

**STATE ELECTION COMMISSION
(Election Authority)**

(Jammu & Kashmir Panchayati Raj Act, 1989)

Union Territory of Jammu & Kashmir

Nirvachan Bhawan, Rail Head Complex, Jammu

Phone No: 0191-2477519 Fax No - 0191-2477389

**Sub: Scheme for voting by 'Absentee Voters' by means of Postal Ballot in
the District Development Council and Panchayat By-Elections 2020.**

ORDER NO: SEC/Pyt/2020/02

Dated: 05.11.2020

Consequent upon the notification of various classes of persons as 'Absentee Voters' entitled to cast their vote by postal ballot, vide Notification No: EA/Pyt/2020/07 issued under endorsement No. 09/SEC/Pyt/2020/141-60 dated 05.11.2020, the detailed schemes for those of the 'Absentee Voters' who wish to vote by postal ballot are enclosed herewith as following Annexures:-

- 1. Annexure - A** for the District Development Council Elections 2020
- 2. Annexure- B** for Elections to vacant Sarpanch/Panch constituencies 2020.

Sd/-

K.K. Sharma IAS (Retd.)
State Election Commissioner
(Election Authority) J&K
Dated: 05-11-2020

No. 09/SEC/ Pyt/2020/161-80

Copy to:

1. All Financial Commissioners.
2. Director General of Police, J&K.
3. All Principal Secretaries to the Government.
4. Principal Secretary to the Lieutenant Governor.
5. Principal Resident Commissioner, J&K Government, New Delhi.
6. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
7. All Commissioner/Secretaries to the Government.
8. Divisional Commissioner Jammu/Kashmir.
9. Chairperson, J&K Special Tribunal.
10. Director General, J&K Institute of Management & Administration & Rural Development.
11. Director, Information, J&K for publishing in leading newspapers of the UT.
12. All Deputy Commissioners.
13. All Heads of the Departments/Managing Directors/Secretary, Advisory Boards.
14. Secretary, PSC/SSB/J&K Academy of Art, Culture & languages.
15. Director, Estates.
16. Director, Archives, Archaeology & Museums, J&K.
17. Secretary, J&K Legislative Assembly.
18. General Manager, Government Press, Jammu.
19. Private Secretary to the Chief Secretary.
20. Private Secretary to the Advisor (F)/(B) & (BK) to the Lieutenant Governor


(Anil Salgotra)
Secretary

State Election Commission
UT of Jammu & Kashmir

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Notification No: EA/Pyt/2020/07

Dated: 05.11.2020

WHEREAS, a number of electors who are eligible for voting in the Panchayat By-Election 2020 and District Development Council Elections 2020, may have been hospitalised or quarantined (Institutional /Home) being either Covid positive or suspected to be so;

WHEREAS, in terms of the guidelines issued by the competent authorities, it would not be feasible for these persons to reach their respective polling stations physically and exercise their right to franchise;

WHEREAS, electors who are senior citizens and have attained the age of 80 years and above also find it difficult to reach their respective polling stations physically to exercise their right to franchise;

WHEREAS, electors who are Persons with Disabilities (PwD) also have problems in reaching their respective polling stations physically on the day of poll to cast their vote;

WHEREAS, there are electors who shall be either engaged in election duty or Covid related duties on the day of poll and therefore not in a position to cast their votes physically at the polling stations;

WHEREAS, a need has been felt to facilitate the above referred classes of persons in a manner that they can exercise their right to franchise without physically visiting their respective polling stations;

WHEREAS, proviso to Sub rule 4 of Rule 17 of the Jammu & Kashmir Panchayati Raj Rules, 1996, authorizes the Election Authority to issue instructions in respect of specific class of persons for casting of votes and Rule 108-ZM of the Jammu & Kashmir Panchayati Raj Rules, 1996, empowers the Election Authority to issue additional instructions on matters not covered under these rules;

NOW, THEREFORE, the Election Authority, in exercise of powers conferred upon it by the Jammu & Kashmir Panchayati Raj Act, 1989 and proviso to Sub rule 4 of Rule 17 and Rule 108-ZM of the Jammu & Kashmir Panchayati Raj Rules, 1996, for the ensuing District Development Council and Panchayat By-Elections, 2020, notifies the following classes of persons as the 'Absentee Voters', entitled to cast their votes by postal ballot, subject to the fulfilment of requirements otherwise specified in the statutes governing the said elections:-



- a. Electors above the age of 80 years
- b. Electors with physical disability as already marked/flagged in the data base of the electoral rolls of the Union Territory of Jammu and Kashmir.
- c. Covid-19 suspect or affected persons, who are hospitalised or quarantined (Institutional or Home), certified by a competent authority.
- d. Electors who are deployed for election duty on the day of poll.
- e. Electors who are deployed for Covid mitigation duties on the day of poll.

Sd/-

K.K. Sharma IAS (Retd.)
State Election Commissioner
(Election Authority) J&K
Dated: 05-11-2020

No. 09/SEC/Pyt/2020/141-60

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1. All Financial Commissioners.
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4. Principal Secretary to the Lieutenant Governor.
5. Principal Resident Commissioner, J&K Government, New Delhi.
6. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
7. All Commissioner/Secretaries to the Government.
8. Divisional Commissioner Jammu/Kashmir.
9. Chairperson, J&K Special Tribunal.
10. Director General, J&K Institute of Management & Administration & Rural Development.
11. Director, Information, J&K for publishing in leading newspapers of the UT.
12. All Deputy Commissioners.
13. All Heads of the Departments/Managing Directors/Secretary, Advisory Boards.
14. Secretary, PSC/SSB/J&K Academy of Art, Culture & languages.
15. Director, Estates.
16. Director, Archives, Archaeology & Museums, J&K.
17. Secretary, J&K Legislative Assembly.
18. General Manager, Government Press, Jammu.
19. Private Secretary to the Chief Secretary.
20. Private Secretary to the Advisor (F)/(B) & (BK) to the Lieutenant Governor.


(Anil Salgotra)

Secretary
State Election Commission
UT of Jammu & Kashmir

Annexure- A

to the Order No:SEC/Pyt/2020/02 dated 05-10-2020

Scheme for Voting by means of Postal Ballot in the District Development Council Elections 2020 for the absentee electors

1. Class of Persons constituting 'Absentee Voters':

The scheme shall be referred to as DDC Absentee Voter Postal Ballot (DAPB) and for the purpose of this scheme, the following categories of electors falling within the ambit of Notification No: EA/Pyt/2020/07 dated 05-11-2020 issued under endorsement No.09/SEC/Pyt/2020/141-60 date 05.11.2020, shall comprise the 'Absentee Voters':-

- a. Electors who are Covid-19 suspect or affected persons, and are hospitalised or under institutional quarantine, certified by a competent authority.
- b. Electors who are Covid-19 suspect or affected persons, and are under home quarantine, certified by a competent authority.
- c. Electors above the age of 80 years.
- d. Electors with physical disability as already marked/flagged in the data base of the electoral rolls of the Union Territory of Jammu and Kashmir.
- e. Electors on Election duty or Covid related duty.

