

**STATE ELECTION COMMISSION**  
**(Election Authority)**

**(Jammu & Kashmir Panchayati Raj Act, 1989)**

**Union Territory of Jammu & Kashmir**

**Nirvachan Bhawan, Rail Head Complex, Jammu**

**Phone No: 0191-2477519 Fax No - 0191-2477389**

**Sub: Scheme for voting by Kashmiri Migrants by means of Postal Ballot in the District Development Council Elections-2020 and Panchayat By-Elections 2020.**

**ORDER NO: SEC/Pyt/2020/03**

**Dated: 05.11.2020**

Consequent upon the notification of Kashmiri Migrants as the specified class of persons to cast their vote by postal ballot, vide Notification No: EA/Pyt/2020/06 dated 05-11-2020 issued under endorsement No. 08/SEC/PYT/2020/181-200 dated 05.11.2020, the detailed schemes for those of the 'Specified voters' who wish to vote by postal ballot are enclosed herewith as following Annexures:-

- 1. Annexure - A** for the District Development Council Elections 2020
- 2. Annexure- B** for Elections to vacant Sarpanch/Panch constituencies 2020.

Sd/-

K. K. Sharma, IAS(Retd.)  
State Election Commissioner  
(Election Authority)

Encl: A/A

No. 08/SEC/PYT/2020/201-20

Dated:- 05/11/2020

Copy to:

1. All Financial Commissioners.
2. Director General of Police, J&K.
3. All Principal Secretaries to the Government.
4. Principal Secretary to the Lieutenant Governor.
5. Principal Resident Commissioner, J&K Government, New Delhi.
6. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
7. All Commissioner/Secretaries to the Government.
8. Divisional Commissioner Jammu/Kashmir.
9. Chairperson, J&K Special Tribunal.
10. Director General, J&K Institute of Management & Administration & Rural Development.
11. Director, Information, J&K for publishing in leading newspapers of the UT.
12. All Deputy Commissioners.
13. All Heads of the Departments/Managing Directors/Secretary, Advisory Boards.
14. Secretary, PSC/SSB/J&K Academy of Art, Culture & languages.
15. Director, Estates.
16. Director, Archives, Archaeology & Museums, J&K.
17. Secretary, J&K Legislative Assembly.
18. General Manager, Government Press, Jammu.
19. Private Secretary to the Chief Secretary.
20. Private Secretary to the Advisor (F)/(B) & (BK) to the Lieutenant Governor.

  
(Anil Salgotra)

Secretary  
State Election Commission  
UT of Jammu & Kashmir

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**Phone No: 0191-2477519 Fax No - 0191-2477389**

**Notification No: EA/Pyt/2020/06**

**Dated: 05.11.2020**

WHEREAS, a number of electors of the Kashmir Valley, had to migrate and have been temporarily residing in various places outside their place of ordinary residence;

WHEREAS, such migrants are being treated as ordinarily resident in the constituencies in which they were so resident prior to their migration from valley, for inclusion/retention of their names in the electoral rolls of such constituencies;

WHEREAS, proviso to Sub rule 4 of Rule 17 of the Jammu & Kashmir Panchayati Raj Rules, 1996, authorizes the Election Authority to issue instructions in respect of specific class of persons for casting of votes and Rule 108-ZM of the Jammu & Kashmir Panchayati Raj Rules, 1996, empowers the Election Authority to issue additional instructions on matters not covered under these rules;

NOW, THEREFORE, the Election Authority, in exercise of powers conferred upon it by the Jammu & Kashmir Panchayati Raj Act, 1989 and proviso to Sub rule 4 of Rule 17 and Rule 108-ZM of the Jammu & Kashmir Panchayati Raj Rules, 1996, for the ensuing District Development Council Elections and Panchayat By-Elections, 2020, notifies that the migrant electors enrolled in the Panchayat Electoral Rolls of any of the districts of Kashmir Division of the Union Territory of Jammu and Kashmir, who are at present residing outside their place of ordinary residence, shall be the class of persons entitled to cast their votes by postal ballot, subject to the fulfilment of requirements otherwise specified in the statutes governing the said elections.

Sd/-

K. K. Sharma, IAS(Retd.)

State Election Commissioner

(Election Authority)

Dated:- 05/11/2020

No. 08/SEC/PYT/2020/181-200 .

Copy to:

1. All Financial Commissioners.
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3. All Principal Secretaries to the Government.
4. Principal Secretary to the Lieutenant Governor.
5. Principal Resident Commissioner, J&K Government, New Delhi.



6. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
7. All Commissioner/Secretaries to the Government.
8. Divisional Commissioner Jammu/Kashmir.
9. Chairperson, J&K Special Tribunal.
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(Anil Salgotra)

Secretary  
State Election Commission  
UT of Jammu & Kashmir

**Annexure A**  
**to Order No: SEC/Pyt/2020/03 Dated 05-11-2020**

**Scheme for voting by Kashmiri Migrants by means of Postal Ballot  
in the District Development Council (DDC) Elections-2020**

**Details of the scheme**

**1. Persons Entitled to Vote by Postal Ballot:**

The voters falling under the purview of Notification No:EA/Pyt/2020/06 dated 05-11-2020 issued vide endorsement No. 08/SEC/Pyt/2020/181-200 dated 05-11-2020 of the Election Authority, J&K shall constitute the specific class of persons who shall be entitled to vote by post through postal ballot, hereinafter referred as **DDC Migrant Postal Ballot (DMPB)**. They shall, henceforth, be referred as 'Specified Voters' for the purpose of this scheme.

**2. Appointment of Assistant Returning Officers for 'Specified Voters':**

**A.** Following Officers have been designated as Assistant Returning Officer (Migrants), hereinafter referred as AROs, for the 'Specified voters' of the DDC Constituencies falling in the 10 districts of Kashmir Division:

- a) Assistant Commissioner (Relief), Jammu for migrants in Jammu as also the transit camps in Kashmir Valley;
- b) Deputy Director (Horticulture, Planning & Marketing), New Delhi, functioning from the office of Resident Commissioner, J&K House, New Delhi; and
- c) Collector, Northern Railways, Udhampur.

**B.** The AROs shall be responsible for:

- a) receipt of applications from the 'Specified voters' who wish to avail the facility of DMPB and certification thereof;
- b) furnishing information for preparation of marked copies of electoral rolls;
- c) setting of facilitation centres for signing of declarations, etc.

**3. Intimation by 'Specified voters' to vote by DMPB:**

a. A Specified voter, who wishes to vote by DMPB, shall give his/her preference by filing Form-'DMPB-1', as enclosed.

b. Copies of Form-DMPB-1 shall be available at the following designated places and can also be downloaded from the website (ceojk.nic.in):

- 1) ARO Migrant, Jammu
- 2) ARO Migrant, Udhampur
- 3) ARO Migrant, Delhi
- 4) Migrant Camp, Muthi
- 5) Migrant Camp, Purkhoo
- 6) Migrant Camp, Jagti
- 7) Migrant Camp, Nagrota
- 8) Zonal Office, Bari Brahmna (located at Gangyal)
- 9) Zonal Office, JK BOSE, Rehari
- 10) Office of DC Relief, Srinagar (Indira Nagar, Srinagar)
- 11) Transit Camp, Shiekhpora (Budgam)
- 12) Transit Camp, Natnsua (Kupwara)
- 13) Transit Camp, Veerwan (Baramulla)
- 14) Transit Camp, Vessu (Kulgam)

