and also the S.No. & Part No. of the electoral roll in which his/her name is registered as an elector. While the details of the assembly constituency, Part No. of electoral roll, Sl. No. of the voter where his/her name is entered in the roll and EPIC number will be available in the employees database, the details of polling station where s/he is posted on election duty would be known only after the third round of randomisation is done to assign specific polling station. Therefore, the details regarding the polling station where posted for duty need not be filled by the applicant. The rule also mandates that the letters **"EDC"** should be indicated in the **"marked copy of the electoral roll"** against the name of the person to whom EDC is issued to ensure that the same person is not allowed to vote at the polling station where he would otherwise have been entitled to vote. The voter on election duty can exercise his/her franchise **in person** on the basis of the EDC at the polling station where he is deployed on poll duty.

9. In the case of polling staff while issuing the appointment orders drafting them on election duty after first randomisation, the copy of Form-12A (either pre-filled generated from the employees database or blank Form where the database is not populated with electoral roll particulars) shall be sent to them.

10. In the case of police personnel who are also treated as voters on election duty, the SP or other competent officer will maintain a database of all police personnel in the district. In that database, the elector details, like, No. & Name of Assembly Constituency, Part No. & Sl. No. of electoral roll where name is registered as an elector shall also be populated. The SP shall prepare the deployment plan for the police officials in the district well in advance. At this stage the

constituency where they are deployed on election duty would be known, whether within the constituency where registered as elector or in a different constituency. Those posted within the constituency will be eligible for voting on the basis of “**EDC**” and those posted outside the constituency will be eligible for voting through **Postal Ballot**. The SP shall appoint a Nodal Officer to coordinate all activities related to facilitating the exercise of franchise by police personnel through postal ballot or EDC. Form 12A (for EDC) or Form 12 (for Postal Ballot) shall be provided by the SP or the nodal officer identified for this purpose to enable the police personnel to make application for EDC or PB, as the case may be. The SP or the nodal officer shall ensure that these applications in Form 12 and 12A with the electoral roll details duly entered and signed by the police personnel are sent to the concerned Returning Officer at least 7 days before the date of poll so that **EDC or PB**, as the case may be, can be issued after making necessary entries in the marked copy of the electoral roll.

11. Similarly, in the case of drivers/conductors/cleaners and other persons appointed for specific election related duties also a Nodal Officer may be appointed. The enrolment details like No. & Name of Constituency, Part No. and Sl. No. of entry in the electoral roll of the persons so drafted for election duty shall be ascertained by the Nodal Officer and they shall be provided Form 12A (for EDC) if posted on election duty within the constituency of enrolment or Form 12 (for Postal Ballot) if posted in a different constituency to enable them to make application for EDC or PB, as the case may be. The nodal officer shall ensure that these applications in Form 12 and 12A with the electoral roll details duly entered and signed by the driver, conductor etc. drafted on election duty are sent to the concerned Returning Officer at least 7 days before the date of poll so that **EDC or PB**, as the case may be, can be issued after making necessary entries in the marked copy of the electoral roll.

12. **Marking of ‘EDC’ in the marked copies of electoral roll** should be done **as early as possible** after the officials would have submitted applications for EDC in Form 12A. The ROs may not insist upon the mentioning of P.S.No in application in Form 12A. Preparation of marked copy of electoral roll should not be delayed till the stage of issue of EDC. Once Form 12A application is submitted, the officials concerned can only vote using the EDC (Form 12B) at the polling station where he is on duty or in a nearby polling station if he is not assigned any specific polling station.

13. Similarly, when an official is deployed on election duty in the capacity of Zonal Magistrate or Sector Officer in a parliamentary constituency where he is a voter, he should also be given EDC so that he can exercise his franchise in any one of the polling stations that comes under the zone/sector allotted to him.

14. The question whether particular polling personnel is deployed on election duty at a polling station or is in reserve will be known immediately after second randomization. At that stage, the total number of staff going to be deployed in polling stations inside the PC will be known.

