

Instructions for booking of Electronically Transmitted Postal Ballots (ETPBs) of Service Voters through Speed Post

1. Election Commission of India sends Postal Ballot Papers all the Services Voters electronically under "Electronically Transmitted Postal Ballot System (ETPBS)" Service Voters are the electors belonging to members of the Armed Forces, Para Military Force etc. and persons who are employed under the Government of India in a post outside India.
2. Under ETPB System, the Service Voters will send the polled ballot papers, after putting in an envelope to the concerned Returning Officer though "Speed Post". Speed Post charges will not be collected from the sender at the time of booking. The applicable Speed Post charges will be paid by the respective Chief Electoral Officer of delivery State/UT.
3. Necessary provision for booking of eTPBs Speed Post without pre-payment of charges at the time of booking have already been made in CSI wherein CEO of all the States/UTs have been created as BNPL biller in CSI for which biller id and contract have been created in the CSI system.
4. The envelope containing ETPBs rendered by service voter will bear the address label mentioning address "**The Returning Officer, (Name of town/city.....), (name of state (.....))**". Only the articles bearing such address label addressed to "The Returning Officer" will be booked as Speed Post without pre-payment of charges at the time of booking using normal bar code series allotted to Circles.
5. Service Voter will approach the nearest Post Office with the envelope mentioning the address of Returning Officer. The Counter Assistant of Post Office will affix a Speed Post bar code of series being used at counter, click on BNPL option, **select the biller created in the name of CEO of state where the articles have to be delivered**, enter the name, address & PIN code of **addressee (Returning Officer) and sender** and print the receipt. The customer copy of receipt so generated will be given to the respective service voter. NO charges will be collected from service voter for booking of ETPBS Speed Post articles.
6. These articles will be dispatched as normal Speed Post articles. It may be strictly ensured that ETPBs Speed Post articles are dispatched on the day of booking invariably.
7. At the end of the day, booking office will communicate the following detail to its Circle Nodal Officer daily without fail:

Post Office name ad PIN Code	Article Bar Code No.	Addressee detail (RO name)	Addressee PIN Code	Destination Circle

8. The destination NSH/ICH on receipt of these bags will process and further transmit these articles to respective delivery office without any delay. The delivery Post Offices will open the bag and deliver the articles on the same day of receipt to the addressee i.e. concerned Returning Officer. Special arrangement can also be made for earliest delivery of these articles, if required. At the end of the day, the delivery Post Office will share the following detail with its Circle Nodal Officer:

Post Office name and PIN Code (Delivery PO)	Article Bar Code No.	Addressee detail (RO name)	Name of booking Office and PIN Code

9. The booking Circle will compile the details received from various booking offices and share the same with respective Circle Nodal Officer through email by the date communicated.
10. All the booking offices should have list of Customer Ids and correct customer ID of delivery Circle/UTs has to be entered' then only the liability will be created at delivery Circle otherwise the liability would be there on Booking Circles/UT's
11. The delivery Circle will compile the Circle wise information of eTPBs booked and delivered to various ROs and raise the bill to concerned Chief Electoral Officer of the State for payment. The bill will be raised as per published tariff of Speed Post and no discount is applicable on eTPBs Speed Post articles.
12. Process flow for booking of e-TBP's through Speed Post in CSI is enclosed as

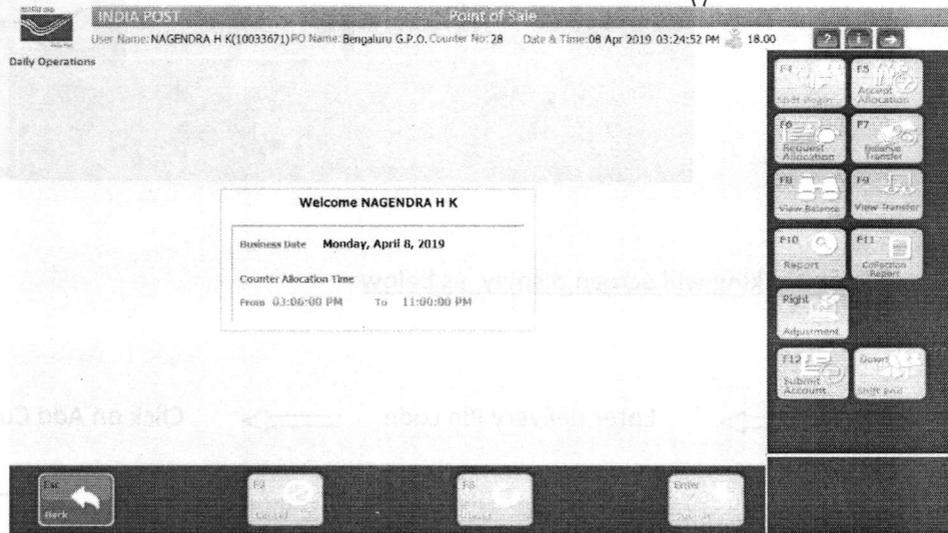


E-ballot booking
Process Flow.docx

under:

