

**MUNICIPAL  
ELECTION URGENT**

**WEST BENGAL STATE ELECTION COMMISSION**  
18, Sarojini Naidu Sarani  
(Rawdon Street)  
Kolkata – 700 017  
Ph. No. 2280-5805 ; FAX- 2280-7373

**No. 3339(10)-SEC/1M-20/2013**

**Date : 16.08.2013**

**From :** The Secretary,  
West Bengal State Election Commission,

**To :** Municipal Returning Officer &  
Sub-Divisional Officer,  
Mekhliganj / Alipurduar / Islampur / Balurghat /  
Kalyani / Barrackpore / Barasat / Diamond Harbour /  
Burdwan (Sadar) North / Suri (Sadar).

**Sub.: Directions regarding Election Duty votes.**

Sir,

The procedure for taking "Election Duty" votes is described below for information of the Municipal Returning Officer and Assistant Municipal Returning Officer :-

**1.0 The date(s) for taking such votes shall be fixed by the M.R.O. and such date or dates shall be at least 7(seven) days before the date of poll considering that a huge no. of Police Personnel are required to be deployed for law and order duty and they are also eligible to caste their votes in the ensuing elections. The process of E.D. Votes should be completed at least three days Prior to the date of Poll.**

**1.1 Polling personnel and those who have been assigned various functions relating to the poll by the District Municipal Election Officer / Municipal Returning Officer and who are eligible to cast their votes in Municipal elections on 21<sup>st</sup> September, 2013 will appear with Form-13 duly filled in along with a copy of their appointment letter/engagement order.**

**1.2 Police personnel will appear with Form-13 duly filled in along with a certificate from their superior officer to the effect that they have been engaged in duty connected to the poll and will remain so engaged on the poll day.**

**1.3 Drivers and helper / khalasis of the requisitioned Buses / Mini buses and the drivers of the requisitioned small vehicles will appear with Form-13 duly filled in along with a copy of requisition order of the vehicle and a certificate from the owner of the vehicle authenticating engagement of the said persons on the poll day as the driver / khalasi / helper.**

**2.0 First, their identity is to be verified by the M.R.O. / A.M.R.O. Then their names are to be located in the Electoral Rolls and those entries are to be marked "E.D." in ink on the left side of the names of all such voters.**

2.1. Thereafter, their signatures or the thumb impressions are to be obtained in the voter register (Form 16A) for the purpose. A single register per ward will be used. The date of casting of E.D. vote is to be noted in the remarks column.

2.2. After that, **ballot papers are to be issued to them one by one subject to the provisions of para 2.3. below.** Issue of ballot papers for this purpose shall commence from the last serial of the stock of ballot papers kept with the M.R.O for taking E.D. votes and shall then run consecutively, they shall be instructed to go to a secluded corner for casting their votes by an arrow-cross mark maintaining proper secrecy. The ballot paper, after being folded will be put in an envelope and closed with gum and then sealed by the voter concerned.

The sealed envelopes will be taken back by the M.R.O./ A.M.R.O. and kept in safe custody. Each such envelope is to be signed by the M.R.O./A.M.R.O. with time and date. A large cover for each ward may be used to keep all such sealed covers received on any day. These covers should be so marked as to indicate the contents and the date of receipt of the contents by recording "Cover for E.D. votes received by the date as prescribed for". All such covers may be kept constituency (ward) wise and put in a trunk or larger cover. Such cover/trunk is to be kept in the Strong Room under police protection.

2.3. Before issuing a ballot paper for E.D. voting the Municipal Returning Officer / Assistant Municipal Returning Officer shall put his/her full signature on the back of the ballot paper and shall ensure the marking of the left forefinger of the elector by indelible ink in the usual manner. For the purpose of easy identification, a distinguishing mark (may be hand written) is also to be put on the back depicting the Ward No./ the Polling Station No. to which the concerned electoral roll is related.

The provisions laid down in rule 18 of the West Bengal Municipalities (Conduct of Elections) Rules, 1995 and the procedure as mentioned in rule 39K of the said rule ibid may be strictly followed for this purpose.

Yours faithfully,

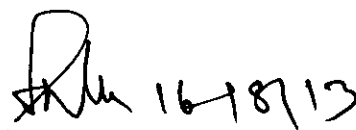
  
Secretary, 16/8/13

West Bengal State Election Commission

No. 3339(10)/1(9)-SEC/1M-20/2013

Date : 16.08.2013

Copy forwarded for information and necessary action to the District Municipal Election Officer & District Magistrate, Cooch Behar / Jalpaiguri / Uttar Dinajpur / Dakshin Dinajpur / Nadia / North 24-Parganas / South 24-Parganas / Burdwan / Birbhum.

  
Secretary, 16/8/13

West Bengal State Election Commission