

STATE ELECTION COMMISSION, ODISHA,  
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BHUBANESWAR-751007  
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No. Ele (ML)16/2018/ 1453/SEC.

Date: 21/03/18

From

Shri R.N. Sahu, OAS (SAG)  
Secretary.

To

All District Magistrates.

Sub: Voting by a voter on polling during Municipal Elections –  
**Election Duty Certificate thereof.**

Ref: Commission's Order No.2279 dtd.02.06.2008 and Letter No 3161  
dtd.28.05.2013.

Madam/Sir,

In inviting a reference to the aforesaid subject, I am directed to say that the Commission in aforesaid letter has instructed that no person will be assigned polling duties in the Polling Station located in the locality where he ordinarily resides i.e. he is not posted for election duty in the same Ward where he is an elector. If a voter on election duty who is registered as an elector in any of the Ward of NAC/ Municipality chooses to vote in person at the Polling Station of a different Ward where he is on election duty on the day of polling, he may exercise his franchise in shape of Election Duty Certificate (EDC). It includes Presiding Officer, Polling Officers, Polling Agents, Police Personnel, Drivers etc.

The Commission lays down the following instructions for Voters on election duty, Election Officer and Presiding Officer.

**A. Voters on Election Duty**

The concerned voter on election duty shall apply to the Election Officer in the Form prescribed by the Commission along with Xerox copy of the appointment letter at least 4 days before the date of dispersal.

**B. Election Officer**

1. The concerned Election Officer will verify the details of application along with Electoral Roll i.e. Sl. No of Electoral Roll, Ward No etc.
2. After verification, the Election Officer shall issue Form of Authorisation to vote outside the polling area i.e. Form No XVII.
3. The Election Officer shall hand over the EDC Ballot paper in a closed cover specifying the name of the person on Election Duty & his Ward No and Booth No & Sl. No of the voter in the Electoral Roll to the Presiding Officer.
4. While issuing the EDC Ballot Paper, the corresponding serial number of the voter on election duty in the **Electoral Roll (Marked copy of Electoral Roll)** shall be marked and indicated EDC in red ink.

**C. Presiding Officer**

1. In the Polling Station the voter on polling duty shall deliver the Form of Authorisation i.e. Form No XVII to the Presiding Officer who will issue the EDC Ballot Paper and allow him to record his vote in accordance with the certificate issued by the Election Officer.
2. After marking the Ballot Paper with cross mark Rubber Seal, the voter on polling duty shall put the Ballot Paper inside the specified cover supplied to the Presiding Officer and seal it. On the top of the cover EDC Ballot Paper along with ULB name, Ward No., Booth No where the elector on election duty is registered as a voter shall be written.
3. The Presiding Officer shall then collect all such EDC covers containing EDC Ballot Papers and then staple the Form of Authorisation to the concerned sealed envelope and put it in a bigger packet provided.
4. After poll, the Presiding Officer shall hand over the following items first to the Election Officer in the specified counter to receive sealed EVMs.
  - (i) sealed carry case containing BU & CU;
  - (ii) sealed cover containing Presiding Officers' Diary;
  - (iii) sealed cover containing account of votes recorded in Form No-XVII-C;
  - (iv) sealed cover containing EDC Ballot paper.

#### **D. Election Officer**

On the day of counting the Election Officer shall collect all the EDCs and segregate the same Ward wise from the inscription on the face of the sealed covers. When a particular Ward is taken up for counting for votes in EVM, the EDC relating to that Ward only shall be opened **for counting at the Election Officer's table** in presence of candidate or Counting Agent and added to the total votes polled by the candidate (s) in part II of Form No. XVII-C.

The above instruction modifies the Commission's order No. 2279 dtd.02.06.2008 to the above extent.

A copy of the instruction shall be handed over to the Presiding Officers during training and also put in the trunk carrying election materials and papers.

Yours faithfully,

*hmm*  
Secretary  
M. B. 18

Memo No. 1454 /SEC., Date: 21/03/18

Copy forwarded to all Municipal Commissioners / Executive Officers for information and necessary action.

*hmm*  
Secretary  
M. B. 18

Memo No. 1455 /SEC., Date: 21/03/18

Copy forwarded to O.S.D. to Commissioner for kind information of the Commissioner/All Officers for information and necessary action.

*hmm*  
Secretary  
M. B. 18