- 15) Transit Camp, Mattan (Anantnag)
  - 16) Transit Camp, Hawl (Pulwama)
  - c. To enable the Specified voters to give the requisite details in Form DMPB-1, copies of the electoral rolls of all the DDC Constituencies of Kashmir Division shall be available at the above mentioned 16 locations. Electoral Rolls are also available on web portal (ceojk.nic.in).
  - d. Duly filled Form DMPB-1 should be deposited to the ARO Migrants or the designated Officers (to be appointed by the Relief Commissioner, J&K) at the locations mentioned at 3(b) above **by the date appointed as 'the last date for making nomination' for the concerned DDC Constituency.**
  - e. Following officers are authorised for the purpose of signing the certificate in Part II of Form DMPB-1:
    - I. an officer incharge of a migrant camp/area;
    - II. an officer incharge of an office from where the Specified voter draws his salary as a migrant employee;
    - III. an officer incharge of treasury/bank from where the Specified voter draws his pension as a pensioner;
    - IV. any gazetted officer.
- 4. Registration of Specified voters & preparation of marked copy of electoral rolls:**
- a. All the application received by the **due date (i.e. the date Specified as the last date for making nomination for that DDC Constituencies)** in the Form 'DMPB-1' by all the AROs (Migrants) and designated Officers at the locations mentioned at 3(b) above shall be forwarded to the ARO (Migrants), Jammu.
  - b. Information related to each 'Specified voter', whose Form 'DMPB-1' has been received within the prescribed time shall be entered in the prescribed format DMPB-7, DDC constituency wise and forwarded to the ARO (Migrant), Jammu on the **due date (i.e. the date Specified as the last date for making nomination for that DDC Constituency).** The ARO (Migrant), Jammu shall compile the same and forward it to the DPEO (Deputy Commissioner) concerned, latest by the day fixed for scrutiny of nominations for that DDC Constituencies.
  - c. The DPEO (Deputy Commissioner), on receipt of the list of Specified voters who have opted for this scheme, forward the same to the concerned Returning Officers (ROs) who shall issue the DMPB and prepare the marked copies of Electoral rolls.
  - d. The marked copies of the electoral rolls shall be used at the respective polling stations.
- 5. Form of Postal Ballot Paper:**
- a) Every postal ballot paper shall have a counterfoil attached thereto and the said ballot paper and the counterfoil shall be in Urdu and English language.
  - b) The Postal Ballot for DDC is of Yellow colour.
- 6. Issue of Postal ballot paper:**
- a) Based on the list of Specified voters who have opted for the DMPB scheme, RO shall, within 48 hours of the last date of withdrawal, enclose the following in Cover C (as per Form 'DMPB-6') and send by post, under certificate of posting, to the Specified voter:

- i. a yellow coloured ballot paper with seal and signatures of the RO concerned on the backside of each ballot
  - ii. a declaration in Form 'DMPB-2';
  - iii. a cover in Form 'DMPB-3';
  - iv. a large cover addressed to the RO concerned in Form 'DMPB-4'; and
  - v. instructions for the guidance of the Specified voter in Form 'DMPB-5':
- b) The Returning Officer shall, at the same time—
- i. record on the counterfoil of the ballot paper the electoral roll number of the Specified voter as entered in the marked copy of the electoral roll;
  - ii. mark the name of the Specified voter in the marked copy of the electoral roll to indicate that a ballot paper has been issued to him, without, however, recording therein the serial numbers of the ballot papers issued to that Specified voter; and
  - iii. ensure that the Specified voter is not allowed to vote at a polling station.
- c) Every officer under whose care or through whom the postal ballot papers are sent shall ensure the delivery to the addressee without delay.
- d) After postal ballot papers have been issued to all the Specified voters, the RO shall:
- i. seal up in a packet the marked copy of the electoral roll and record on the packet a brief description of its contents and the date on which it is sealed.
  - ii. also seal up in separate packet the counterfoils of the ballot papers issued to the Specified voters and record on the packet a brief description of its contents and the date on which it was sealed.

#### 7. Recording of Vote:

- a) A Specified voter who has received the postal ballot paper and desires to vote shall record his vote on the ballot paper in accordance with the directions contained in Form DMPB-5.
- b) After recording his vote, he shall enclose both the postal ballot in the **Cover A (Form DMPB-3)** and seal this envelope.
- c) The Specified voter shall sign the declaration in Form **DMPB-2** in the presence of, and have the signature attested by, a 1st Class Magistrate or a Gazetted Officer.
- d) The envelope containing postal ballot i.e., **Cover A (Form 'DMPB-3)** and the declaration in **Form 'DMPB-2'** shall be put in the bigger envelope **Cover B (Form 'DMPB-4)**. **This should be sealed properly.**

#### 8. Returning of ballot paper:

- a) The sealed large **Cover-B (Form 'DMPB-4')**, containing the set of postal ballot in Form 'DMPB-3' and declaration in Form 'DMPB-2', shall be returned by the Specified voter to the RO concerned by post **so as to reach him one day before the date appointed for counting in the respective DDC constituency.**
- b) The DPEO (Deputy Commissioner) shall notify an Assistant Returning Officer, viz; ARO (Hqrs), located at the District Headquarters, as the

'Nodal officer' for DMPB in the district who shall also be the ARO (Counting) to assist all the ROs of the district in counting of the DMPBs.

- c) For the purpose of collection of DMPBs the address of the RO shall be that of the ARO (Hqrs) of the concerned district, so that all DMPBs related to that district are received at a single point i.e. office of ARO (Hqrs).
- d) All the DMPBs, duly sealed in large Cover B (Form 'DMPB-4'), shall be received by the ARO (Hqrs) who shall ensure proper receipt of all the covers and keep them in safe custody. Also, if any such Cover is received after the expiry of the time stated above, the ARO (Hqrs) shall make note thereon the date and time of its receipt and forward it to the concerned RO.