2. Sub-classes of 'Absentee Voters':

For the purpose of this scheme the Absentee Voters as referred above shall be divided into following sub-classes:

a. Absentee Voters - INST:

Comprising of the persons falling under class 1(a) above, i.e. Electors who are COVID- 19 positive/suspect and are in Institutional Admission/Quarantine.

b. Absentee Voters - Gen:

Comprising of the persons falling under class 1(b), 1(c), and 1(d) above, i.e. Electors who are COVID- 19 positive/suspect and are in Home Quarantine OR the electors who are marked as Persons with Disabilities (PwD) OR the electors above the age of 80 years.

c. Absentee Voter- Ser:

Comprising of the persons falling under class 1(e) i.e Electors deployed for election duties and Covid related duties.

3. Appointment of Nodal Officer for 'Absentee Voters - INST' and 'Absentee Voter – Gen & Ser':

Every district shall have two separate Nodal Officers for handling all issues related to Absentee Voters-INST and Absentee Voters-Gen & Ser. The Nodal Officer for Absentee Voters-INST should preferably be from Medical fraternity. These nodal officers shall handle all issues related to their respective classes of the Absentee Voters, including ensuring wide publicity to this scheme for facilitating such voters.

- 4. Database of 'Absentee Voters' entitled to vote by Postal Ballot:**
- a. DPEO shall make available to all ROs the lists of electors falling under different categories of 'Absentee Voters' belonging to the District Development Councils (DDCs) under their respective jurisdictions.
 - b. The list of Covid related Absentee Voters shall be obtained from the concerned Competent Authorities.
 - c. The list of marked Persons with disabilities shall be taken from the ERONET data of the district and only those electors who are enrolled in the latest DDC Electoral Rolls out of this shall be considered as 'Absentee Voters' under this scheme.

5. Intimation by 'Absentee Voter' to vote by Postal Ballot:

Any 'Absentee Voter', who wishes to vote by Postal Ballot (PB), shall make an application to the concerned RO, give his/her preference by filing Form-'DAPB-1', as enclosed. Copies of Form-DAPB-1 shall also be available at the office of District Panchayat Election Officers of respective Districts, Block Headquarters of all Blocks and Returning Officers of the respective DDCs and can also be downloaded from the website of the CEO J&K (ceojk.nic.in).

The procedure for various sub-classes of Absentee Voters shall be as under:

Absentee Voters –INST:

- a. In case of Absentee Voters-INST, the Nodal Officer shall ensure distribution of Form-DAPB-1 to the absentee voters who are under institutional admission/quarantine through the administrative incharge of these institutions like Hospitals, quarantine centres, etc.
- b. To enable the Absentee voters to give the requisite details in Form DAPB-1, the Nodal Officers shall utilize the services of the concerned BLOs. DPEOs shall ensure that contact details of all BLOs are provided to the Nodal Officers. Copies of the electoral rolls of all the DDC Constituencies shall be available at all the District Headquarters and Block Headquarters. Electoral Rolls are also available on the CEO, J&K web portal (ceojk.nic.in).
- c. Nodal Officer shall ensure that the duly filled Form DAPB-1 are deposited to the concerned Returning Officers **by the date appointed as 'the last date for making nomination'** for the concerned DDC constituency.
- d. The certificate in Part II of Form DAPB-1 which has to be signed by any gazetted officer, in case of electors under institutional admission/quarantine, can be signed by the incharge of such institution.

Absentee Voters –Gen:

- a. Respective BLOs shall visit the houses of the concerned electors, as provided by the RO, in the Polling Station area and deliver Form DAPB-1 to the concerned electors. If an elector is not available, he/she will share his/her contact details and revisit to collect it on a specified day.

- b. The elector may or may not opt for POSTAL BALLOT. However in both the cases an acknowledgment as appended to this scheme shall be obtained from the elector by the BLO.
- c. If he/she opts for POSTAL BALLOT, then the BLO will collect the filled-in Form DAPB-1 from the house of the elector and deposit it to the concerned RO immediately, not waiting for the last date fixed for filing of Nomination Papers in the concerned constituency, being the cut-off date.
- d. BLO shall deposit all the acknowledgement forms with the RO along with all Form DAPB-1.
- e. BLO shall assist the 'Absentee Voters' in filling their particulars in the Form –DAPB-1.
- f. While visiting the 'Absentee Voter' under home quarantine, the DPEO shall provide appropriate protection equipment including PPE kit in consultation with the District Nodal Health Officer to the BLO.
- g. Duly filled Form DAPB-1 should reach the concerned Returning Officers **by the date appointed as 'the last date for making nomination'** for the concerned DDC constituency.

Absentee Voter -Ser

- a. Absentee Voter-Ser shall fill the Form DAPB-1 giving their complete particulars especially the Part II of the form.
- b. To enable the Absentee voters to fill the requisite details of electoral status in Form DAPB-1, copies of the electoral rolls of all the DDC Constituencies shall be available at all the District Headquarters and Block Headquarters. Electoral Rolls are also available on the CEO, J&K web portal (ceojk.nic.in). List of BLOs with their contact details shall also be made available by the DPEOs on their respective websites for facilitation of Absentee Voters. All BLOs shall be instructed by the DPEOs to facilitate the Absentee Voters in filling of Form DAPB-1, in person or virtual mode.
- c. The certificate in Part II of Form DAPB-1 shall be duly signed by the authorised officer of the organisation to which he/she belongs.
- d. Duly filled Form DAPB-1 should reach the concerned Returning Officers **by the date appointed as 'the last date for making nomination'** for the concerned DDC constituency.

6. Registration of Absentee Voters & preparation of marked copy of electoral rolls:

- a. All the applications received by the **due date (i.e. the date specified as the last date for making nomination for that DDC)** in the Form 'DAPB-1' shall be compiled by the Returning Officer in Form 'DAPB-7'.
- b. The Returning Officer, shall issue the Postal Ballots to all the Absentee voters who have opted for this scheme by filling Form – 'DAPB-1', and prepare the marked copies of Electoral rolls by marking 'DAPB' in front of the name of each elector who has opted for DAPB.
- c. The marked copies of the electoral rolls shall be used at the respective polling stations.

7. Form of Postal Ballot Paper:

- a) Every postal ballot paper shall have a counterfoil attached thereto and the said ballot paper and the counterfoil shall be in Urdu and English language.
- b) The Ballot Paper for DDC constituencies shall be of Yellow Colour.

