



सत्यमेव जयते

Manual on Electoral Rolls

October 2016
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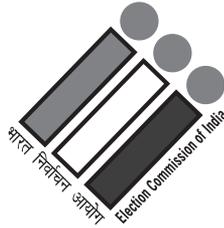
भारत निर्वाचन आयोग
Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi-110001

"No voter to be left behind"

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डा० नसीम जैदी

भारत के मुख्य निर्वाचन आयुक्त

DR. NASIM ZAIDI

Chief Election Commissioner of India



सत्यमेव जयते



भारत निर्वाचन आयोग
Election Commission of India



Message from Chief Election Commissioner of India

Under the Constitution of India, the superintendence, direction and control of preparation of electoral rolls for elections to Parliament and State Legislatures is vested in the Election Commission of India. The Representation of the People Act, 1950 and Registration of Electors Rules, 1960, framed thereunder, provide comprehensive basic law relating to preparation and revision of electoral rolls. In addition, the Election Commission has been issuing guidelines/instructions from time to time to be followed by Electoral Registration Officers.

This 'Manual on Electoral Rolls' consists of all present existing instructions issued on every single aspect of electoral rolls over the years, with necessary annexure on the subjects contained. A list of Frequently Asked Questions (FAQs) along with their answers has also been added at the end of this Manual. It is expected that the Manual would prove to be of immense help to all electoral officials by giving them insight into various issues relating to preparation of electoral rolls and would equip them to perform their responsibilities more effectively.

I would like to congratulate the entire team of Electoral Roll Division, particularly, Shri Narendra N. Butolia, Secretary (ER) and all other officials in the Secretariat of the Election Commission, who have been part of this exercise, for rendering outstanding contribution to preparation of this Manual.


(Dr. Nasim Zaidi)



Foreword

Manual on Electoral Rolls' has been brought out by the Election Commission of India in an attempt to present all existing instructions issued on all aspects related to preparation and revision of electoral rolls from time to time. Preparation of electoral rolls is a constitutional responsibility of the Election Commission. Needless to say that successful management of an election solely depends on cleanliness and fairness of electoral rolls.

The Manual is an endeavour to provide an updated, comprehensive yet concise document incorporating all existing guidelines/instructions of the Election Commission on preparation and revision of electoral rolls and all activities relating thereto. The chapters are divided by topics related to enrolment process, each topic covering the current state of regulations and the Election Commission's instructions to tackle various situations being faced by registration officers. Important portions/points in the chapters have been highlighted in colour/mentioned in the marginal boxes for convenience of readers.

I hope that this compilation will be beneficial, helpful and handy for electoral registration officers, stakeholders and all such persons from public who may be interested in the subject of electoral rolls.

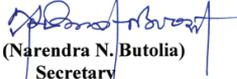

(Narendra N. Butolia)
Secretary





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GLOSSARY OF THE TERMS USED

1. Absentee Voter – An absentee voter is that person who is found to be absent for a limited period from place of his ordinary residence where he is enrolled as an elector. An absentee may be with family or without family. But his name cannot be deleted, as in the existing law, a person absenting himself temporarily from his place of ordinary residence shall not, by reason thereof, cease to be ordinarily resident therein.
2. Addition – Addition means enrolment or inclusion of one's name in electoral roll of the constituency by the Electoral Registration Officer, in which the former's place of ordinary residence is located, on application by the person concerned in Form-6.
3. AMF (Assured Minimum Facility) – The Election Commission has directed that every District Election Officer has to assure provision of the basic minimum voter friendly facilities and amenities such as ramp, drinking water, toilet, lighting, furniture, help desk and proper signage at each polling station. These fundamental facilities are called Assured Minimum Facility (AMF).
4. ASD List – In order to prevent impersonation of Absentee, Shifted and Dead Voters, whose names continue to appear in the electoral rolls, list of such voters (ASD List) is prepared polling station wise and provided to the concerned Presiding Officer. If any person listed in the ASD list turns up for voting, his identity has to be verified thoroughly before allowing the person to vote.
5. Assistant Electoral Registration Officer – The Election Commission may appoint one or more persons as Assistant Electoral Registration Officers to assist an Electoral Registration Officer in the performance of his functions. Every Assistant Electoral Registration Officer shall, subject to the control of Electoral Registration Officer, be competent to perform all or any of the functions of Electoral Registration Officer.
6. Appeal – Under the provisions of Rule 23 of Registration of Electors Rules, 1960, if a person has a grievance against the decision of the Electoral Registration Officer made with regard to claims & objections, he can prefer an appeal to the prescribed Appellate Authority, against the decision of the Electoral Registration Officer. The Appellate Authority shall give the appellant eligible opportunity of being heard before recording his final decision on an appeal. However, appeal will not have the effect of staying or postponing the final publication of the electoral roll.
7. Appellate Authority – Appeal shall be presented to the District Magistrate or Additional District Magistrate or Executive Magistrate or District Collector or an officer of equivalent rank as may be, notified as Appellate Authority in the Official