#### **9. Counting of Migrant Postal Ballots:**

- a) RO shall arrange and ensure that all the PBs received within the prescribed time period, are delivered in a sealed envelope to the ARO who is incharge of the counting for that DDC Constituency by or before the date of counting in the constituency. The ARO shall take necessary steps for counting of the PBs at the time of counting.
- b) The ARO shall comply with all the extant instructions regarding the counting of postal ballots. In particular, he shall ensure that:
  - I. The Postal Ballots have the Signatures of the RO on the back side (Specimen signatures of the RO shall be provided to all the AROs responsible for counting of Postal Ballots).
  - II. The PBs is duly marked by the Migrant voter and there is no mark other than this on the PB.
  - III. The declaration in Form 'DMPB-2' is duly signed by the Migrant voter as well as the attesting authority.
  - IV. The postal ballots are taken up for counting first.

\*\*\*

**FORM 'DMPB-1'**  
**Letter of Intimation to vote through Migrant Postal Ballot**  
**(To be filled by each 'Specified voter' individually)**

To

The Assistant Returning Officer (Migrants),  
\_\_\_\_\_  
\_\_\_\_\_

Sir,

I, \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ resident  
of village/mohalla \_\_\_\_\_ of town/city/tehsil \_\_\_\_\_  
District \_\_\_\_\_ of Kashmir (J&K), belong to the class of Specified voters,  
and wish to cast my vote by post at the election to \_\_\_\_\_ DDC Constituency of  
\_\_\_\_\_ DDC \_\_\_\_\_ District. 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 \_\_\_\_\_

UT \_\_\_\_\_

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

\* I am registered as a migrant with \_\_\_\_\_ (designation of officer)  
Government of \_\_\_\_\_ under Registration No. \_\_\_\_\_ as  
a head/member of the family of self/Shri/Shrimati \_\_\_\_\_

\* I am registered as a migrant.

\* I am \_\_\_\_\_ serving as a Government employee.

\* The Head of the family is (designation) \_\_\_\_\_ in the office of  
\_\_\_\_\_ (full address).

\* I am \_\_\_\_\_ a pensioner and drawing pension.

\* The Head of the family is under account No. \_\_\_\_\_ from Government  
Treasury/Branch of Bank, located at \_\_\_\_\_ (full address)

Yours faithfully,

(Signature of the elector)

**PART-II**

*Certificate by the officer incharge of the migrant camp/office/area or by head of the office where the applicant is serving as a migrant employee or by a Treasury Officer/Bank Manager from where the migrant is drawing his pension as a pensioner or by any Gazetted officer.*

It is hereby certified that the particulars given by the applicant in Part-I are correct as per our record/to the best of my knowledge and understanding.

Dated :

\_\_\_\_\_  
(Full signature of the attesting officer)

Name \_\_\_\_\_

Address \_\_\_\_\_

Rubber Stamp \_\_\_\_\_

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



**FORM 'DMPB-2'**  
**DECLARATION BY SPECIFIED VOTER**  
 DDC Elections 2020

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

I hereby declare that I am the Specified 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 Specified voter

***Attestation of Signature***

The above has been signed in my presence by \_\_\_\_\_ (Specified 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 Specified voter cannot sign himself)***

I hereby declare that I am the Specified 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 Specified voter

Address of Specified voter.....

***Certificate***

I hereby certify that—

The above named Specified 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 Specified 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 'DMPB-3'**

**'COVER - A'**

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

- \*Election to the: .....
- \*Name of the District:.....
- \*Name of the Block:.....
- \*Name of 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-'DMPB-4'

'COVER - B'

(Service unpaid)

Every officer under whose care or through whom the postal ballot paper is 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,

.....

C/o ARO (HQRS): .....

\*In the office of the Deputy Commissioner,.....

.....

.....

.....