8. Issue of Postal ballot paper(s):

- a) Based on the list of Absentee voters who have opted for the DAPB scheme, RO shall, within 48 hours of the last date of withdrawal, enclose the following in Cover C (as per Form 'DAPB-6') and prepare for dispatch to the Absentee voter:-
 - i. Yellow colour Postal Ballot, with seal and signatures of the RO concerned on the backside of ballot;
 - ii. a declaration in Form 'DAPB-2';
 - iii. a cover in Form 'DAPB-3';
 - iv. a large cover addressed to the RO concerned in Form 'DAPB-4'; and
 - v. instructions for the guidance of the Absentee voter in Form 'DAPB-5':
- b) The Returning Officer shall, at the same time—
 - i. record on the counterfoil of the ballot paper the electoral roll number of the Absentee voter as entered in the marked copy of the electoral roll;
 - ii. mark the name of the Absentee voter in the marked copy of the electoral roll to indicate that ballot paper(s) has been issued to him, without, however, recording therein the serial numbers of the ballot papers issued to that Absentee voter; and
 - iii. ensure that the Absentee voter is not allowed to vote at a polling station.

9. Delivery of Postal Ballot:

In case of Absentee Voter – INST & GEN:

- a. The DPEO shall constitute sufficient number of '**AV-Polling Teams**' of polling officials, based on the number of requests received from such of the electors who are under institutional admission/quarantine and have opted under this scheme. A polling team shall consist of at least two officials, out of whom one at least should not be below the rank/level of the officials appointed as Polling Officer at a normal polling station. The Senior most member of the team shall be the in-charge of the team who shall be responsible for certifying the signatures of the elector in Form DAPB-2.
- b. The lists of 'Absentee Voter' (all categories) shall be divided for distribution among the different 'AV-Polling Teams' in such manner that each team gets a list of persons in geographically compact area.
- c. ROs shall handover to these teams the Postal ballot paper sets, as per clause 8 of this order, elector-wise under proper receipt/documentation vis-à-vis the list of 'Absentee Voters' assigned to them.

- d. The '**AV-Polling Teams**' shall visit the electors at the address mentioned in their application in Form DAPB-1 for facilitating their voting by postal ballot paper.
- e. The electors will be intimated, in advance, about the date and approximate time of visit of poll officials. Such intimation may be given through SMS on the mobile phone number wherever the same has been mentioned in the application in Form-DAPB-1. In other cases, the intimation may be given through the BLO.
- f. If the elector is not present at the given address at the first visit, the team shall pay a second visit after leaving intimation about the time of second visit. If the elector is not present even at the second visit, no further visit or action is required in his/her case.
- g. The visiting polling official shall ascertain the identity of the elector before handing over the postal ballot paper set (Cover-C).
- h. Each of the AV-Polling Teams should be provided with the list of 'Absentee Electors', pen, ink-pad (for thumb impression wherever required), glue stick for closing the envelopes, a sufficiently big canvas bag for keeping the envelopes of polled ballots safely and other essential stationeries that may be considered necessary.
- i. Police Security cover wherever necessary, shall be provided to the AV-Polling Teams for their visits.
- j. For the AV-Polling Teams deputed to Covid related 'Absentee Voters', appropriate protection equipment including PPE kit shall be provided in consultation with the Nodal Health Officer for the District.

In case of Absentee Voter – Ser:

- a. For all the Absentee Voters - Ser, the postal ballot shall be dispatched by post under a certificate of post by the RO concerned.

10. After postal ballot papers have been issued to all the Absentee voters, the RO shall:

- a) seal up in a packet the marked copy of the electoral roll and record on the packet a brief description of its contents and the date on which it is sealed.
- b) also seal up in separate packet the counterfoils of the ballot papers issued to the Absentee voters and record on the packet a brief description of its contents and the date on which it was sealed.

11. Recording of Vote:

Absentee Voter- INST & Gen:

- a) Absentee voter who has received the postal ballot paper and desires to vote shall record his/her vote on each of the ballot papers in accordance with the directions contained in Form DAPB-5.
- b) After recording his vote, he shall enclose the postal ballot in **Cover A (Form DAPB-3)** and seal this envelope.
- c) The Absentee voter shall sign the declaration in Form **DAPB-2** in the presence of, and have the signature attested by **AV-Polling Team Incharge**.

- d) The envelope containing postal ballot i.e., **Cover A** (Form 'DAPB-3) and the declaration in **Form 'DAPB-2'** shall be put in the bigger envelope **Cover B** (Form 'DAPB-4). **This should be sealed properly by the AV-Polling team.**
- e) **The CV-Polling team has to ensure that all instructions in the Form DAPB-5 are strictly adhered to and the secrecy of voting is maintained.**
- f) **The CV-Polling team shall have the mandate to assist the Absentee Voter-INST within the ambit of the instructions laid down in Form DAPB-5.**

Absentee Voter- Ser:

- a) Absentee Voter-Ser, who has received the postal ballot paper by post and desires to vote, shall record his/her vote on the ballot paper in accordance with the directions contained in Form DAPB-5.
- b) After recording his vote, he shall enclose the postal ballot in **Cover A (Form DAPB-3)** and seal this envelope.
- c) The Absentee voter shall sign the declaration in **Form DAPB-2** in the presence of, and have the signature attested by **1st Class Magistrate or a Gazetted Officer.**
- d) The envelope containing postal ballot i.e., **Cover A** (Form 'DAPB-3) and the declaration in **Form 'DAPB-2'** shall be put in the bigger envelope **Cover B** (Form 'DAPB-4). **This should be sealed properly.**

12. Returning the ballot paper:

- a) **In case of Absentee Voter- INST & Gen, the sealed large Cover-B (Form 'DAPB-4'), containing the postal ballot sealed in Form 'DAPB-3' and the declaration in Form 'DAPB-2', shall be returned by the 'Absentee Voters' to the AV-Polling Teams, who shall ensure its delivery to the RO concerned under safe custody at least one day before the date appointed for counting in the respective constituency.**
- b) **In case of Absentee Voter-Ser, the sealed large Cover-B (Form 'DAPB-4'), containing the postal ballot sealed in Form 'DAPB-3' and the declaration in Form 'DAPB-2', shall be returned by the Absentee voter to the RO concerned by post so as to reach him one day before the date appointed for counting in the respective constituency.**
- c) All the PBs, duly sealed in large Cover B (Form 'DAPB-4'), shall be received by the RO, who shall ensure proper receipt of all the covers and keep them in safe custody. Also, if any such Cover is received after the expiry of the time stated above, the RO shall make note thereon of the date and time of its receipt but not open it.