Gazette by the Election Commission. The Appellate Authority, after satisfying himself that the said appeal has been presented within the prescribed time and in the manner required, shall give the appellant a reasonable opportunity of being heard. During the continuous updation there is a provision of second appeal also, which is allowed before the Chief Electoral Officer of the State. The decision of the Appellate Authority is final.

8. Auxiliary Polling Station – Where the maximum number of electors in a polling area exceed beyond the limit prescribed by the Election Commission, auxiliary polling station(s) is provided bifurcating/trifurcating the existing polling station. Generally, such auxiliary polling station is situated in the same polling station location in which the main (original) polling station is earlier housed. The serial number of auxiliary polling station(s) is indicated by adding a suffix to the serial number of the main polling station, like ‘100’, ‘100A/1’, ‘100A/2’ and so on.
9. Booth Level Agent – In order to enhance the participation by recognized political parties in preparation and revision of electoral rolls, a provision for appointment of Booth Level Agent to complement Booth Level Officer during roll revision, has been made on the pattern of appointment of Polling agents/Counting agents during election. Normally, one Booth Level Agent is appointed for one part of electoral rolls, though, a Booth Level Agent may be appointed for more than one part of electoral rolls provided the polling stations for the corresponding parts of electoral roll are located within the same polling station location. Booth Level Agent must be a registered elector in the relevant part of electoral roll for which he is appointed as it is expected that Booth Level Agent will scrutinize the entries in the draft roll of the area where he resides, to identify entries of dead/shifted persons.
10. Booth Level Officer – Booth Level Officer is a local Government/Semi-Government official, familiar with the local electors and generally a voter in the same polling area, who assists in updating the roll using his local knowledge. He, under the overall supervision of Electoral Registration Officer, is responsible for field verification, collection of information/data regarding electors and preparation of roll of a part of electoral roll in respect of the polling area, assigned to him.
11. Chief Electoral Officer – Chief Electoral Officer is an officer of the State government, who supervises the work relating to preparation of electoral roll and conduct of all elections to Parliament and the Legislature of the State, subject to the overall superintendence, direction and control of the Election Commission.
12. Claims & Objections – Claims & Objections are the applications in statutory forms (Form 6, 6A, 7, 8, 8A, 17, 18 and 19) for inclusion/correction/deletion of names in/

from electoral roll or transfer of one’s name from one part to another part of electoral roll.

13. Constituency – As amended from time to time, the Delimitation Order defines the territorial extent of each Assembly Constituency and the Parliamentary Constituency. A number of Assembly Constituencies comprise a Parliamentary Constituency. All Assembly and Parliamentary Constituencies are territorial, i.e. have fixed geographical boundaries. An exception is the Sangha Assembly Constituency in Sikkim which comprises of monks residing in recognized monasteries all over the State of Sikkim.
14. Control Table – Control Table or Master Table, as it is sometime called, contains names of all revenue, administrative and electoral unit in a state, such as Parliamentary Constituency, Assembly Constituency, district, tehsil, town, village, ward, post office, police station etc. which are required to enable the data integration of the database of all electors at the time of printing of electoral roll of a part.
15. CSV – A service voter belonging to Armed Forces or forces to which provisions of Army Act, 1950 are applicable, has option of either voting through postal ballot or through a proxy voter duly appointed by him. A service voter who opts for voting through a proxy is called Classified Service Voter (CSV).
16. Deletion – Deletion is the process of removing one’s name from electoral roll by the Electoral Registration Officer on the basis of application in Form 7. Electoral Registration Officer can also delete one’s name under his suo-moto powers.
17. District Election Officer – The Election Commission designates the head of district administration, variously known as Collector, Deputy Commissioner or District Magistrate, as District Election Officer of the district concerned. Subject to the superintendence, direction and control of Chief Electoral Officer, District Election Officer shall coordinate and supervise all work in the district or in the area within his jurisdiction in connection with the preparation and revision of the electoral rolls for all Parliamentary, Assembly and Council Constituencies within the district. District Election Officer is responsible for providing polling stations and the publication of the list of polling stations and for providing polling staff at elections.
18. Electoral Registration Officer – For the purpose of preparation and revision of electoral rolls of a constituency, the Election Commission, in consultation with the Government of the State, designates/nominates an officer of the State Government concerned, as Electoral Registration Officer. Electoral Registration Officer is the statutory authority to prepare the electoral roll of the Constituency under his charge.