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 Constituency and also the postal address of the ARO (Headquarters) of the district as notified by the concerned DPEO (Deputy Commissioner).*

**FORM 'DMPB-5'**  
**INSTRUCTIONS FOR GUIDANCE OF 'SPECIFIED 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 'DMPB-3' sent herewith. Close the cover and secure it by seal or otherwise.
- 4) You will then sign the declaration in Form 'DMPB-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 'DMPB-2') as well as the ballot paper sealed in smaller Cover "A" (Form 'DMPB-3') in the larger Cover "B" (Form 'DMPB-4'). You have to give your full signature in the space provided on the cover marked "B".
- 9) After closing the larger cover, send it to the RO concerned by post. No postage stamps need to be affixed by you if the cover is posted in India.
- 10) Your vote shall be counted only if it reaches the RO atleast one day before the day fixed for counting in the constituency.
- 11) Please note that:
  - (i) If you fail to get your declaration certified in the manner indicated above, your ballot paper will be rejected; and
  - (ii) If the cover reaches the RO concerned after the day prescribed in clause (10) above, your vote will not be counted.

FORM 'DMPB-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 'Specified voter' and furnished to him in Form 'DMPB-7'.

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

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

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

S. No.	DDC	DDC Constituency	Polling Station No.	Polling Station Name	Name of the Specified voter	S. No. in the Roll	EPIC No.	Complete postal Address of the Specified Voter

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

(Name & Signature) of the  
 ARO Migrant, ...../Designated Officer, Camp.....  
 Phone No(Mobile):.....

**Annexure – B**  
**to Order No: SEC/Pyt/2020/03 dated 05-11-2020**

**Scheme for voting by Kashmiri Migrants by means of Postal Ballot  
in the Panchayat By-Elections-2020**

**Details of the scheme**

**1. Persons Entitled to Vote by Postal Ballot:**

The voters falling under the purview of Notification No: EA/Pyt/2020/06 dated 05-11-2020, issued vide endorsement No. 08/SEC/Pyt/2020/181-200 dated 05.11.2020 of the Election Authority, J&K shall constitute the specific class of persons who shall be entitled to vote by post through postal ballot, hereinafter referred as **Panchayat Migrant Postal Ballot (PMPB)**. They shall, henceforth, be referred as 'Specified Voters' for the purpose of this scheme.

**2. Appointment of Assistant Returning Officers for 'Specified Voters':**

**A.** Following Officers have been designated as Assistant Returning Officers (Migrants), hereinafter referred as AROs, for the 'Specified voters' of the Panchayat Halqas/Panch Constituencies falling in the 10 districts of Kashmir Division:

- a) Assistant Commissioner (Relief), Jammu for migrants in Jammu as also the transit camps in Kashmir Valley;
- b) Deputy Director (Horticulture, Planning & Marketing), New Delhi, functioning from the office of Resident Commissioner, J&K House, New Delhi; and
- c) Collector, Northern Railways, Udhampur.

**B.** The AROs shall be responsible for:

- a) receipt of applications from the 'Specified voters' who wish to avail the facility of PMPB and certification thereof;
- b) furnishing information for preparation of marked copies of electoral rolls;
- c) setting of facilitation centres for signing of declarations, etc.

**3. Intimation by 'Specified voters' to vote by PMPB:**

- a. A Specified voter, who wishes to vote by PMPB, shall give his/her preference by filing Form-'PMPB-1', as enclosed.
- b. Copies of Form-PMPB-1 shall be available at the following designated places and can also be downloaded from the website (ceojk.nic.in):

- 1) ARO Migrant, Jammu
- 2) ARO Migrant, Udhampur
- 3) ARO Migrant, Delhi
- 4) Migrant Camp, Muthi
- 5) Migrant Camp, Purkhoo
- 6) Migrant Camp, Jagti
- 7) Migrant Camp, Nagrota
- 8) Zonal Office, Bari Brahmna (located at Gangyal)
- 9) Zonal Office, JK BOSE, Rehari
- 10) Office of DC Relief, Srinagar (Indira Nagar, Srinagar)
- 11) Transit Camp, Shiekhpora (Budgam)
- 12) Transit Camp, Natnsua (Kupwara)

