

OFFICE OF THE RETURNING OFFICER

Elections Nov' 2018 – Jan' 2019

India Islamic Cultural Centre

87-88, Lodhi Road, New Delhi – 110 003

INSTRUCTIONS FOR SPECIAL VOTERS

FOR MARKING POSTAL BALLOT PAPER

Dated 28th November,2018

Dear voter,

Please accept greetings from Returning Officer, IICC. Kindly read following instructions carefully before marking the ballot paper:-

1. Please note that election notification dated 1st November,2018 sent to you at the given address, has been returned back from the postal authorities for various reasons such as the voter does not reside at the address or is no more alive.
2. Postal ballot paper marked for you, enclosed in the envelop is absolutely non transferable and has to be marked by you only and none else. Needless to mention contravention of the aforesaid Rule violates election rule.
3. In case envelop is received by any person other than voter himself/herself, by family member etc., it should be handed over to the voter for further action. In case voter is not available for using the franchise or is no more alive, it should be returned to the Returning Officer in the envelop provided.

How to mark ballot paper

1. You are provided with (a) a copy of instruction (b) attestation Form (c) ballot paper (d) Two envelops marked A and B.
2. Fill up attestation Form and sign at appropriate place.
3. You have four kinds of candidates to elect. Mark (i) **One** candidate as **President** (ii) **One** candidate as **Vice President** (iii) **Seven** candidates as **Members of Board of Trustees** (iv) **Four** candidates Members as **Members of Executive Council**.
4. You are required to put a **tick mark**(√) against the name of the candidate(s) in the third column of the ballot paper.
5. You **should not mark more than specified votes** as mentioned in para (3) above. Marking votes more than the seats in each category will make the ballot **invalid for said category**.
6. **After marking the ballot paper, put the ballot paper and the attestation Form in the envelop sent to you with marking "A" and seal it. A ballot paper sent without attestation Form will be rejected. Now the sealed envelop A should be put in envelop "B", which is duly stamped.**
7. Visit your nearest Post Office and send it to the R.O., IICC, New Delhi and obtain receipt from the post office. Personal delivery is not allowed.

What you are not required to do

1. You should not sign or write your name or put any kind of indication on the ballot paper that discloses your identity. Doing so will cancel the ballot paper.
2. Putting any other mark like X(cross) or putting dot is not valid procedure of marking.

Thanks.