19. Electoral Roll – Ordinarily known as ‘voter list’, electoral roll is a list of persons registered as electors residing in a constituency. For proper management, electoral roll of a constituency is divided into several parts which contain details of electors of the corresponding polling areas.
20. EPIC – Electors Photo Identity Card (EPIC) is issued by Electoral Registration Officer to all electors registered in the electoral roll of the Assembly Constituency under him, for establishing the identity of the concerned elector at the time of poll.
21. ERMS – Electoral Rolls Management System (ERMS) is a conglomeration of a number of IT applications developed by the Election Commission for assignment of duties for verification by Booth Level Officers, preparation and correction of electoral rolls, monitoring of electoral rolls and EPIC preparation by Electoral Registration Officers.
22. ERO NET - ERO Net is a web based system created to provide a platform to Electoral Registration Officers and other officials to process claims & objections received online/offline and a complete and full proof network of all officials of the electoral machinery all over the country for close monitoring of the enrolment process. It also provides quality services to the citizens to check status of the applications submitted by them.
23. IIIDEM – The Election Commission set up an institute known as India International Institute of Democracy and Election Management (IIIDEM) in 2011 at its Secretariat with the objective of enhancing and upgrading learning, knowledge, skill and efficiency of the election officials. For the purpose, regular training programmes are conducted at IIIDEM for master trainers from the States before every revision of electoral rolls and general elections to State Assemblies/Lok Sabha. Besides, IIIDEM also arranges courses for delegates/officials of election management bodies of other countries.
24. Modification – Modification is the process of making correction of the particulars/ existing entries in respect of an elector in electoral roll, on the basis of Form 8 submitted by the concerned elector.
25. Mother Roll – Whenever the Election Commission orders revision of electoral roll, the existing rolls are integrated into a single roll and published as a draft. After disposing of the claims & objections received during revision period, a supplement is prepared. Thus, at the final publication, there are two electoral rolls – the draft roll and the supplement, prepared during revision period. The basic roll published as draft is called mother roll.

26. NazriNaksha – NazriNaksha is an ordinary sketch map of the polling area prepared by Booth Level Officer, demarcating the geographical boundaries of the polling area, assigned to him and depicting settlements (habitation area), streets, roads, lakes/ rivers, important buildings like polling stations, post office, police station, health centres etc. NazriNaksha is prepared to avoid overlapping of habitations, specially in respect of newly developed colonies in the polling area.
27. NVD – The Election Commission has started a practice of celebrating National Voters’ Day (NVD) on its foundation day, that is, 25th of January every year throughout the country, with an objective raising awareness among electors about their democratic rights and duties.
28. NVSP – NVSP or National Voters Service Portal has been provided on the website of the Election Commission which provides certain e-services relating to registration in electoral roll for citizens and election officials. The portal was launched on 25th January, 2015.
29. Objection – One can object a proposed addition of a person’s name or against an existing entry in electoral roll. An objection can be made in Form 7.
30. Photo Voter Slip –For convenience to voters on day of poll, pre-printed official voter slips containing photograph of voter and details available in the photo roll such as Number and Name of Constituency, Part No., Name, Gender, EPIC No., Relatives name, Serial No., Polling Station No. and Name and Date, Day and Time of poll are distributed to all enrolled voters by District Administration. Photo Voter Slips are duly authenticated by Electoral Registration Officer and distributed through Booth Level Officer as per the schedule for distribution prepared by Returning Officer. The undistributed Photo Voter Slips shall be kept by Booth Level Officer. No photocopy of Photo Voter Slip is allowed for distribution purpose. Any unauthorized distribution/ possession of Photo Voter Slip shall be considered as violation of provisions of Representation of People Act, 1951 and Indian Penal Code.
31. Polling Area –A polling area is a well-defined and identifiable area demarcated with certain physical landmarks such as street, road, river, hills etc. All the electors residing in that particular polling area are enrolled in a separate part of electoral roll and vote at the pollingstation created for that polling area. Every constituency is divided among several polling areas.
32. Polling Party / Polling Personnel – During the poll, a polling station is manned by a team of 4-5 Government officials for conduct of polling at that particular polling station as per the programme announced by the Election Commission. Each polling