- 13) Transit Camp, Veerwan (Baramulla)
  - 14) Transit Camp, Vessu (Kulgam)
  - 15) Transit Camp, Mattan (Anantnag)
  - 16) Transit Camp, Hawl (Pulwama)
- c. To enable the Specified voters to give the requisite details in Form PMPB-1, copies of the electoral rolls of all the Panchayat Halqas/Panch Constituencies of Kashmir Division shall be available at the above mentioned 16 locations. Electoral Rolls are also available on web portal (ceojk.nic.in).
  - d. Duly filled Form PMPB-1 should be deposited to the ARO Migrants or the designated Officers (to be appointed by the Relief Commissioner, J&K) at the locations mentioned at 3(b) above **by the date appointed as 'the last date for making nomination' for the concerned Panchayat Halqa/Panch Constituency.**
  - e. Following officers are authorised for the purpose of signing the certificate in Part II of Form PMPB-1:
    - I. an officer incharge of a migrant camp/area;
    - II. an officer incharge of an office from where the Specified voter draws his salary as a migrant employee;
    - III. an officer incharge of treasury/bank from where the Specified voter draws his pension as a pensioner;
    - IV. any gazetted officer.
- 4. Registration of Specified voters & preparation of marked copy of electoral rolls:**
- a. All the application received by the **due date (i.e. the date Specified as the last date for making nomination for that Panchayat Halqas/Panch Constituency)** in the Form 'PMPB-1' by all the AROs (Migrants) and designated Officers at the locations mentioned at 3(b) above shall be forwarded to the ARO (Migrants), Jammu.
  - b. Information related to each 'Specified voter', whose Form 'PMPB-1' has been received within the prescribed time shall be entered in the prescribed format PMPB-7, Panch constituency wise and forwarded to the ARO (Migrant), Jammu on the **due date (i.e. the date Specified as the last date for making nomination for that Panchayat Halqa/Panch Constituency)**. The ARO (Migrant), Jammu shall compile the same and forward it to the DPEO (Deputy Commissioner) concerned, latest by the day fixed for scrutiny of nominations for that Panchayat Halqa/Panch Constituency.
  - c. The DPEO (Deputy Commissioner), on receipt of the list of Specified voters who have opted for this scheme, forward the same to the concerned Returning Officers (ROs) who shall issue the PMPB and prepare the marked copies of the Electoral rolls.
  - d. The marked copies of the electoral rolls shall be used at the respective polling stations.
- 5. Form of Postal Ballot Paper (Set of two Ballots—one for Sarpanch and another for Panch as the case may be depending on the vacancy):**
- a) Every postal ballot paper shall have a counterfoil attached thereto and the said ballot paper and the counterfoil shall be in Urdu and English language.
  - b) The Pink colour Postal Ballot shall be for the election to Sarpanch of the Panchayat Halqa of the Specified Voter.
  - c) The white colour Postal Ballot shall be for the election to Panch Constituency of the Specified Voter.



## 6. Issue of Postal ballot paper:

- a) Based on the list of Specified voters who have opted for the PMPB scheme, RO shall, within 48 hours of the last date of withdrawal, enclose the following in Cover C (as per Form 'PMPB-6') and send by post, under certificate of posting, to the Specified voter:
  - i. a single ballot paper in case of Sarpanch or Panch election or a set of two Postal Ballots in case of both (One for Sarpanch and other for Panch) with seal and signatures of the RO concerned on the backside of each ballot paper;
  - ii. a declaration in Form 'PMPB-2';
  - iii. a cover in Form 'PMPB-3';
  - iv. a large cover addressed to the RO concerned in Form 'PMPB-4'; and
  - v. instructions for the guidance of the Specified voter in Form 'PMPB-5';
- b) The Returning Officer shall, at the same time—
  - i. record on the counterfoil of the each ballot paper the electoral roll number of the Specified voter as entered in the marked copy of the electoral roll;
  - ii. mark the name of the Specified voter in the marked copy of the electoral roll to indicate that a set of ballot papers has been issued to him, without, however, recording therein the serial numbers of the ballot papers issued to that Specified voter; and
  - iii. ensure that the Specified voter is not allowed to vote at the polling station.
- c) Every officer under whose care or through whom the postal ballot papers are sent shall ensure the delivery to the addressee without delay.
- d) After postal ballot papers have been issued to all the Specified voters, the RO shall:
  - i. seal up in a packet the marked copy of the electoral roll and record on the packet a brief description of its contents and the date on which it is sealed.
  - ii. also seal up in separate packet the counterfoils of the ballot papers issued to the Specified voters and record on the packet a brief description of its contents and the date on which it was sealed.

