

**OFFICE OF THE CHIEF ELECTORAL OFFICER**  
**KERALA**

No.3366/EL3/2020/Elec.

Thiruvananthapuram,  
Dated: 31.03.2021

From

Chief Electoral Officer

To

All District Election Officers

Sir,

Sub:- General Election to LACs, 2021 – Issue of Postal Ballot, Voting and Collection mechanism – Guidelines – reg.

Ref:- This office letter of even No. dated 24.03.2021.

1) Attention is invited to the reference cited. Please refer to the Handbook for Returning Officer (11.12.2, 11.12.4, 11.12.6 & 11.12.7) for issuance, collection of Form 12 and issue of postal ballot, voting and collection of polled ballots.

2) During review with DEOs, it is learnt that the Voter Facilitation Centre (VFC) mechanism prescribed by the ECI at training sessions couldn't be followed due to early completion of training (before printing of postal ballot on 26<sup>th</sup> March).

3) To ensure casting of postal ballot in secrecy by polling personnel, the following instructions are issued.

- All ROs must set up Facilitation Centres as prescribed in the Handbook for Returning Officer and facilitate issuance of postal ballot, casting of postal ballot for 3 successive days. This activity may be completed, latest by 03.04.2021. ROs may set up more than one VFC, if needed.
- ROs may also report issuance of postal ballot after receiving Form 12 in the format attached.

4) This is issued in supersession of the earlier direction in Sl.No.6 in reference cited.

[Contd...2]