- party is headed by a Presiding Officer. The appointment of Presiding Officer and Polling Officials is made by District Election Officer.
33. Polling Station – Polling station is the room/hall fixed for holding poll where the electors of the concerned polling area cast their votes on the day of poll. It is also referred to as ‘polling booth’.
 34. Polling Station Location/Polling Centre – Polling station location/polling centre is the building/premises in which 1 or more than 1 polling station are housed.
 35. Proxy – A service elector belonging to armed forces and para-military forces, may appoint any person as his proxy to give vote on his behalf and in his name. The proxy shall be an adult person ordinarily resident of that constituency. He need not be a registered voter but he must not be disqualified to be registered as a voter.
 36. Public Grievance Redressal System (PGRS) – Set up by the Election Commission to record and monitor all complaints received from citizens regarding electoral rolls and EPIC.
 37. Qualifying date – ‘Qualifying Date’ is the date with reference to which the eligibility for enrolment in the electoral roll being prepared or revised is determined. At present, the qualifying date is the first day of January of the year in which an electoral roll is finally published. The eligibility of a person desirous to get registered in electoral roll is determined with the reference of the qualifying date.
 38. Returning Officer – The Election Commission, in consultation with the Government of the State, designates/nominates an officer of the State Government concerned, as Returning Officer for a constituency for election to State Legislature or Parliament.
 39. Regulatory Audit – A process developed to promote and ensure uniform compliance and conformance with election rules & regulations by the election machinery across the country. The Regulatory Audit consists of four distinct phases of activities – Pre Audit, Physical Audit, Post Audit and Audit follow up.
 40. Section – ‘Section’ is a clearly identifiable area within a polling station. It denotes locality and area details and contains household wise individual elector details. It is determined considering the distribution of habitation, geographical landmarks, alignment of streets, plotting road networks, natural barriers etc. There is no fixed number of electors in a section as it may range anywhere between 50 and 100.
 41. Service Voters – A service voter is a person having service qualification defined in the Representation of the People Act, 1950. Mainly speaking, Members of three wings of Defence, Central Para Military Forces, personnel belonging to State Armed

- Police Force posted outside the State and persons employed under Government of India posts abroad are eligible to be registered as service voters. The person having service qualification and get enrolled as service voters at their native places even though they actually may be residing at a different place of posting.
42. Shifted Voter – An elector who has left his place of ordinary residence and gone to some other place and there is no possibility of his returning back to the place. Electoral Registration Officer should delete name of such shifted voter from electoral roll after following due process under the existing law.
 43. SLMTs – The Election Commission has devised a system of cascaded training of the officers deployed in preparation of electoral rolls and conduct of elections. The State Chief Electoral Officers nominate State Level Master Trainers (SLMTs) who are imparted trainings centrally at India International Institute of Democracy and Election Management (IIIDEM). These SLMTs conduct trainings to the election officials in the States.
 44. Special Voters – The persons holding declared offices like President, Vice-President, Governors etc. are to be included in the part of the roll pertaining to the locality in which they, according to the address given by them, would have been ordinarily resident in the declaration prescribed for this purpose. These voters are called special voters.
 45. Suo-moto correction – If an Electoral Registration Officer on his own motion is satisfied that any entry in electoral roll of the constituency under his jurisdiction is erroneous/defective or should be transposed to another place in the roll on the ground of shifting of his ordinary residence within the constituency by the person concerned or should be deleted on the ground of the concerned elector’s death or shifting of ordinary residence or non-entitlement for registration in electoral roll, the said Electoral Registration Officer shall subject to general/special direction given by the Election Commission, amend, transpose or delete the entry, after proper verification of the facts under due procedure.
 46. SVEEP – Systematic Voters’ Education and Electoral Participation (SVEEP) is a programme initiated by the Election Commission in 2011 to increase voter awareness and facilitate electoral participation through voter registration and turnout in the youths, women, tribal and other marginalized sections of the society.