## 7. Recording of Vote:

- a) A Specified voter who has received the set of postal ballot paper(s) and desires to vote, shall record his vote on the ballot paper(s) in accordance with the directions contained in Form PMPB-5.
- b) After recording his vote(s), he shall enclose both the postal ballot(s) in the **Cover A (Form PMPB-3)** and seal this envelope.
- c) The Specified voter shall sign the declaration in Form **PMPB-2** in the presence of, and have the signature attested by, a 1st Class Magistrate or a Gazetted Officer.
- d) The envelope containing postal ballot(s) i.e., **Cover A (Form 'PMPB-3)** and the declaration in **Form 'PMPB-2'** shall be put in the bigger envelope **Cover B (Form 'PMPB-4)**. **This should be sealed properly.**

**8. Returning the set of ballot papers:**

- a) The sealed large **Cover-B (Form 'PMPB-4')**, containing the set of postal ballots in Cover-A (Form 'PMPB-3') and declaration in Form 'PMPB-2', shall be returned by the Specified voter to the RO concerned by post so as to reach him **three days before the date appointed for poll.**
- b) The DPEO (Deputy Commissioner) shall notify an Assistant Returning Officer, viz; ARO (Hqrs), located at the District Headquarters, as the 'Nodal officer' for PMPB in the district who shall also be the ARO (Counting) to assist all the ROs of the district in counting of the PMPBs.
- c) For the purpose of collection of PMPBs the address of the RO shall be that of the ARO (Hqrs) of the concerned district, so that all PMPBs related to that district are received at a single point i.e. office of ARO (Hqrs).
- d) All the PMPBs, duly sealed in large Cover B (Form 'PMPB-4'), shall be received by the ARO (Hqrs) who shall ensure proper receipt of all the covers and keep them in safe custody. Also, if any such Cover is received after the expiry of the time stated above, the ARO (Hqrs) shall make note thereon the date and time of its receipt and forward it to the concerned RO.

**9. Counting of Migrant Postal Ballots:**

- a) On the day of despatch of polling parties, the ARO (Hqrs) shall provide all the PMPBs received within the prescribed time period to the RO concerned, for handing over all the PMPBs of the particular Panchayat Halqa, in a sealed envelope to the ARO who is incharge of the counting for that Panchayat Halqa/Panch Constituencies. The ARO shall take necessary steps for counting of the PMPBs at the time of counting.
- b) The ARO shall comply with all the extant instructions regarding the counting of postal ballots. In particular, he shall ensure that:
  - i. The Postal Ballots have the Signatures of the RO on the back side (Specimen signatures of the RO shall be provided to all the AROs responsible for counting of Postal Ballots).
  - ii. The PBs are duly marked by the Specified voter and there is no mark other than this on the PB.
  - iii. The declaration in Form 'PMPB-2' is duly signed by the Specified voter as well as the attesting authority.
  - iv. The postal ballots are taken up for counting first.

\*\*\*

**FORM 'PMPB-1'**  
**Letter of Intimation to vote through Migrant Postal Ballot**  
**(To be filled by each 'Specified voter' individually)**

To  
 The Assistant Returning Officer (Migrants),  
 \_\_\_\_\_  
 \_\_\_\_\_

Sir,

I, \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ resident  
 of village/mohalla \_\_\_\_\_ of town/city/tehsil \_\_\_\_\_  
 District \_\_\_\_\_ of Kashmir (J&K), belong to the class of Specified voters,  
 and wish to cast my vote by post at the election to \_\_\_\_\_ Sarpanch/Panch  
 Constituency of \_\_\_\_\_ Panchayat Halqa in \_\_\_\_\_ District. 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 \_\_\_\_\_  
 UT \_\_\_\_\_

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

- \* I am registered as a migrant with \_\_\_\_\_ (designation of officer)  
 Government of \_\_\_\_\_ under Registration No. \_\_\_\_\_ as  
 a head/member of the family of self/Shri/Shrimati \_\_\_\_\_
- \* I am registered as a migrant.
- \* I am \_\_\_\_\_ serving as a Government employee.  
 \* The Head of the family is (designation) \_\_\_\_\_ in the office of  
 \_\_\_\_\_ (full address).
- \* I am \_\_\_\_\_ a pensioner and drawing pension.  
 \* The Head of the family is under account No. \_\_\_\_\_ from Government  
 Treasury/Branch of Bank, located at \_\_\_\_\_ (full address)

Yours faithfully,

(Signature of the elector)

**PART-II**

*Certificate by the officer incharge of the migrant camp/office/area or by head of the office where the applicant is serving as a migrant employee or by a Treasury Officer/Bank Manager from where the migrant is drawing his pension as a pensioner or by any Gazetted officer.*

It is hereby certified that the particulars given by the applicant in Part-I are correct as per our record/to the best of my knowledge and understanding.

