

FORM 'DAPB-1'

Letter of Intimation to vote through Postal Ballot  
(To be filled by each 'Absentee voter' individually)

To

The Returning Officer,

\_\_\_\_\_

Sir,

I, \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ resident of village/mohalla \_\_\_\_\_ of town/city/tehsil \_\_\_\_\_ District \_\_\_\_\_ belong to the class of 'Absentee Voters', and wish to cast my vote by post at the election to \_\_\_\_\_ DDC Constituency of \_\_\_\_\_ DDC. My **complete present postal address** is as under:-

House/dwelling unit/tent number \_\_\_\_\_

Name of camp/mohalla/village \_\_\_\_\_

Name of ward/town/tehsil \_\_\_\_\_

District \_\_\_\_\_ Pin Code \_\_\_\_\_ Phone No: \_\_\_\_\_

My name is entered at S. No. \_\_\_\_\_ in part/polling station number \_\_\_\_\_ of the Electoral roll of the Panch Constituency: \_\_\_\_\_ of the Panchayat Halqa \_\_\_\_\_, and my EPIC No. is \_\_\_\_\_.

\* I am.....years of age/am a person with disability, and am not in a position to go to the polling station to cast vote.

\* I am hospitalised/quarantined (Home/Institution) due to Covid and thus restricted from going to Polling station to cast vote. Certificate from the competent authority in this regard is attached.

\* I am working as.....(designation of the office held) in..... (Name and full address of organization). I will be on duty in ..... (Details of deployment) on the day of poll for the above mentioned election. On account of my official duties on the date of poll, I will not be in a position to be present in the polling station assigned to me on the day of poll.

It is requested that postal ballot paper may be issued to me as absentee voter for the above election.

Yours faithfully,

(Signature of the elector)

\* Strike off whichever is not applicable and tick the relevant statement.

PART II

**(Only for absentee voter other than senior citizen or persons with disability)**

[Certificate by the Authorised Officer appointed by the Organisation concerned]

It is hereby certified that the particulars given by the applicant in Part I are correct, and it is further certified that the applicant will be on official duty on the day of poll, and he/she will not be in a position to be present in the polling station on the day of poll. ....

(full signature of the attesting Officer)

.....(Name)

.....(address)

.....(rubber stamp)

**ACKNOWLEDGMENT**

**(Only for those absentee voters who receive Form DAPB-1 by hand from BLO)**

I \_\_\_\_\_, have received a copy of Form -DAPB-1 on \_\_\_\_\_ (date) from the AV-Polling Team.

Dated :

Signature

\_\_\_\_\_ Name \_\_\_\_\_ Address \_\_\_\_\_

**FORM 'DAPB-2'**  
**DECLARATION BY ABSENTEE VOTER**  
 Election to the DDCs - 2020

*(This part is to be used only when the Absentee voter signs the declaration himself/herself)*

I hereby declare that I am the Absentee voter to whom the postal ballot paper bearing following serial number has been issued at the above election:

1. For DDC \_\_\_\_\_

Date \_\_\_\_\_ Address \_\_\_\_\_

Signature of Absentee voter

**Attestation of Signature**

The above has been signed in my presence by \_\_\_\_\_ (Absentee voter) who is personally known to me/has been identified to my satisfaction by \_\_\_\_\_ (identifier) who is personally known to me.

Signature of identifier, if any \_\_\_\_\_

Address \_\_\_\_\_

Signature of Attesting Officer

Designation.....

Address.....

Date.....

*(This part is to be used when the Absentee voter cannot sign himself)*

I hereby declare that I am the Absentee voter to whom the postal ballot paper bearing above mentioned serial number has been issued at the above election.

Date \_\_\_\_\_

Signature of Attesting Officer  
 on behalf of Absentee voter

Address of Absentee voter.....

**Certificate**

I hereby certify that—

The above named Absentee voter is personally known to me/has been identified to my satisfaction by .....(identifier) who is personally known to me;

(2) I am satisfied that the Absentee voter is illiterate/suffers from .....(infirmity) and is unable to record vote or sign declaration;

(3) I was requested by him/her to mark the ballot paper and to sign the above declaration on his/her behalf; and

(4) The ballot paper was marked and the declaration signed by me in his/her presence and in accordance with the wishes.

(Signature of identifier, if any)

Address.....

Signature of Attesting Officer

Designation.....

Address:.....

Date:.....

FORM 'DAPB-3'

'COVER - A'

NOT TO BE OPENED BEFORE COUNTING (by anybody including RO)

- \*Election to the: .....
- \*Name of the District:.....
- \*Name of the DDC:.....
- \*Name of DDC Constituency:.....
- \*Polling Station No. & Name:.....

POSTAL BALLOT PAPER

- \*\*Serial number of ballot paper for DDC:.....

- \* Appropriate particulars of the election to be inserted here by RO
- \*\* Serial numbers of the postal ballot papers to be filled by the RO

FORM-'DAPB-4'

'COVER - B'

(Service unpaid)

Every officer under whose care or through whom the postal ballot paper sets are sent shall ensure its delivery to the addressee without delay

ELECTION-IMMEDIATE  
POSTAL BALLOT PAPER

For Election to: \*District:..... Block:.....

