

FORM 13 D

(See clause (d) of sub-rule (1) of rule 33)

INSTRUCTIONS FOR THE GUIDANCE OF ELECTORS

Election of the *.....

The persons whose names are printed on the ballot paper sent herewith are candidates at the above election. If you desire to vote, you should record your vote in accordance with the directions given in Part I below and then follow the instruction detailed in Part II.

PART I – DIRECTIONS TO ELECTORS.

1. The number of members to be elected is.....
2. You have as many votes as there are candidates to be elected.
3. You must not vote for more than the number of candidates to be elected. If you do ballot paper will be rejected.
4. Record the votes by placing clearly a mark opposite the name of the candidate to whom you wish to give your vote.
5. The mark should be so placed as to indicate clearly and beyond doubt to which candidate you are given your vote. If the mark is so placed as to make it doubtful to which candidates you have given the vote that vote will be invalid.
6. Do not put your signature or work or make any mark, sign or writing whatsoever on the ballot paper other than the mark which you are required to make thereon in accordance with paragraph 4.
7. An elector shall obtain the attestation of his signature on the declaration in **Form 13 A** by a magistrate, or
 - (a) If he is a member of the armed forces of the Union, or of an armed police force of a State but is serving outside that State, by such officer as may be appointed in this behalf by the Commanding Officer of the unit, ship or establishment in which the voter or her husband, as the case may be, is employed, or if he is employee under the Government of India in a post outside India, by such officer as may be appointed in this behalf by the diplomatic or consular representative of India in the country in which such voter is resident;
 - (b) If he is on election duty, by any gazetted Officer or by the Presiding Officer of the polling station in which he is on election duty; and
 - (c) If he is under preventative detention, by the Superintendent of jail or the Commandant of the detention camp in which he is under detention.

***Appropriate particulars of the election to be inserted here**

PART II - INSTRUCTIONS FOR ELECTORS

- (a) After you have recorded your votes on the ballot paper, place the ballot paper in the smallest cover marked 'A' sent herein with. Close the cover and secure it by seal or otherwise.
- (b) You have then to sign the declaration in Form 13 A also sent herewith, in the presence of a magistrate or any other officer competent to attest your signature (See direction 7 above). Take the declaration to any such Officer and sign it in his presence after he has been satisfied about your identity. The officer will attest your signature and return the declaration to you. You must not show your ballot papers to the attesting officer nor tell him how you have voted
- (c) If you are unable to mark the ballot paper and sign the declaration yourself in the manner indicated above by reason of illiteracy, blindness or other infirmity, you are entitled to have your vote marked and the declaration signed on your behalf by any officer referred to item (b). 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.
- (d) After your declaration has been signed and your signature has been attested in accordance with item (b) or item (c), place the declaration in Form 13 A as also the smaller cover marked 'A' containing the ballot paper, in the larger cover marked 'B'. After closing the larger cover, send it to the Returning Officer by post or by messenger. You have to give your full signature in the space provided on the cover marked 'B'. No postage stamps need be affixed by you, if the cover is posted within India. If however, you are an elector employed under the Government of India in a post outside India, you should return the cover to the Returning Officer concerned direct by air mail service after the requisite postage stamp is duly affixed thereon by the office in which you are serving except where it is sent by diplomatic bag.
- (e) You must ensure that the cover reaches the Returning Officer before on*
- (f) Please note that-
- (i) If you fail to get your declaration attested or certified in the manner indicated above, your ballot paper will be rejected, and
- (ii) If the cover reaches the Returning Officer after.....*on theyour vote will be not be counted.

***Here specify the hour and date fixed for the commencement of counting of votes.**