

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001.

No.470/2014/SDR

Dated: 14th May, 2014

To

The Chief Electoral Officers of
All States and Union Territories.

Subject:- Counting of votes for general / bye-elections – counting of postal ballot paper-
Format for recording the tally of votes – regarding.

Sir/Madam,

The Commission has issued consolidated instructions about procedure to be followed for counting of votes vide letter of even No.470/INST/2014-EPS dated 30th April, 2014, and subsequently issued clarifications on various related issues raised by the CEOs/DEOs/ROs thereafter during the course of the training conducted at IIIDEM and also at the interaction during the VCs held thereafter.

2. One of the issues highlighted during these interactions is that whereas various statutory and non-statutory Forms and formats have been prescribed for noting down the votes recorded/displayed on EVM, there is no format prescribed for recording the tally of postal ballot counting and it is straightway entered in Form 20 (FINAL RESULT SHEET) at the conclusion of postal ballot counting. It has therefore been requested to prescribe a non-statutory format for recording the tally of votes polled through postal ballot which should be signed by the designated ARO of the Table and countersigned by the counting agents present at the time of counting at that Table before making entries in Form 20.

3. The matter has been considered and it has been decided that similar to the arrangement made for counting of votes polled in EVM, the copy of the Format prescribed herewith as **Annexure-1**, with names of the contesting candidates and NOTA below the name of the last contesting candidate preprinted shall be used for maintaining record of counting of postal ballot papers. After the completion of counting of votes polled in each Table in each round (where there is more than one round), the tally shall be entered in the Format, in duplicate, using carbon paper. Both the copies should be signed by the Counting Supervisor, the counting agents present at the respective Table and countersigned by the ARO in-charge of the Table.

4. Just like in the case of EVM Counting, the duplicate copy will be photocopied for distribution among the counting agents present at respect Counting Table for their record and verification.

5. After the completion of the PB Counting, the grand total of all the rounds of counting in each Table shall be consolidated and entered in the FINAL RESULT SHEET in Form 20 after the R.O and the Observer also countersigns the account of votes in these Formats.

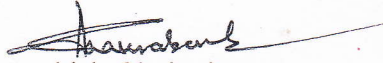
6. All the copies of the non-statutory formats used for compilation of the result of PB Counting at each Table should be put in an envelope super scribed “**Copies of Formats used for counting and compilation of Postal Ballot Papers**”, mention the Table No., total number of rounds of PB counted, the name of the ARO and handed over to the RO after completion of the counting.

7. These additional transparency measures should be explained to the candidates and/or their election agent and counting agents before commencement of the counting by the RO.

8. A separate account of PBs issued to service personnel enrolled in the last part of electoral roll, excluding the Classified Service Voters who have appointed proxy, the number of PBs received back in time and counted, the number of PBs received back after commencement of counting and the no. of PBs received back undelivered may also be prepared. The Commission has given a color code to the Cover-B in Form 13C issued to the service voters. Therefore, the PBs received from service voters can be distinguished from the PBs issued to other category of electors. In some States the printing of stationery required for use during the general election was completed prior to issue of the instructions for printing and issue of PB vide letter dated 07.03.2014 and so the color of the cover B issued to service personnel is not in yellow color as prescribed. However, the number of PB received back by post from service personnel was required to be entered in the statement in Format 3 prescribed for maintaining account of PBs received by RO from service voters and voters on election duty. This information would be required in connection with a petition pending in the Supreme Court about enrollment of service personnel in the electoral roll and casting of vote by them. A separate statement for this purpose is attached herewith as **Annexure-2**.

9. This instruction may also be brought to the notice of the Observers.

Yours faithfully,


(Ashish Chakraborty)

**FORMAT FOR RECORDING OF TALLY OF VOTES POLLED BY POSTAL
BALLOT PAPER WHEN COUNTED IN MORE THAN ONE TABLE**

Name of State /UT :

Table No. _____

No. & Name of Parliamentary/Assembly Constituency :

Round No. _____
(if applicable)

No. of Postal Ballots supplied to this
Counting Table for counting _____

Name of candidate	Party Affiliation	Number of votes polled
1.		
2.		
3.		
4.		
5.		
6.		
7. NOTA		
8. Rejected votes		
TOTAL		

Place : _____

Date: _____

Signature of Counting Supervisor

Name & Signature of candidate/election agent/counting agent present

- 1.
- 2.
- 3.
- 4.
-

Signature of ARO

FORMAT FOR RECORDING OF TALLY OF POSTAL BALLOTS ISSUED TO SERVICE PERSONNEL AND RECEIVED BACK

Name of State /UT :

No. & Name of Parliamentary/Assembly Constituency :

Total electors in the last part of electoral roll	No of CSVs if any (who have appointed proxy)	Total no of PBs issued	PBs received back in time (before the date & time fixed for counting of votes)	PBs received back undelivered

Signature of RO

Date:- _____