\*Name of DDC:.....

\*Name of DDC Constituency:.....

\*Polling Station No & Name:.....

(NOT TO BE OPENED BEFORE COUNTING by anybody including RO)

To

The Returning Officer,

DDC Constituency: .....

.....

.....

Signature of sender.....

*\* Returning Officer to fill in all the details on this form. Returning Officer to insert here the name of the District, Block, DDC, DDC Constituency and also the postal address for receipt of PBs.*

**FORM 'DAPB-5'**  
**INSTRUCTIONS FOR GUIDANCE OF 'ABSENTEE VOTERS'**  
**DDC Elections 2020**

- 1) You are being provided a ballot paper of yellow colour for DDC elections.
- 2) The persons whose names are printed on this ballot paper sent herewith are candidates at the above elections. Record your vote on the ballot paper by placing clearly a mark opposite the name of the candidate to whom you wish to give your vote. The mark should be so placed as to indicate clearly and beyond doubt to which candidate you are giving your vote. If the mark is so placed as to make it doubtful to which candidate you have given your vote, your vote will be invalid. The number of members to be elected as DDC member from one DDC Constituency is one. Thus you have only one vote for DDC election. Accordingly, you should not vote for more than one candidate on one ballot paper. If you do so, your ballot paper will be rejected. Do not put your signature or write any word or any mark, sign or writing whatsoever on the ballot paper other than the mark required to record your vote.
- 3) After you have recorded your vote on the ballot paper, place the ballot paper in smaller cover A, marked Form 'DAPB-3' sent herewith. Close the cover and secure it by seal or otherwise.
- 4) You will then sign the declaration in Form 'DAPB-2', also sent herewith in the presence of an officer described in clause (5) below and get your signature attested by such officer.
- 5) Attestation may be obtained from officer incharge of the area or office where you are registered. If you are employed under the UT Govt. of J&K or Central Government, the attestation may be obtained from the officer incharge of your office. If you are a pensioner, attestation may be obtained from the officer incharge of the Treasury/Bank through which you are drawing your pension. If you are not registered anywhere but your name figures in the electoral roll, the attestation may be obtained from a 1<sup>st</sup> Class Magistrate or a Gazetted Officer or incharge of the AV-Polling Team.
- 6) You may take the declaration to the authorised officer, get it attested by signing it in his presence after he has satisfied himself about your identity. You must not show your ballot paper to the attesting officer nor tell him how you have voted.
- 7) If you are unable to mark the ballot paper and sign the declaration yourself in the manner indicated above for reasons of illiteracy, blindness or other infirmity, you are entitled to have your vote marked and declaration signed on your behalf by any of the authorised officer mentioned above. Such an officer will, at your request mark the ballot paper in your presence and in accordance with your wishes. He will also complete the necessary certificate in this behalf.
- 8) After your declaration has been signed and your signature has been attested, place the declaration (Form 'DAPB-2') as well as the ballot paper sealed in smaller Cover "A" (Form 'DAPB-3') in the larger Cover "B" (Form 'DAPB-4'). You have to give your full signature in the space provided on the cover marked "B".
- 9) In case you have received Postal Ballot set through AV-Polling Team, then after closing the larger cover, return it to the AV-Polling Team who shall deliver it to the RO concerned.
- 10) In case you have received the Postal Ballot set by post, then after closing the larger cover, send it to the RO concerned by post. No postage stamps need to be affixed.
- 11) Your vote shall be counted only if it reaches the RO atleast one day before the day fixed for counting in the constituency. Thus you must ensure that the DAPB is delivered to the AV-Polling team well before this cut-of date.
- 12) Please note that:
  - (i) If you fail to get your declaration certified in the manner indicated above, your ballot papers will be rejected; and
  - (ii) If the cover reaches the RO concerned after the day prescribed in clause (11) above, your vote will not be counted.

FORM 'DAPB-6'

'COVER - C'

Election to the *.....
To
*Sh/Smt.....
*S/o, D/o, W/o.....
*Complete Postal Address .....
.....
.....
From:
**RO.....
.....

\* Complete details to be filled in by RO as per information furnished by the 'Absentee voter'.

\*\* RO should fill his complete postal address including Block and Halqas.

**Form 'DAPB-7'**  
**List of Absentee Voters who have applied for availing Postal Ballot facility**

Name of the District: ..... Block: .....

S. No.	DDC Name	DDC Constituency Name	Polling Station No.	Polling Station Name	Name of the Absentee voter	S. No. in the Roll	Type of Absentee Voter ('INST', 'Gen' or 'Ser')	EPIC No.	Complete postal Address of the Absentee Voter

Certified that all the Form 'DAPB-1' received up to the due date (i.e. the date specified as the last date for making nomination for that DDC constituencies) have been accounted for in the above information.

(Name & Signature) of the

RO .....

Phone No (Mobile): .....