13. Counting of Absentee Postal Ballots:

- a) RO shall arrange and ensure that all the PBs received within the prescribed time period, are delivered in a sealed envelope to the ARO who is incharge of the counting for that DDC constituency, by or before

- the hour fixed for counting in the constituency. The ARO shall take necessary steps for counting of the PBs at the time of counting.
- b) The ARO shall comply with all the extant instructions regarding the counting of postal ballots. In particular, he shall ensure that:
- I. The Postal Ballots have the Signatures of the RO on the back side (Specimen signatures of the RO shall be provided to all the AROs responsible for counting of Postal Ballots).
 - II. The PBs are duly marked by the Absentee voter and there is no mark other than this on the PB.
 - III. The declaration in Form 'DAPB-2' is duly signed by the Absentee voter as well as the attesting authority.
 - IV. The postal ballots are taken up for counting first.
 - V. In case of Covid related 'Absentee Voters' a certificate from the competent authority is attached.

FORM 'DAPB-1'

Letter of Intimation to vote through Postal Ballot
(To be filled by each 'Absentee voter' individually)

To

The Returning Officer,

Sir,

I, _____ son/daughter/wife of _____ resident
of village/mohalla _____ of town/city/tehsil _____
District _____ belong to the class of 'Absentee Voters', and wish to cast
my vote by post at the election to _____ DDC Constituency of
_____ DDC. My **complete present postal address** is as under:-

House/dwelling unit/tent number _____

Name of camp/mohalla/village _____

Name of ward/town/tehsil _____

District _____ Pin Code _____ Phone No: _____

My name is entered at S. No. _____ in part/polling station number _____ of the
Electoral roll of the Panch Constituency: _____ of the Panchayat
Halqa _____, and my EPIC No. is _____.

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

* I am hospitalised/quarantined (Home/Institution) due to Covid and thus restricted from going to
Polling station to cast vote. Certificate from the competent authority in this regard is attached.

* I am working as.....(designation of the office held) in.....
..... (Name and full address of organization). I will be on duty in
.....(Details of deployment) 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.

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

Yours faithfully,

(Signature of the elector)

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

PART II

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

[Certificate by the Authorised 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)

ACKNOWLEDGMENT

(Only for those absentee voters who receive Form DAPB-1 by hand from BLO)

I _____, have received a copy of Form -DAPB-1 on _____
(date) from the AV-Polling Team.

Dated :

Signature

_____ Name _____ Address _____

FORM 'DAPB-2'
DECLARATION BY ABSENTEE VOTER
 Election to the DDCs - 2020

(This part is to be used only when the Absentee voter signs the declaration himself/herself)

I hereby declare that I am the Absentee voter to whom the postal ballot paper bearing following serial number has been issued at the above election:

1. For DDC _____

Date _____ Address _____

Signature of Absentee voter

Attestation of Signature

The above has been signed in my presence by _____ (Absentee voter) who is personally known to me/has been identified to my satisfaction by _____ (identifier) who is personally known to me.

Signature of identifier, if any _____
 Address _____

Signature of Attesting Officer

Designation.....
 Address.....

Date.....

(This part is to be used when the Absentee voter cannot sign himself)

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

Date _____

Signature of Attesting Officer
 on behalf of Absentee voter

Address of Absentee voter.....

Certificate

I hereby certify that—

The above named Absentee voter is personally known to me/has been identified to my satisfaction by(identifier) who is personally known to me;

(2) I am satisfied that the Absentee voter is illiterate/suffers from(infirmity) and is unable to record vote or sign declaration;

(3) I was requested by him/her to mark the ballot paper and to sign the above declaration on his/her behalf; and

(4) The ballot paper was marked and the declaration signed by me in his/her presence and in accordance with the wishes.

(Signature of identifier, if any)
 Address.....

Signature of Attesting Officer
 Designation.....

Address:.....

Date:.....

FORM 'DAPB-3'

'COVER - A'

NOT TO BE OPENED BEFORE COUNTING (by anybody including RO)

- *Election to the:
- *Name of the District:.....
- *Name of the DDC:.....
- *Name of DDC Constituency:.....
- *Polling Station No. & Name:.....

POSTAL BALLOT PAPER

- **Serial number of ballot paper for DDC:.....

- * Appropriate particulars of the election to be inserted here by RO
- ** Serial numbers of the postal ballot papers to be filled by the RO

FORM-'DAPB-4'

'COVER - B'

(Service unpaid)

Every officer under whose care or through whom the postal ballot paper sets are sent shall ensure its delivery to the addressee without delay

**ELECTION-IMMEDIATE
POSTAL BALLOT PAPER**

For Election to: *District:.....Block:.....

*Name of DDC:.....

*Name of DDC Constituency:.....

*Polling Station No & Name:.....

(NOT TO BE OPENED BEFORE COUNTING by anybody including RO)

To

The Returning Officer,

DDC Constituency:

.....

.....

Signature of sender.....

** Returning Officer to fill in all the details on this form. Returning Officer to insert here the name of the District, Block, DDC, DDC Constituency and also the postal address for receipt of PBs.*

FORM 'DAPB-5'
INSTRUCTIONS FOR GUIDANCE OF 'ABSENTEE VOTERS'
DDC Elections 2020

- 1) You are being provided a ballot paper of yellow colour for DDC elections.
- 2) The persons whose names are printed on this ballot paper sent herewith are candidates at the above elections. Record your vote on the ballot paper 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 as DDC member from one DDC Constituency is one. Thus you have only one vote for DDC election. Accordingly, you should not vote for more than one candidate on one ballot paper. If you do so, your ballot paper will be rejected. Do not put your signature or write any word or any mark, sign or writing whatsoever on the ballot paper other than the mark required to record your vote.
- 3) After you have recorded your vote on the ballot paper, place the ballot paper in smaller cover A, marked Form 'DAPB-3' sent herewith. Close the cover and secure it by seal or otherwise.
- 4) You will then sign the declaration in Form 'DAPB-2', also sent herewith in the presence of an officer described in clause (5) below and get your signature attested by such officer.
- 5) Attestation may be obtained from officer incharge of the area or office where you are registered. If you are employed under the UT Govt. of J&K or Central Government, the attestation may be obtained from the officer incharge of your office. If you are a pensioner, attestation may be obtained from the officer incharge of the Treasury/Bank through which you are drawing your pension. If you are not registered anywhere but your name figures in the electoral roll, the attestation may be obtained from a 1st Class Magistrate or a Gazetted Officer or incharge of the AV-Polling Team.
- 6) You may take the declaration to the authorised officer, get it attested by signing it in his presence after he has satisfied himself about your identity. You must not show your ballot paper to the attesting officer nor tell him how you have voted.
- 7) If you are unable to mark the ballot paper and sign the declaration yourself in the manner indicated above for reasons of illiteracy, blindness or other infirmity, you are entitled to have your vote marked and declaration signed on your behalf by any of the authorised officer mentioned above. Such an officer will, at your request mark the ballot paper in your presence and in accordance with your wishes. He will also complete the necessary certificate in this behalf.
- 8) After your declaration has been signed and your signature has been attested, place the declaration (Form 'DAPB-2') as well as the ballot paper sealed in smaller Cover "A" (Form 'DAPB-3') in the larger Cover "B" (Form 'DAPB-4'). You have to give your full signature in the space provided on the cover marked "B".
- 9) In case you have received Postal Ballot set through AV-Polling Team, then after closing the larger cover, return it to the AV-Polling Team who shall deliver it to the RO concerned.
- 10) In case you have received the Postal Ballot set by post, then after closing the larger cover, send it to the RO concerned by post. No postage stamps need to be affixed.
- 11) Your vote shall be counted only if it reaches the RO atleast one day before the day fixed for counting in the constituency. Thus you must ensure that the DAPB is delivered to the AV-Polling team well before this cut-of date.
- 12) Please note that:
 - (i) If you fail to get your declaration certified in the manner indicated above, your ballot papers will be rejected; and
 - (ii) If the cover reaches the RO concerned after the day prescribed in clause (11) above, your vote will not be counted.