15. In the case of the officials who would be eligible for EDC, they should be briefed about the EDC facilities at the first training. As mentioned above, a copy of the Form 12A should be sent to the officials requisitioned for election duty together with the duty order. The officials should be instructed to submit the same duly signed, when they come for the first training itself. In this Form 12A they need not mention the Sl. No. and name of P.S. where they are posted on election duty within the constituency in that Form as that would not be known before third randomization of polling personnel.

- a) In case Form 12A is generated from the database then he should check the electoral roll details already printed and correct mistakes if any in the AC No. & Name, Part No. & Sl. No. of electoral roll and EPIC number.
- b) In case Form 12A is not generated, then he should fill up the details legibly. Those officials who do not know the part no. and serial no. of their entry in the electoral roll may be provided all necessary assistance to ascertain the same to enable the polling personnel to mention in Form-12A the particulars relating to their electoral roll entries (Sl No., Part No. of entries in the electoral roll). The copies of the electoral rolls will be kept in separate counters, assembly segment wise with sufficient number of staff to assist the election duty officials to locate their name in the roll.
- c) The Form 12A should be submitted together with a copy of the duty order and photocopy of EPIC in order to ensure that no ineligible person is issued a EDC.
- d) Applications in Form-12A, completed in other respects and duly signed by the polling personnel, would be collected at the first training class itself. These, again, should be collected assembly segment wise.

- e) The DEO shall make arrangements to ensure that all applications received in Form 12-A are immediately forwarded to the concerned RO.
16. The RO shall prepare the Election Duty Certificate in respect of all personnel who have submitted duly signed application in Form 12A. This should be done well before the second training/facilitation so that the EDC can be delivered to the electors on the second training/facilitation day. While preparing the EDC, the Part No. should be suffixed after the serial No. of the elector in the space provided for this in the format of EDC, ( like 415/25 i.e. Sl. No.415 in Part No.25 of electoral roll).
17. At this stage, proper account of the **EDCs** issued shall be maintained in a register. The names of the polling personnel issued with EDC and unique serial no. of the EDC should be entered in the register and the signature of the polling personnel obtained against that entry as and when EDC is issued to them. The Register shall be in the format enclosed herewith as Annexure-3.
18. The persons who after making application for EDC do not come to collect the EDC on the second day of training/facilitation may be asked to collect it from the RO/Officer-in-charge on a subsequent date as may be decided by the RO. Any leftover personnel can be given the EDC at the time of dispatch of polling party.
19. For the polling personnel kept as reserves, if they are deployed on duty in any polling station on the day of poll, they can cast vote using EDC in such polling station. For other staff on reserve who are not assigned to any particular polling station they can vote in any polling station located near the place where the reserve personnel are stationed.
20. At the polling stations, the Presiding Officers should brief the polling agents about the facility provided to the polling personnel to vote in that polling station using EDC. It may also be made clear to them that once EDC is issued they can vote only on the basis of EDC.
21. The Presiding Officer of a polling station shall take following action as per provision of rule 35A of C.E. Rules, 1961, whenever any polling staff presents EDC for casting of vote at that polling station :-



- a) Obtain the signature of the person producing the EDC on the EDC;
- b) Have the name and electoral roll details as mentioned in the EDC entered at the end of the marked copy of the electoral roll alongwith the particulars of electoral roll details;
- c) Each such entry should be serially numbered consecutively after the last serial number of entries in the relevant part of electoral roll.
- d) The EDC shall be retained by the first polling officer.

22. Thereafter, the person shall be allowed to vote by following the usual procedure. In the Form 17A (register of voters), in the column meant for serial number of elector in the electoral roll, the serial number, part number and the name of Assembly Segment of the EDC holder shall be mentioned. For example, if the EDC holder is enrolled at Sl. No. 415 in part No. 25 of Assembly Segment 'XYZ', the entries in column 2 of Form 17A in that case would be '415/25/XYZ'. In the remarks column of Form 17A, "EDC voter" shall be written.

23. The polling personnel using EDC facility should cast vote at the time when the polling agents are present in the polling station except in cases where no polling agent turns up. In the case of the reserve polling personnel, they should be advised to vote as soon as possible in the beginning itself, as they may be required later or to be shifted to different polling stations to meet emergent situations.

