



**STATE ELECTION COMMISSION
GOA**

ALTINHO, PANAJI-GOA

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ORDER

Sub: Issue of Postal Ballot.

Under Rule 46 of Goa Panchayat & Zilla Panchayat (Election Procedure) Rule 1996, a person who is on Election duty and not able to vote at polling station shall send an application in Form No 18 to the Returning Officer so as to reach atleast 4 days before the date of poll.

The Returning Officer should supply Form 18 to all the employees who have been drafted for election duty at least during the first training.

The RO should prepare a Postal Ballot Paper for all employees who have applied in Form 18 and shall deliver the Postal Ballot Papers during the second training under an acknowledgement. The facilitation of casting the vote through ballot paper will be done during the second training session. A drop box shall be kept at training the location and the employees who have been issued the postal ballot paper shall be informed to deposit the ballot paper in the drop box after marking them. The detail procedure should be explained to the employees for depositing the postal ballot papers.

The Superintendent of Police shall depute a nodal officer at each RO level to collect the application in Form 18 from the Police officers engaged for the election duty and submit them to the concerned RO atleast 4 days before the Poll date. The RO shall prepare the Ballot Papers for the Police Officers who have applied in Form 18 and send them to the concerned applicants at their given address.

The RO shall maintain a register in the following format:

Sr. No.	Name of employees who has filed application in Form 18	Name of Zilla Panchayat Constituency	Part No. & Serial No.	Signature of the person collected the Ballot Paper	If No, when the PB dispatched	Remarks
Signature of Returning Officer						



Menino D'Souza, IAS(Retd.)

Commissioner

State Election Commission, Goa

To,

The Director, Government Printing Press, Panaji for publishing in the Extraordinary Official Gazette.

Copy to;

1. The Additional Collector I, North Goa District, Panaji Goa.
2. The Additional Collector III, South Goa District, Margao Goa.
3. The Director, Directorate of Panchayat, Govt. of Goa, Panaji, Goa.
4. The Returning Officers (RO) / Assistant Returning Officers for General Election to North Goa Zilla Panchayat and South Goa Zilla Panchayat.
5. Guard file.