FORM 'DAPB-6'

'COVER - C'

Election to the *.....

To

*Sh/Smt.....

*S/o, D/o, W/o.....

*Complete Postal Address

.....

.....

From:

**RO.....

.....

* Complete details to be filled in by RO as per information furnished by the 'Absentee voter'.

** RO should fill his complete postal address including Block and Halqas.

Form 'DAPB-7'
List of Absentee Voters who have applied for availing Postal Ballot facility

Name of the District: Block:.....

S. No.	DDC Name	DDC Constituency Name	Polling Station No.	Polling Station Name	Name of the Absentee voter	S. No. in the Roll	Type of Absentee Voter ('INST', 'Gen' or 'Ser')	EPIC No.	Complete postal Address of the Absentee Voter

Certified that all the Form 'DAPB-1' received up to the due date (i.e. the date specified as the last date for making nomination for that DDC constituencies) have been accounted for in the above information.

(Name & Signature) of the
 RO
 Phone No (Mobile):.....

Annexure- B
to Order No: SEC/Pyt/2020/02 dated 05-11-2020

Scheme for Voting by means of Postal Ballot in the Panchayat By-Elections 2020 for the absentee electors

1. Class of Persons constituting 'Absentee Voters':

The scheme shall be referred to as Panchayat Absentee Voter Postal Ballot (PAPB) and for the purpose of this scheme, the following categories of electors falling within the ambit of Notification No: EA/Pyt/2020/07 dated 05-11-2020 issued under endorsement No.09/SEC/Pyt/2020/141-60 date 05.11.2020, shall comprise the 'Absentee Voters':-

- a. Electors who are Covid-19 suspect or affected persons, and are hospitalised or under institutional quarantine, certified by a competent authority.
- b. Electors who are Covid-19 suspect or affected persons, and are under home quarantine, certified by a competent authority.
- c. Electors above the age of 80 years.
- d. Electors with physical disability as already marked/flagged in the data base of the electoral rolls of the Union Territory of Jammu and Kashmir.
- e. Electors on Election duty or Covid related duty.

2. Sub-classes of 'Absentee Voters':

For the purpose of this scheme the Absentee Voters as referred above shall be divided into following sub-classes:

- a. **Absentee Voters - INST:**
Comprising of the persons falling under class 1(a) above, i.e. Electors who are COVID- 19 positive/suspect and are in Institutional Admission/Quarantine.
- b. **Absentee Voters - Gen:**
Comprising of the persons falling under class 1(b), 1(c), and 1(d) above, i.e. Electors who are COVID- 19 positive/suspect and are in Home Quarantine OR the electors who are marked as Persons with Disabilities (PwDs) OR the electors above the age of 80 years.
- c. **Absentee Voter- Ser:**
Comprising of the persons falling under class 1(e) i.e Electors deployed for election duties and Covid related duties.

3. Appointment of Nodal Officer for 'Absentee Voters - INST' and 'Absentee Voter – Gen & Ser':

Every district shall have two separate Nodal Officers for handling all issues related to Absentee Voters-INST and Absentee Voters-Gen & Ser. The Nodal Officer for Absentee Voters-INST should preferably be from Medical fraternity. These nodal officers shall handle all issues related to their respective classes of the Absentee Voters, including ensuring wide publicity to this scheme for facilitating such voters.

- 4. Database of 'Absentee Voters' entitled to vote by Postal Ballot:**
- a. DPEO shall make available to all ROs the lists of electors falling under different categories of 'Absentee Voters' belonging to the Panchayat Halqas under their respective jurisdictions.
 - b. The list of Covid related Absentee Voters shall be obtained from the concerned Competent Authorities.
 - c. The list of marked Persons with disabilities shall be taken from the ERONET data of the district and only those electors who are enrolled in the latest Panchayat Electoral Rolls out of this shall be considered as 'Absentee Voters' under this scheme.

5. Intimation by 'Absentee Voter' to vote by Postal Ballot:

Any 'Absentee Voter', who wishes to vote by Postal Ballot (PB), shall make an application to the concerned RO, give his/her preference by filing Form-'PAPB-1', as enclosed. Copies of Form-PAPB-1 shall also be available at the office of District Panchayat Election Officers of respective Districts, Block Headquarters of all Blocks and Returning Officers of the respective Panchayat Halqas and can also be downloaded from the website of the CEO J&K (ceojk.nic.in).

The procedure for various sub-classes of Absentee Voters shall be as under:

Absentee Voters –INST:

- a. In case of Absentee Voters-INST, the Nodal Officer shall ensure distribution of Form-PAPB-1 to the absentee voters who are under institutional admission/quarantine through the administrative incharge of these institutions like Hospitals, quarantine centres, etc.
- b. To enable the Absentee voters to give the requisite details in Form PAPB-1, the Nodal Officers shall utilize the services of the concerned BLOs. DPEOs shall ensure that contact details of all BLOs are provided to the Nodal Officers. Copies of the electoral rolls of all the Panchayat Halqas/Panch Constituencies shall be available at all the District Headquarters and Block Headquarters. Electoral Rolls are also available on the CEO, J&K web portal (ceojk.nic.in).
- c. Nodal Officer shall ensure that the duly filled Form PAPB-1 are deposited to the concerned Returning Officers **by the date appointed as 'the last date for making nomination'** for the concerned Panchayat Halqa/Panch Constituency.
- d. The certificate in Part II of Form PAPB-1 which has to be signed by any gazetted officer, in case of electors under institutional admission/quarantine, can be signed by the incharge of such institution.