24. The Presiding Officer should note the total number of electors who voted on production of EDC against the relevant item in the PO Diary. In **Item No.1 of Form 17C (Part-I)** regarding the total number of electors assigned to the Polling Station, the figures of total number of electors as per the relevant part of the electoral roll **plus** electors who voted on production of EDC shall be indicated. The actual number of electors assigned as per the total number of electors in that part of electoral roll may be shown first followed by votes polled on production of EDC. For example, if the total no. of electors assigned to a polling station is 1125 and 9 votes were cast on production of EDC, then in Form 17C it shall be shown as "**1134 (1125 + EDC 9)**".

25. The Presiding Officer shall keep all the EDCs produced in the polling station in a separate envelope mentioning thereon the No. & name of the polling station and the total number

of EDCs inside the envelope. This envelope shall be sealed and returned alongwith the other election material.

26. In the collection centre, all the envelopes containing EDCs should be kept separately and these envelopes should later be stored in a separate trunk. In the event of any repoll in any polling station, the electors who voted in that polling station on the basis of the EDC shall be issued a fresh EDC to enable them to exercise their franchise during the repoll at the concerned polling station. In case any person cast vote by EDC in the polling station going to repoll his details can be known by opening the envelope in which the EDCs used at that polling station are kept.

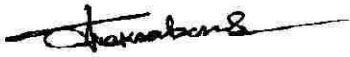
27. The DEO will be responsible for proper coordination of the whole activities.

28. In the States of Mizoram, Nagaland & UTs of A & N Islands, Chandigarh, Daman & Diu, D & N Haveli, Lakshadweep and Puducherry having only one parliamentary constituency, every category of voters on election duty will be issued EDC only.

29. In the States of Andhra Pradesh, Odisha and Sikkim where simultaneous election will be held for Lok Sabha and Legislative Assembly all voters on election duty viz. polling personnel/police personnel/Drivers, cleaners, videographers and all other category of voters on election duty will be issued only Postal Ballot Paper as otherwise as per the existing randomisation norm of posting within PC but outside AC they will get one EDC for PC and PB for AC.

30. The above instructions may be brought to the notice of all concerned for implementation without any deviation.

Yours faithfully,

  
(Ashish Chakraborty)  
Secretary



**FORM 12A**

[See rule 20(2)]

**APPLICATION FOR ELECTION DUTY CERTIFICATE**

To,

The Returning Officer,

.....	Assembly	constituency
	Parliamentary	

Sir,

I intend to cast my vote in person at the ensuing election to the Legislative Assembly/ House of the People from the .....constituency.

I have been posted on election duty within the constituency at .....(No. and name of the polling station) but my name is entered at Serial No. .... Part No.....of the electoral rolls for..... assembly constituency comprised within..... Parliamentary constituency.

I request that an Election Duty Certificate in Form 12B may be issued to enable me to vote at the polling station where I may be on duty on the polling day. It may be sent to me at the following address:-

.....

.....

Place.....

Date.....

Yours faithfully

(signature)

Name in full

**Note:** Please attach a copy of the appointment order/EPIC or Service ID with photograph

**FORM 12B**

[See rule 20(2) and 35A]

**ELECTION DUTY CERTIFICATE**

No.....

Certified that .....is an elector in the  
.....Assembly / Parliamentary constituency, his electoral roll  
number being ..... That by reason of his being on election duty he is  
unable to vote at the polling station where he is entitled to vote and that he is  
therefore hereby authorized to vote at any polling station in the said  
constituency where he may be on duty on the date of poll.

Signature.....

Place.....

Returning Officer

SEAL

**REGISTER OF ACCOUNT OF "EDCs" ISSUED**

No. &amp; Name of the PC/AC: \_\_\_\_\_

No. & Name of Assembly Segment \_\_\_\_\_  
(in the case of PC)

Running Sl. No.	Unique Sl. No. of "EDC"	Name of voter on election duty	Sl. No./ Part No. of electoral roll in which registered	Signature
1				
2				
3				
4				
5				
6				
PAGE 2				
7				
8				
9				
10				
11				
12				
.....				

Total No. of electors issued EDC \_\_\_\_\_ (in number)

\_\_\_\_\_ (in words)

(Signature)

RO/ARO/Nodal Officer