

**GOA STATE ELECTION COMMISSION
ALTINHO, PANAJI-GOA.**

No. 1/199/ Standing orders /2020-SEC/1242

Dated: 30/10/2020

ORDER

Sub: Issue of Postal Ballot.

A Presiding Officer or a Polling Officer or a public servant who is on election duty and by reason of his being on election duty, is unable to cast his vote at his entitled polling station, is directed to make an application for issue of the postal ballot to the Returning Officer(RO) in the prescribed form so as to reach him at least four days or such shorter period as the RO may allow before the date of poll. The RO concerned after being satisfied that the applicant is a voter on election duty, shall issue a "postal ballot" paper to him. A postal ballot paper shall be the same as that of the ordinary ballot paper.

The facility of postal ballot can be presently availed of in the elections to the zilla panchayat and the CCP only. The ROs are directed to strictly follow the procedure as prescribed under the relevant rules. The procedure to be followed while dealing with the issue and receipt of the postal ballot at the end of the RO as also the procedure to be followed at the end of the said voter is identical and verbatim the same as provided under the relevant Rules concerning both types of the local bodies as mentioned herein above (Rule 46 of the Goa Panchayat and Zilla Panchayat (Election Procedures) Rules, 1996 and Rule 40A of the CCP Rules). The only difference lies in the fact that the form numbers used under both the sets of Rules are different as may be seen below:

Sr. No	Form Name	Form No. for ZP election	Form No. for CCP election
1	Application for postal ballot to be sent to RO	18	XX
a	A declaration	19	XXI
b	A small cover	20	XXII
c	A large cover addressed to the returning officer	21	XXIII
d	Instructions for the guidance of the voter	22	XXIV

Contd..

The RO should supply Form 18 in case of ZP election/Form XX in case of CCP, to all the employees who have been drafted for election duty and are entitled for issue of a postal ballot ;during the first round of training itself.

The Returning Officer should prepare a postal ballot paper for all the employees who have applied for the postal ballot and shall deliver the postal ballot paper during the second round of training under an acknowledgement. The facilitation of casting the vote through ballot paper will be done during the second round of training. A ballot box shall be kept at the training location and all such employees should be told to deposit the ballot paper in the assigned ballot box after marking them as per instructions circulated to them. Detailed procedure should be explained to them for depositing the postal ballot papers.

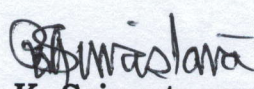
In case of the police personnel who are entitled for issue of a postal ballot, the Superintendent of Police concerned will be required to depute a nodal officer at each RO level not only to collect the application forms for the police officers/officials engaged on the election duty but also to submit the marked postal ballots to the RO at least 4 days before the poll date. Every officer under whose care or through whom a postal ballot paper is sent shall ensure its delivery to the addressee without delay.

The RO shall record the serial number of each ballot paper against the entry relating to the voter in the marked copy of the voters list. He shall also ensure that such a voter is not allowed to vote at any polling station. After the postal ballot papers have been issued, the marked copy of the voters list will be sealed in a packet and sent to the presiding officer concerned.

The ROs are supposed to keep a proper account of the applications received, signature of the person who collected the postal ballot paper and also the date of dispatch in case it is not collected personally, as per the format prescribed below:

Contd..

Sr No	Name of employees who have filed application	Name of the ward / constituency	Part No & Serial No.	Signature of the person who collected the Ballot paper	Date of the dispatch of Postal ballot, in case not collected	Remarks
Signature of Returning Officer						


R. K. Srivastava
 State Election Commissioner

To

1. The ROs for Zilla panchayat / CCP elections.
2. The Supdt. of Police districts.

Copy to:

The district Collectors.