Dated :

\_\_\_\_\_  
 (Full signature of the attesting officer)  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Rubber Stamp \_\_\_\_\_

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

**FORM 'PMPB-2'**  
**DECLARATION BY SPECIFIED VOTER**  
Panchayat By- Elections 2020

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

I hereby declare that I am the Specified voter to whom the postal ballot papers bearing following serial numbers have been issued at the above election:

1. For Sarpanch \_\_\_\_\_
2. For Panch \_\_\_\_\_

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

Signature of Specified voter

**Attestation of Signature**

The above has been signed in my presence by \_\_\_\_\_ (Specified 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 Specified voter cannot sign himself)***

I hereby declare that I am the Specified voter to whom the postal ballot paper bearing above mentioned serial numbers have been issued at the above election.

Date \_\_\_\_\_

Signature of Attesting Officer  
on behalf of Specified voter

Address of Specified voter.....  
.....

**Certificate**

I hereby certify that—

The above named Specified 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 Specified 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 'PMPB-3'**

**'COVER - A'**

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

\*Election to the: .....

\*Name of the District:.....

\*Name of the Block:.....

\*Name of Panchayat Halqa:.....

\*Name of Panch Constituency:.....

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

POSTAL BALLOT PAPER

\*\*Serial number of ballot paper for Sarpanch:.....

\*\*Serial number of ballot paper for Panch:.....

\* 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-'PMPB-4'**

**'COVER – B'**

**(Service unpaid)**

Every officer under whose care or through whom the set of postal ballot papers is sent shall ensure its delivery to the addressee without delay

**ELECTION-IMMEDIATE  
POSTAL BALLOT PAPER**

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

\*Name of Panchayat Halqa:.....

\*Name of Panch Constituency:.....

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

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

To

The Returning Officer,

Panchayat Halqa: .....

C/o ARO (HQRS): .....

\*In the office of the Deputy Commissioner,.....

.....

.....

.....

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, Panchayat Halqa, Panch Constituency and also the postal address of the ARO (Headquarters) of the district as notified by the concerned DPEO (Deputy Commissioner).*

**FORM 'PMPB-5'**  
**INSTRUCTIONS FOR GUIDANCE OF 'SPECIFIED VOTERS'**  
**Panchayat By- Elections 2020**

- 1) There are two types of ballot papers. The pink one is for the election of Sarpanch of your Panchayat Halqa and the white one is for election of Panch of your Panch Constituency.
- 2) The persons whose names are printed on these ballot papers sent herewith are candidates at the above elections. Record your vote on each of the ballot papers by placing clearly a mark opposite the name of the candidate to whom you wish to give your vote. The marks 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 Sarpanch of the Halqa is one and also the number of members to be elected as Panch for your Panch constituency is also one. Thus you have only one vote for Sarpanch election and one for Panch 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 papers, place the ballot papers in smaller cover A, marked Form 'PMPB-3' sent herewith. Close the cover and secure it by seal or otherwise.
- 4) You will then sign the declaration in Form 'PMPB-2', also sent herewith in the presence of an officer described in clause (5) below and obtain the attestation of your signature by such officer.
- 5) Attestation may be obtained from officer incharge of the camp, 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.
- 6) You may take the declaration to the authorised officer and sign it in his presence after he has satisfied himself about your identity. The officer will attest your signature and return the declaration to you. 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 papers 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 papers 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 'PMPB-2') as well as the set of ballot paper(s) sealed in smaller Cover "A" (Form 'PMPB-3'), in the larger Cover "B" (Form 'PMPB-4'). You have to give your full signature in the space provided on the cover marked "B".
- 9) After closing the larger cover, send it to the RO concerned by post. No postage stamps need to be affixed by you if the cover is posted in India.
- 10) You must ensure that the cover reaches the concerned RO three days before the day of Poll in the Panchayat Halqa/Panch Constituency for which you are voting.
- 11) 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 (10) above, your vote will not be counted.

**FORM 'PMPB-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 'Specified voter' and furnished to him in Form 'PMPB-7'.

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



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

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

S. No.	Panchayat Halqa	Panch Constituency	Polling Station No.	Polling Station Name	Name of the Specified voter	S. No. in the Roll	EPIC No.	Complete postal Address of the Specified Voter

Certified that all the Form 'PMPB-1' received up to the due date (i.e. the date Specified as the last date for making nomination for that Panchayat Halqa/Panch Constituencies) have been accounted for in the above information.

(Name & Signature) of the  
 ARO Migrant, ...../Designated Officer, Camp.....  
 Phone No(Mobile):.....