Absentee Voters –Gen:

- a. Respective BLOs shall visit the houses of the concerned electors, as provided by the RO, in the Polling Station area and deliver Form PAPB-1 to the concerned electors. If an elector is not available, he/she will share his/her contact details and revisit to collect it on a specified day.

- b. The elector may or may not opt for POSTAL BALLOT. However in both the cases an acknowledgment as appended to this scheme shall be obtained from the elector by the BLO.
- c. If he/she opts for POSTAL BALLOT, then the BLO will collect the filled-in Form PAPB-1 from the house of the elector and deposit it to the concerned RO immediately, not waiting for the last date fixed for filing of Nomination Papers in the concerned constituency, being the cut-off date.
- d. BLO shall deposit all the acknowledgement forms with the RO along with all Form PAPB-1.
- e. BLO shall assist the 'Absentee Voters' in filling their particulars in the Form –PAPB-1.
- f. While visiting the 'Absentee Voter' under home quarantine, the DPEO shall provide appropriate protection equipment including PPE kit in consultation with the District Nodal Health Officer to the BLO.
- g. Duly filled Form PAPB-1 should reach the concerned Returning Officers **by the date appointed as 'the last date for making nomination'** for the concerned Panchayat Halqa/Panch Constituency.

Absentee Voter -Ser

- a. Absentee Voter-Ser shall fill the Form PAPB-1 giving their complete particulars especially the Part II of the form.
- b. To enable the Absentee voters to fill the requisite details of electoral status in Form PAPB-1, copies of the electoral rolls of all the Panchayat Halqas/Panch Constituencies shall be available at the District Headquarter and Block Headquarters. Electoral Rolls are also available on the CEO, J&K web portal (ceojk.nic.in). List of BLOs with their contact details shall also be made available by the DPEOs on their respective websites for facilitation of Absentee Voters. All BLOs shall be instructed by the DPEOs to facilitate the Absentee Voters in filling of Form PAPB-1, in person or virtual mode.
- c. The certificate in Part II of Form PAPB-1 shall be duly signed by the authorised officer of the organisation to which he/she belongs.
- d. Duly filled Form PAPB-1 should reach the concerned Returning Officers **by the date appointed as 'the last date for making nomination'** for the concerned Panchayat Halqa/Panch Constituency.

6. Registration of Absentee Voters & preparation of marked copy of electoral rolls:

- a. All the applications received by the **due date (i.e. the date specified as the last date for making nomination for that Panchayat Halqas/Panch Constituency)** in the Form 'PAPB-1' shall be compiled by the Returning Officer in Form 'PAPB-7'.
- b. The Returning Officer, shall issue the Postal Ballots to all the Absentee voters who have opted for this scheme by filling Form – 'PAPB-1', and prepare the marked copies of Electoral rolls by marking 'PAPB' in front of the name of each elector who has opted for PAPB.
- c. The marked copies of the electoral rolls shall be used at the respective polling stations.

7. Form of Postal Ballot Paper (one for Sarpanch and another for Panch; as the case may be depending on the vacancy):

- a) Every postal ballot paper shall have a counterfoil attached thereto and the said ballot paper and the counterfoil shall be in Urdu and English language.
- b) The Pink colour Postal Ballot shall be for the election to Sarpanch of the Panchayat Halqa of the Absentee Voter.
- c) The white colour Postal Ballot shall be for the election to Panch Constituency of the Absentee Voter.

8. Issue of Postal ballot paper(s):

- a) Based on the list of Absentee voters who have opted for the PAPB scheme, RO shall, within 48 hours of the last date of withdrawal, enclose the following in Cover C (as per Form 'PAPB-6') and prepare for dispatch to the Absentee voter:-
 - i. Single Postal Ballot in case of only Sarpanch or Panch election and a set of two Postal Ballots in case of Sarpanch as well as Panch constituency election, with seal and signatures of the RO concerned on the backside of each ballot;
 - ii. a declaration in Form 'PAPB-2';
 - iii. a cover in Form 'PAPB-3';
 - iv. a large cover addressed to the RO concerned in Form 'PAPB-4'; and
 - v. instructions for the guidance of the Absentee voter in Form 'PAPB-5':
- b) The Returning Officer shall, at the same time—
 - i. record on the counterfoil of the each ballot paper the electoral roll number of the Absentee voter as entered in the marked copy of the electoral roll;
 - ii. mark the name of the Absentee voter in the marked copy of the electoral roll to indicate that ballot paper(s) has been issued to him, without, however, recording therein the serial number(s) of the ballot paper(s) issued to that Absentee voter; and
 - iii. ensure that the Absentee voter is not allowed to vote at a polling station.

9. Delivery of Postal Ballot:

In case of Absentee Voter – INST & GEN:

- a. The DPEO shall constitute sufficient number of 'AV-Polling Teams' of polling officials, based on the number of requests received from such of the electors who are under institutional admission/quarantine and have opted under this scheme. A polling team shall consist of at least two officials, out of whom one at least should not be below the rank/level of the officials appointed as Polling Officer at a normal polling station. The Senior most member of the team shall be the in-charge of the team who shall be responsible for certifying the signatures of the elector in Form PAPB-2.

- b. The lists of 'Absentee Voter' (all categories) shall be divided for distribution among the different 'AV-Polling Teams' in such manner that each team gets a list of persons in geographically compact area.
- c. ROs shall handover to these teams the Postal ballot paper sets, as per clause 8 of this order, elector-wise under proper receipt/documentation vis-à-vis the list of 'Absentee Voters' assigned to them.
- d. The '**AV-Polling Teams**' shall visit the electors at the address mentioned in their application in Form PAPB-1 for facilitating their voting by postal ballot paper.
- e. The electors will be intimated, in advance, about the date and approximate time of visit of poll officials. Such intimation may be given through SMS on the mobile phone number wherever the same has been mentioned in the application in Form-PAPB-1. In other cases, the intimation may be given through the BLO.
- f. If the elector is not present at the given address at the first visit, the team shall pay a second visit after leaving intimation about the time of second visit. If the elector is not present even at the second visit, no further visit or action is required in his/her case.
- g. The visiting polling official shall ascertain the identity of the elector before handing over the postal ballot paper set (Cover-C).
- h. Each team of AV-Polling Team should be provided with the list of 'Absentee Electors', pen, ink-pad (for thumb impression wherever required), glue stick for closing the envelopes, a sufficiently big canvas bag for keeping the envelopes of polled ballots safely and other essential stationeries that may be considered necessary.
- i. Police Security cover wherever necessary, shall be provided to the AV-Polling Teams for their visits.
- j. For the AV-Polling Teams deputed to Covid related 'Absentee Voters', appropriate protection equipment including PPE kit shall be provided in consultation with the Nodal Health Officer for the District.

