



Government of West Bengal  
Office of the District Magistrate  
(Panchayats & R.D. Deptt.)  
Paschim Medinipur

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Memo No.: 116(21)/Elee

Dated: 03/05/2018

To  
The Panchayat Returning Officer,  
Gram Panchayat and Panchayat Samiti Constituencies,  
&  
The Block Development Officer,  
\_\_\_\_\_ Dev. Block (All),  
Paschim Medinipur.

**Sub.: Vote on Election Duty.**

This is to inform you that Polling Personnel who have been engaged in Election Duty Votes in connection with 9th Panchayat General Election, 2018 are eligible to cast their Election Duty Vote as per rule 52(1) of West Bengal Panchayat Elections Rules, 2006, and in this regard you are asked to issue the notice for conduction the Election Duty Vote on 9<sup>th</sup> May, 2018 & 10<sup>th</sup> May, 2018 from 11.00 A.M. to 4.00 P.M. All the Polling Personnel, Police Personnel who are engaged for election duty and Driver, helper/khalasis of the requisitioned vehicles for election purpose are eligible to cast their vote during this period. You are also directed to make necessary arrangement for conduction Vote on Election Duty for Gram Panchayat, Panchayat Samiti and Zilla Parishad Constituencies on the above mentioned date and time.

Guideline for Election Duty vote and the order of West Bengal State Election Commission vide Order no.-377(20)-SEC/STAT/1M-19/2013 dated 20/03/2018 will be followed in this regard.

Enclo.: As stated.

  
District Magistrate  
&

District Panchayat Election Officer  
Paschim Medinipur

Memo No.: 116(21)/1(1)/Elee  
Copy forwarded for kind information to :

Dated: 03/05/2018

1. The Superintendent of Police, Paschim Medinipur.
2. The Additional District Magistrate (General/Panchayat/Dev./ZP), Paschim Medinipur.
6. The Sub-Divisional Officer, Medinipur Sadar/Kharagpur/Ghatal Sub-Division.
7. Officer-in-Charge, Material Cell, Paschim Medinipur.
8. Officer-in-Charge, Ballot Paper Printing Cell, Paschim Medinipur.
9. The DIO, NIC with a request to upload this letter in the District Website.

  
District Magistrate  
&

District Panchayat Election Officer  
Paschim Medinipur

## Steps to be taken for Election Duty Votes

In terms of Rule 52 of the West Bengal Panchayat Election Rules, 2006, the following procedures are to be adhered to by the Panchayat Returning Officers for taking E.D. Votes-

- i) **Period for E.D. Votes - 09/05/2018 to 10/05/2018 from 11.00 A.M to 4.00 P.M.**
- ii) **Eligibility :** The Polling Personnel and those who have been assigned various functions relating to the Poll by the Panchayat Returning Officer/District Panchayat Election Officer, the Police Personnel engaged in duty connected to the Poll, the Drivers & Helpers/Khalasis of the requisitioned vehicles, who are eligible to cast their votes shall apply to the Returning Officer in Form - 14 with the original copy of the appointment letter within the stipulated period.
- iii) **Identification :** An original copy of the appointment letter is to be produced by the voters alongwith the EPIC or other alternative documents containing his photograph to establish his identity to the satisfaction of the Panchayat Returning Officer/Assistant Panchayat Returning Officer. The A.P.R.O. would verify the serial no. of the voter in the concerned Part of the Electoral Roll and if he is satisfied with the identity of the voter then he would under line his name and put E.D. Mark in red ink on the left side of the names of all such voters which will be authenticated by the A.P.R.O. with his signature and seal. Then he would allow the voter to cast his vote in the following manner.
- iv) **Procedure for issuing Ballot Papers :-**
  - a) The A.P.R.O will put his full signature on the backside of the Ballot Paper meant for E.D. Votes. Also a distinguishing mark (may be written in hand) defining the Constituency number/Polling Station number is to be put on the back of the Ballot Paper.
  - b) **The Officer -in -Charge of G.P Ballot Papers :**  
Before issuing the Ballot Papers to the E.D. voter, he will obtain his signature in a Register maintained for G.P. Constituency, separate page is to be maintained for each constituency. The issuance of Ballot Papers shall commence from the last serial of the E.D. Ballot Papers. The envelope of similar colour which has been duly signed by the A.P.R.O. with date and time mentioning the Name of the Constituency, will be handed over to the voter.
  - c) The same procedure will be followed for issuance of Ballot Papers for P.S & Z.P. constituencies.
  - d) Also the indelible ink mark will be put on the left fore-finger and the arrow cross mark will be handed over to him to cast the vote.

### Format for Register

Sl. No.	No. & Name of the GP/PS/ZP Constituencies	No. & Name of the Polling Station	Date of casting of E.D. Votes	Name of the Elector	His Part No.	Sl. No.	No. of the Ballot Paper issued	Signature of the Elector with date

- v) **Procedure for casting of E.D. Votes :**
  - a) The voter will be allowed to proceed to the secluded corner to cast his vote on three ballot Papers one by one by arrow cross mark and after voting he will put them in the respective envelopes and get them sealed.



