

**ULB ELECTION/ URGENT  
BY FAX/ E-MAIL**

**STATE ELECTION COMMISSION, ODISHA  
TOSHALI BHAWAN, B-2, 1<sup>ST</sup> FLOOR,  
SATYANAGAR, BHUBANESWAR-751007**

E-Mail ID – stateelectioncommission.odisha@gmail.com

No. 3579 /SEC.,

Date: 23/02/2022

From

Sri R. N. Sahu, IAS  
Secretary

To

All District Magistrates.  
full form

Sub: **Issue of EDC Paper to persons on Election Duty.**

Ref: Commission's order No.2279 dtd.02.06.2008, letter No.3161  
dtd.28.05.2013 and letter No.1453 dtd.21.03.2018.

Madam/ Sir,

In continuation to the Commission's aforesaid orders, following instructions shall be followed by Election Officer for issue of an EDC Ballot Paper to the person on Election duty.

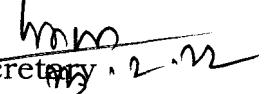
- i. A person shall not be deployed for election duty in any of the Polling Station of a Ward where he is a resident or registered as a voter. But to exercise his franchise he may require a Ballot Paper of his ward to cast his vote in any other Polling Station where he is deployed.
- ii. The voter on election duty shall apply to the Election Officer in the Form prescribed by the Commission (copy enclosed) along with Xerox copy of the appointment letter at least **4 days before the date of dispersal.**
- iii. The concerned Election Officer will verify the details of application i.e. Sl. No. of Electoral Roll, Ward No etc with reference to the Electoral Roll of the ULB.
- iv. After verification, the Election Officer shall issue Form of Authorisation to vote at a Polling Station located outside the polling area i.e. Form No XVII for NAC and Municipality and Form No. XX for Corporation.
- v. Election Officer will issue two Ballot Papers one for Councillor/ Corporator and another for Chairperson/ Mayor.

- vi. In the space for distinguishing mark on the ballot papers, he shall write name of the ULB in abbreviation, Ward number and Booth number of the elector on election duty.
- vii. Similarly on the back of the ballot paper & he/ she shall also write 'EDC Ballot Paper and put his signature with seal below the marking.
- viii. While issuing the EDC Ballot Papers the corresponding serial number of the voter on election shall be marked and indicated 'EDC' in red ink against his/ her name in the marked copy of the Electoral Roll.
- ix. The Election Officer shall hand over the EDC Ballot paper in a closed cover supplied to him, writing over it the name of the person on Election Duty, Polling Station No. and Ward No. of his election duty to the Presiding Officer of the concerned Polling Station where the person is deployed.
- x. After recording his/ her vote on the Ballot Papers using Cross-mark seal provided to the Presiding Officer on the day of poll, the person of election duty shall return the ballot papers in the sealed cover provided for the purpose and hand it over to the Presiding Officer.
- xi. 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.
- xii. After poll, the Presiding Officer shall hand over the following items first to the Election Officer in the specified counter to receive sealed EVMs.
  - a) sealed carry case containing BU & CU;
  - b) sealed cover containing Presiding Officers' Diary,
  - c) sealed cover containing account of votes recorded in Form No-XVIIC;
  - d) sealed cover containing EDC Ballot paper.
- xiii. 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. XVIIC.

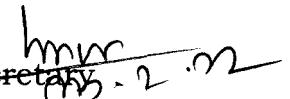
xiv. A copy of the instruction shall be handed over to the Presiding Officers during training.

Yours faithfully,

  
Secretary 2.2.22

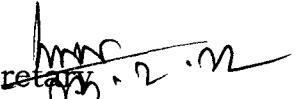
Memo. No. 3580 / SEC., dated: 23/02/2022

Copy forwarded to Principal Secretary to Govt., Housing and Urban Development Department/ Director, Municipal Administration, Housing and Urban Development Department for information and necessary action.

  
Secretary 2.2.22

Memo. No. 3581 / SEC., dated: 23/02/2022

Copy forwarded to All Election Officers/ Municipal Commissioners/ Executive Officers of NAC/ Municipality for information and necessary action.

  
Secretary 2.2.22

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### **ANNEXURE-9**

(See Rule 57G OM (DW, RS&CE) Rules, 1994 & Rule 63 of OMC (DCW, RS&CE) Rules, 2003)

#### **Application for Election Duty Certificate**

To  
The Election Officer

.....  
N.A.C./Municipality/Municipal Corporation

Sir,

I intend to cast my vote in person in the ensuing Election from Ward No.....of .....N.A.C./Municipality/Municipal Corporation.

I have been employed on Election Duty at No. & Name of the Polling Station.....of Ward No.....

But my name is entered at Serial No.....in Polling Station No. /Name.....of the Electoral Rolls for Ward No..... of .....N.A.C, / Municipality/ Municipal Corporation.

Hence, I request that Election Duty Certificate in Form of authorization to vote outside Polling Area may be issued to enable me to vote at the Polling Station where I may be on duty on the Polling day. The ballot paper may be delivered to me through the Presiding Officer of the Polling Station where I am deployed, or sent at the following address.

**Address:**

.....  
.....  
.....

Place:

Yours faithfully

Date:

Name & Designation