In case of Absentee Voter – Ser:

- a. For all the Absentee Voters - Ser, the postal ballot(s) shall be dispatched by post under a certificate of post by the RO concerned.

10. After postal ballot papers have been issued to all the Absentee voters, the RO shall:

- a) seal up in a packet the marked copy of the electoral roll and record on the packet a brief description of its contents and the date on which it is sealed.
- b) also seal up in separate packet the counterfoils of the ballot papers issued to the Absentee voters and record on the packet a brief description of its contents and the date on which it was sealed.

11. Recording of Vote:

Absentee Voter- INST & Gen:

- a) Absentee voter who has received the postal ballot paper(s) and desires to vote shall record his/her vote(s) on each of the ballot paper(s) in accordance with the directions contained in Form PAPB-5.
- b) After recording his vote(s), he shall enclose the postal ballot(s) in **Cover A (Form PAPB-3)** and seal this envelope.
- c) The Absentee voter shall sign the declaration in Form **PAPB-2** in the presence of, and have the signature attested by **AV-Polling Team** Incharge.
- d) The envelope containing postal ballot(s) i.e., **Cover A (Form 'PAPB-3)** and the declaration in **Form 'PAPB-2'** shall be put in the bigger envelope **Cover B (Form 'PAPB-4)**. **This should be sealed properly by the AV-Polling team.**
- e) **The CV-Polling team has to ensure that all instructions in the Form PAPB-5 are strictly adhered to and the secrecy of voting is maintained.**
- f) **The CV-Polling team shall have the mandate to assist the Absentee Voter-INST within the ambit of the instructions laid down in Form PAPB-5.**

Absentee Voter- Ser:

- a) Absentee Voter-Ser, who has received the postal ballot paper(s) by post and desires to vote, shall record his/her vote(s) on each of the ballot paper(s) in accordance with the directions contained in Form PAPB-5.
- b) After recording his vote(s), he shall enclose the postal ballot(s) in **Cover A (Form PAPB-3)** and seal this envelope.
- c) The Absentee voter shall sign the declaration in Form **PAPB-2** in the presence of, and have the signature attested by 1st Class Magistrate or a Gazetted Officer.
- d) The envelope containing postal ballot(s) i.e., **Cover A (Form 'PAPB-3)** and the declaration in **Form 'PAPB-2'** shall be put in the bigger envelope **Cover B (Form 'PAPB-4)**. **This should be sealed properly.**

12. Returning the set of ballot papers:

- a) **In case of Absentee Voter- INST & Gen, the sealed large Cover-B (Form 'PAPB-4'), containing the set of postal ballot(s) in Form 'PAPB-3' and declaration in Form 'PAPB-2', shall be returned by the 'Absentee Voters' to the AV-Polling Teams, who shall ensure its delivery to the RO concerned under safe custody at least one day before the date appointed for counting in the respective constituency.**
- b) **In case of Absentee Voter-Ser, the sealed large Cover-B (Form 'PAPB-4'), containing the set of postal ballot(s) in Form 'PAPB-3' and declaration in Form 'PAPB-2', shall be returned by the Absentee voter to the RO concerned by post so as to reach him one day before the date appointed for counting in the respective constituency.**
- c) All the PBs, duly sealed in large Cover B (Form 'PAPB-4'), shall be received by the RO, who shall ensure proper receipt of all the covers and keep them in safe custody. Also, if any such Cover is received

after the expiry of the time stated above, the RO shall make note thereon of the date and time of its receipt but not open it.

13.Counting of Absentee Postal Ballots:

- a) RO shall arrange and ensure that all the PBs received within the prescribed time period, are delivered in a sealed envelope to the ARO who is incharge of the counting for that Panchayat Halqa/Panch Constituencies of that Halqa, at least two hours before the hour fixed for counting of votes. The ARO shall take necessary steps for counting of the PBs at the time of counting.
- b) The ARO shall comply with all the extant instructions regarding the counting of postal ballots. In particular, he shall ensure that:
 - I. The Postal Ballots have the Signatures of the RO on the back side (Specimen signatures of the RO shall be provided to all the AROs responsible for counting of Postal Ballots).
 - II. The PBs are duly marked by the Absentee voter and there is no mark other than this on the PB.
 - III. The declaration in Form 'PAPB-2' is duly signed by the Absentee voter as well as the attesting authority.
 - IV. The postal ballots are taken up for counting first.
 - V. In case of Covid related 'Absentee Voters' a certificate from the competent authority is attached.

FORM 'PAPB-1'

**Letter of Intimation to vote through Postal Ballot
(To be filled by each 'Absentee voter' individually)**

To

The Returning Officer,

Sir,

I, _____ son/daughter/wife of _____ resident of village/mohalla _____ of town/city/tehsil _____ District _____ belong to the class of 'Absentee Voters', and wish to cast my vote by post at the election to _____ Panch Constituency of _____ Panchayat Halqa in _____ Block. My **complete present postal address** is as under:-

House/dwelling unit/tent number _____

Name of camp/mohalla/village _____

Name of ward/town/tehsil _____

District _____ Pin Code _____ Phone No: _____

My name is entered at S. No. _____ in part/polling station number _____ of the Electoral roll of the Panch Constituency: _____ of the Panchayat Halqa _____, and my EPIC No. is _____.

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

* I am hospitalised/quarantined (Home/Institution) due to Covid and thus restricted from going to Polling station to cast vote. Certificate from the competent authority in this regard is attached.

* I am working as.....(designation of the office held) in.....
..... (Name and full address of organization). I will be on duty in
.....(Details of deployment) 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.

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

Yours faithfully,

(Signature of the elector)

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

PART II

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

[Certificate by the Authorised 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)

ACKNOWLEDGMENT

(Only for those absentee voters who receive Form PAPB-1 by hand from BLO)

I _____, have received a copy of Form -PAPB-1 on _____
(date) from the AV-Polling Team.

Dated :

Signature

_____ Name _____ Address _____

FORM 'PAPB-2'
DECLARATION BY ABSENTEE VOTER
 By-Election to the Panchayat 2020

(This part is to be used only when the Absentee voter signs the declaration himself/herself)

I hereby declare that I am the Absentee voter to whom the postal ballot papers bearing following serial numbers have been issued at the above election:

1. For Sarpanch _____
2. For Panch _____

Date _____ Address _____ Signature of Absentee voter

Attestation of Signature

The above has been signed in my presence by _____ (Absentee voter) who is personally known to me/has been identified to my satisfaction by _____ (identifier) who is personally known to me.

