

# ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI- 110001

No. 52/LET/ECI/FUNC/JUD/SDR/2018-Vol.II

Dated: 9<sup>th</sup> August, 2018

To,

The Chief Electoral Officers of  
All States and Union Territories.

Sub: - Transmission of Postal Ballot electronically under ETPBS-Time limit for transmission of postal ballots and connected papers.

Sir/Madam,

As per the existing instructions regarding transmission of postal ballot papers for the service voters, the Returning Officers are required to upload on the ETPBS portal, the postal ballot papers and other connected papers [ form 13A, lable of Form 13B, 13C, Form 13D] within 48 hours after the last date for withdrawal of candidatures. The time limit followed earlier when postal ballots were sent in physical form by post was being followed so far for uploading of postal ballots on ETPBS also.

2. The Commission has reviewed the position. The time and labour involved in physically sending postal ballots is saved in transmission though ETPBS. All that the Returning Officer is required to ensure is that the ballot paper is prepared as per the Commission's directions.

3. Early action by Returning Officer in transmission of postal ballots will provide more time for downloading and printing of the ballot papers in the Units and further action of delivering to the service voters concerned and for the service voters to cast vote and send the ballot back to the Returning Officers by post.

4. Having regard to the above position, the Commission has directed that the Returning Officers shall ensure that uploading of postal ballot papers and the connected papers for service voters on the ETPBS shall be completed by the

day following the last date for withdrawal of candidatures. The Returning Officers shall ensure this without fail in all cases and issue a certificate to this effect.

5. The Commission has instructed the Unit level Officers through the Nodal officers of the Forces that downloading of the electronically transmitted postal ballots along with the other connected papers uploaded by the Returning Officers, should be completed latest by the eighth day after the last date for withdrawal of candidature. Uploading the ballot paper by the day following the last date for withdrawal will leave seven days for unit officers to download all papers, to get them printed and distributed to the Service Voters. Therefore, the Returning Officers shall ensure that they complete the uploading at the earliest and in any case by the day following the last date for withdrawal of candidatures.

6. These instructions may be brought to the notice of all Returning Officers for compliance.

7. Kindly acknowledge.

Yours faithfully,



(N.T. Bhutia)  
Secretary

Copy to:

1. DECs/Principal Secretaries/Secretaries
2. IT Division.