

“[FORM 12D]  
[See rule 27-C)

PART I

**Letter of intimation to Assistant Returning Officer  
(for absentee voters)**

To

The Assistant Returning Officer,  
(for the notified class of electors)

.....Parliamentary/Assembly constituency  
.....(designation and address of ARO)

Sir,

I,.....son/daughter/wife of.....resident of.....village/mohalla  
..... Town/city/tehsil..... ..District.....(State) belong to the  
class of absentee voter and wish to cast my vote by post at the election to the House of the  
People/Legislative Assembly from the..... Parliamentary/Assembly  
constituency.

My complete present postal address is as under:-

House/dwelling unit/tent number.....  
Camp/mohalla/tent number .....  
Ward/town/tehsil.....  
District.....

State.....PIN CODE.....

Mobile Phone No. (if available).....

My name is entered at serial number.....in Part No.....of the electoral roll  
for..... Parliamentary/Assembly constituency.

I am working as.....(designation of the office held)  
in.....

(Name and full address of organization).

I will be on duty in the above-mentioned office on the day of poll for the above- mentioned election.

\* On account of my official duties on the date of poll, I will not be in a position to be present in the  
polling station assigned to me on the day of poll.

OR

\* I am ..... years of age/am a person with disability, and am not in a position to goto the polling  
station to cast vote.

It is requested that postal ballot paper may be issued to me as absentee voter for theabove election.

Yours faithfully,

.....  
(Full name and signature)

**PART II**

**(for absentee voter other than senior citizen or persons with disability)**

Certificate by the nodal officer appointed by the Organisation concerned.

It is hereby certified that the particulars given by the applicant in Part I are correct, and it is further certified that the applicant will be on official duty on the day of poll, and he/she will not be in a position to be present in the polling station on the day of poll.

.....  
(full signature of the attesting Officer)  
.....(Name)  
.....(address)  
.....(rubber stamp)

Strike off whichever is not applicable and tick the relevant statement.

**Note** - This Application must reach RO within 5 days following the date of notification of election.”