Signature of identifier, if any _____
 Address _____

Date..... Signature of Attesting Officer
 Designation.....
 Address.....

(This part is to be used when the Absentee voter cannot sign himself)

I hereby declare that I am the Absentee voter to whom the postal ballot paper bearing above mentioned serial numbers have been issued at the above election.

Date _____

Signature of Attesting Officer
 on behalf of Absentee voter

Address of Absentee voter.....

Certificate

I hereby certify that—

The above named Absentee voter is personally known to me/has been identified to my satisfaction by(identifier) who is personally known to me;

(2) I am satisfied that the Absentee voter is illiterate/suffers from(infirmity) and is unable to record vote or sign declaration;

(3) I was requested by him/her to mark the ballot paper and to sign the above declaration on his/her behalf; and

(4) The ballot paper was marked and the declaration signed by me in his/her presence and in accordance with the wishes.

(Signature of identifier, if any)
 Address.....

Signature of Attesting Officer
 Designation.....
 Address:.....
 Date:.....

FORM 'PAPB-3'

'COVER - A'

NOT TO BE OPENED BEFORE COUNTING (by anybody including RO)

- *Election to the:
- *Name of the District:.....
- *Name of the Block:.....
- *Name of Panchayat Halqa:.....
- *Name of Panch Constituency:.....
- *Polling Station No. & Name:.....

POSTAL BALLOT PAPER

- **Serial number of ballot paper for Sarpanch:.....
- **Serial number of ballot paper for Panch:.....

- * Appropriate particulars of the election to be inserted here by RO
- ** Serial numbers of the postal ballot papers to be filled by the RO

FORM-'PAPB-4'

'COVER - B'

(Service unpaid)

Every officer under whose care or through whom the set of postal ballot papers is sent shall ensure its delivery to the addressee without delay

**ELECTION-IMMEDIATE
POSTAL BALLOT PAPER**

For Election to: *District:.....Block:.....
*Name of Panchayat Halqa:.....
*Name of Panch Constituency:.....
*Polling Station No & Name:.....

(NOT TO BE OPENED BEFORE COUNTING by anybody including RO)

To

The Returning Officer,

Panchayat Halqa:

.....
.....

Signature of sender.....

** Returning Officer to fill in all the details on this form. Returning Officer to insert here the name of the District, Block, Panchayat Halqa, Panch Constituency and also the postal address for receipt of PBs.*

FORM 'PAPB-5'
INSTRUCTIONS FOR GUIDANCE OF 'ABSENTEE VOTERS'
Panchayat By Elections 2020

- 1) You are being provided ballot paper(s). The pink one is for the election of Sarpanch of your Panchayat Halqa and the white one is for election of Panch of your Panch Constituency.
- 2) The persons whose names are printed on these ballot paper sent herewith are candidates at the above elections. Record your vote on each of the ballot papers by placing clearly a mark opposite the name of the candidate to whom you wish to give your vote. The marks 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 as Sarpanch of the Halqa is one and also the number of members to be elected as Panch for your Panch constituency is also one. Thus you have only one vote for Sarpanch election and one for Panch election. Accordingly, you should not vote for more than one candidate on one ballot paper. If you do so, your ballot paper will be rejected. Do not put your signature or write any word or any mark, sign or writing whatsoever on the ballot paper other than the mark required to record your vote.
- 3) After you have recorded your vote on the ballot papers, place the ballot papers in smaller cover A, marked Form 'PAPB-3' sent herewith. Close the cover and secure it by seal or otherwise.
- 4) You will then sign the declaration in Form 'PAPB-2', also sent herewith in the presence of an officer described in clause (5) below and get your signature attested by such officer.
- 5) Attestation may be obtained from officer incharge of the area or office where you are registered. If you are employed under the UT Govt. of J&K or Central Government, the attestation may be obtained from the officer incharge of your office. If you are a pensioner, attestation may be obtained from the officer incharge of the Treasury/Bank through which you are drawing your pension. If you are not registered anywhere but your name figures in the electoral roll, the attestation may be obtained from a 1st Class Magistrate or a Gazetted Officer or incharge of the AV-Polling Team.
- 6) You may take the declaration to the authorised officer get it attested by signing it in his presence after he has satisfied himself about your identity. You must not show your ballot paper to the attesting officer nor tell him how you have voted.
- 7) If you are unable to mark the ballot papers and sign the declaration yourself in the manner indicated above for reasons of illiteracy, blindness or other infirmity, you are entitled to have your vote marked and declaration signed on your behalf by any of the authorised officer mentioned above. Such an officer will, at your request mark the ballot papers in your presence and in accordance with your wishes. He will also complete the necessary certificate in this behalf.
- 8) After your declaration has been signed and your signature has been attested, place the declaration (Form 'PAPB-2') as well as the set of ballot papers sealed in smaller Cover "A" (Form 'PAPB-3') in the larger Cover "B" (Form 'PAPB-4'). You have to give your full signature in the space provided on the cover marked "B".
- 9) In case you have received Postal Ballot set through AV-Polling Team, then after closing the larger cover, return it to the AV-Polling Team who shall deliver it to the RO concerned.
- 10) In case you have received the Postal Ballot set by post, then after closing the larger cover, send it to the RO concerned by post. No postage stamps need to be affixed.
- 11) Your vote shall be counted only if it reaches the RO atleast one day before the day of poll, thus you must ensure that the PAPB is delivered to the AV-Polling team well before this cut-of date.
- 12) Please note that:
 - (i) If you fail to get your declaration certified in the manner indicated above, your ballot papers will be rejected; and
 - (ii) If the cover reaches the RO concerned after the day prescribed in clause (11) above, your vote will not be counted.

FORM 'PAPB-6'

'COVER - C'

Election to the *.....
To
*Sh/Smt.....
*S/o, D/o, W/o.....
*Complete Postal Address
.....
.....

From:
**RO.....
.....

* Complete details to be filled in by RO as per information furnished by the 'Absentee voter'.

** RO should fill his complete postal address including Block and Halqas.

Form 'PAPB-7'
List of Absentee Voters who have applied for availing Postal Ballot facility

Name of the District: Block:.....

S. No.	Panchayat Halqa	Panch Constituency	Polling Station No.	Polling Station Name	Name of the Absentee voter	S. No. in the Roll	Type of Absentee Voter ('INST', 'Gen' or 'Ser')	EPIC No.	Complete postal Address of the Absentee Voter

Certified that all the Form 'PAPB-1' received up to the due date (i.e. the date specified as the last date for making nomination for that Panchayat Halqa/Panch Constituencies) have been accounted for in the above information.

(Name & Signature) of the
 RO
 Phone No (Mobile):.....