PROCESS FLOW FOR ETBP'S BOOKING FOR COUNTER STAFF

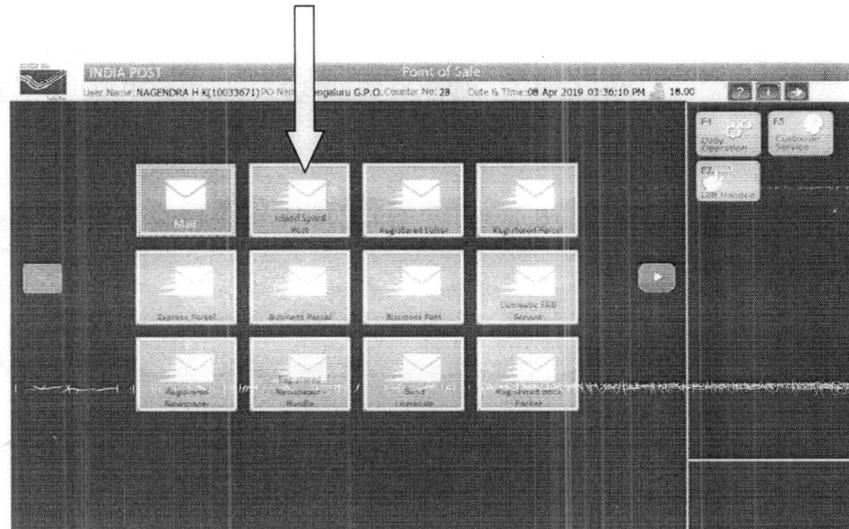
1. POS main screen → Click on back button Booking Screen will appear



2. Screen will appear as below , click on mail Option:

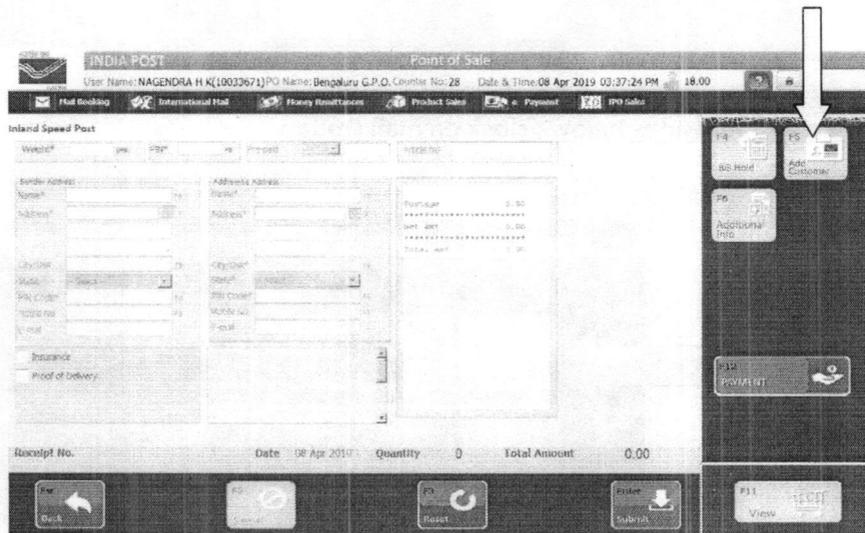


3. Click on Inland Speed Post Option:



4. Speed Post Booking will Screen display as below:

Enter weight \longrightarrow Enter delivery Pin code \longrightarrow Click on Add Customer



5. Select Radio Button "Sender" → Enter 10 digit Customer ID of in respective of delivery Circle/UT's CEO & **FETCH F8** in key board (Customer ID's are created in respect of all Circles & UT's are enclosed). Circles should ensure Customer Ids are available with all Booking Locations)

6. After fetching "F-8" Result will appears as Below:

Select Customer name displayed on the result

Customer Name	Contract No	Contract Type	Available Balance	COD	EVPP	Taxable
Karnataka CEO		NA	NA	NO	NO	YES
Karnataka CEO	0040107588	BNPL	999982.30	NO	NO	YES

Ensure BNPL should appear in contract Type

Click on Ok

7. **Enter Article No (Scan the Speed Post Barcode) and press the TAB in keyboard**

INDIA POST Point of Sale
User Name: NAGENDRA H K(10033671) PO Name: Bengaluru G.P.O. Counter No: 28 Date & Time: 08 Apr 2019 03:43:09 PM 18.00

Inland Speed Post
Weight: 20 gm. PPN: 560008 Pre-paid Article No: EK042585802IN

Sender Address: Name: KARNATAKA CEO Address: KARNATAKA CEO City/Dist: Bengaluru State: Karnataka PIN Code: 560001 Mobile No: 9611134231 E-mail: NATAKA@ECL.GOV.IN

Addressee Address: Name: H A L I I STAGE H O Address: Bengaluru City/Dist: BENGALURU State: Karnataka PIN Code: 560008 Mobile No: E-mail:

Postage: 15.00 GST: 2.70 Total Tax Amt: 2.70 Net Amt: 17.70 Total Amt: 17.70

Bengaluru G.P.O. -> BSK Ben galuru -> BSK Bengaluru -> H A L I I Stage H O

Receipt No. SL0039110281554718385 Date: 08 Apr 2019 Quantity: 1 Total Amount: 17.70

Buttons: F4 Bill Hold, F5 Add Customer, F6 Additional Info, F12 PAYMENT, F11 View

8. **Remove the sender address, and type the from address as it is available as in physical letter**

INDIA POST Point of Sale
User Name: NAGENDRA H K(10033671) PO Name: Bengaluru G.P.O. Counter No: 28 Date & Time: 08 Apr 2019 03:44:23 PM 18.00

Inland Speed Post
Weight: 20 gm. PPN: 560008 Pre-paid Article No: EK042585802IN

Sender Address: Name: KARNATAKA CEO Address: KARNATAKA CEO City/Dist: Bengaluru State: Karnataka PIN Code: 560001 Mobile No: 9611134231 E-mail: NATAKA@ECL.GOV.IN

Addressee Address: Name: KARNATAKA CEO Address: KARNATAKA CEO City/Dist: BENGALURU State: Karnataka PIN Code: 560008 Mobile No: E-mail:

Postage: 15.00 GST: 2.70 Total Tax Amt: 2.70 Net Amt: 17.70 Total Amt: 17.70

Bengaluru G.P.O. -> BSK Ben galuru -> BSK Bengaluru -> H A L I I Stage H O

Receipt No. SL0039110281554718385 Date: 08 Apr 2019 Quantity: 1 Total Amount: 17.70

Buttons: Esc, F2 Cancel, F3 Reset, Enter Submit, F11 View

9. **After editing sender address Click on Payment:**

INDIA POST Point of Sale
User Name: NAGENDRA H K(10033671) PO Name: Bengaluru G.P.O. Counter No: 28 Date & Time: 08 Apr 2019 03:49:48 PM 18.00

Inland Speed Post
Weight: 20 gm. PPN: 800001 Pre-paid Article No: EK042585802IN

Sender Address: Name: SATISH Address: BSF KARNATAKA City/Dist: BENGALURU G.P.O. State: Karnataka PIN Code: 560001 Mobile No: E-mail:

Addressee Address: Name: RETURNING OFFICER Address: PATNA City/Dist: PATNA G.P.O. State: Bihar PIN Code: 800001 Mobile No: E-mail:

Postage: 35.00 GST: 6.30 Total Tax Amt: 6.30 Net Amt: 41.30 Total Amt: 41.30

Bengaluru G.P.O. -> BSK Ben galuru -> BSK BSK -> Pat

Receipt No. SL0039110281554718385 Date: 08 Apr 2019 Quantity: 1 Total Amount: 41.30

Buttons: Esc, F2 Cancel, F3 Reset, Enter Submit, F11 View, F12 PAYMENT

10. Ensure the article must be booked as 'BNPL', amount should display as (0) Zero

The screenshot shows the India Post Point of Sale interface. At the top, it displays 'INDIA POST Point of Sale' and user information: 'User Name: NAGENDRA H K(10033671) PO Name: Bengaluru G.P.O. Counter No: 28 Date & Time: 08 Apr 2019 03:51:06 PM 18.00'. The 'Payment' section shows 'Receipt No: SL0039110281554718385' and 'Date: 08 Apr 2019'. The 'Bill Details' table lists: Sales Total 41.30, Tax Amount 6.30, Commission Amount 0.00, and Discount 0.00. The 'Payments' section shows 'Amount Due : 41.30' and 'Total Quantity : 1'. A 'BNPL' entry is visible in the payment list with 'Amount *' of 41.30. Below this, 'Customer ID *' is 2000009145, 'Contract Id *' is 0040107588, and 'Customer Name *' is KARNATAKA CEO. At the bottom, 'Amount Paid 0.00' and 'Amount To be Returned 0.00' are shown. A white arrow points to the 'Amount Paid 0.00' field. The interface includes a 'Hindi print' button, a 'Back' button, and a 'Submit' button.

11. Receipt will generate: Amount Due Zero , Mode of Payment BNPL

The screenshot shows the India Post Point of Sale interface. At the top, it displays 'INDIA POST Point of Sale' and user information: 'User Name: NAGENDRA H K(10033671) PO Name: Bengaluru G.P.O. Counter No: 28 Date & Time: 08 Apr 2019 03:52:04 PM 18.00'. The 'Payment' section shows 'Receipt No: SL0039110281554718385' and 'Date: 08 Apr 2019'. The 'Bill Details' table lists: Sales Total 41.30, Tax Amount 6.30, Commission Amount 0.00, and Discount 0.00. The 'Payments' section shows 'Amount Due : 0.00' and 'Total Quantity : 1'. A 'BNPL' entry is visible in the payment list with 'Amount Paid : 41.30'. A modal dialog box is displayed in the center with the text 'Do you want a receipt?' and 'Esc No' and 'Enter Ok' buttons. A white arrow points to the 'BNPL' entry in the payment list. The interface includes a 'Hindi print' button, a 'Back' button, and a 'Submit' button.