SECTION – I

GENERAL

CHAPTER – 1 HISTORICAL BACKGROUND

CHAPTER – 2 CONSTITUTIONAL AND LEGAL FRAMEWORK

CHAPTER 1

HISTORICAL BACKGROUND

- 1.1 Elections, on the basis of electoral rolls consisting of names and details of local people, were introduced in India for the first time under the Indian Councils Act, 1909 (Morley Minto Reforms). The elective element for Indians in Legislature was further continued in 1919 Act and 1935 Act, however, in these Acts the eligibility for enrolment as electors was restricted to a miniscule section of Indians having certain high qualifications, like ownership of property, payment of income tax, holding of land, educational qualification, Government Service etc. After independence of the country in 1947, the Constituent Assembly, for fulfilling the aspirations and expectations of people of India decided that election to the House of the People and State Legislative Assemblies under Constitution of India should be on the basis of universal adult franchise.
- 1.2 The process of preparation of first electoral rolls on the basis of universal adult franchise was started in 1947, well before enactment of the Representation of the People Act, 1950 or inception of the Election Commission of India. The basic qualifications for registration in electoral rolls that time, were – (a) Citizenship of India, (b) 21 years of age as on 1st January, 1949 and (c) Ordinarily resident at a given place for not less than 180 days in the year ending on 31st March, 1948. As no delimitation of constituencies was made by that time, the draft rolls were prepared for the existing administrative units instead of well-defined territorial constituencies. The draft rolls were published by March, 1951 and claims and objections were disposed of by 2nd October, 1951.
- 1.3 In the meantime, under Article 327 of the Constitution of India, Representation of the People Act, 1950 was enacted. The 1950 Act provided for delimitation of constituencies and mechanism for preparation of electoral rolls. After completion of exercise of delimitation of constituencies as per the said Act, the draft rolls were arranged delimited constituency-wise and the final rolls were published in all States by 15th November, 1951. The total number of electors in the country (excluding Jammu & Kashmir) as per first electoral rolls was around 17.3 crore which constituted 49% of the total population as per 1941 Census. However, despite all these exercises, entries relating to a large number of female electors in Bihar, UP, MP, Rajasthan and Vindhya Pradesh had to be deleted as they were enrolled not by their proper names, but by the description of the relationship they bore to their male relationship (that is somebody's mother, somebody's wife etc.). However, after first revision, the system of preparation and revision of electoral rolls was gradually streamlined.

- 1.4 Originally, Section 23 of the Representation of the People Act, 1950 provided for annual revision with respect to 1st March as the qualifying date.
- 1.5 After the first general election in 1952, the Election Commission directed that in respect of each of the 5 years from 1952 to 1956 the annual revision of electoral rolls in State should intensively cover 1/5th of the entire area of the State so that every locality might have its electoral roll intensively revised at least once before the second general election. Apart from this, the Election Commission also directed intensive revision of the rolls every year in respect of some special kinds of areas where the electoral rolls were likely to become inaccurate and out of date fairly soon after their preparation, e.g. (i) Urban Areas (ii) Areas with a floating labour population and (iii) Areas to and from where fairly large movements of population were known to have taken place.
- 1.6 Article 324 (6) provided that the President or the Governor of the State, shall, when so requested by the Election Commission, make available such staff as may be necessary for discharge of the functions conferred on the Election Commission by the Constitution. Still, in the original scheme of the Representation of the People Act, 1950 there was no statutory post of Chief Electoral Officer or some other electoral officers. The Election Commission had no control over the Chief Electoral Officers as they were appointed by the concerned State Governments. In 1956, the Parliament made an amendment in the Representation of the People Act, 1950 to provide a statutory post of Chief Electoral Officer for each state for supervision of preparation of electoral rolls subject to the superintendence, direction and control of the Election Commission. The said amendment act also provided for officers named as Electoral Registration Officer and Assistant Electoral Registration Officer at the level of each constituency for preparation and revision of electoral rolls for that constituency. In Section 13B (2) of the Representation of the People Act, 1950 a provision was made, that an Electoral Registration Officer may employ such persons as he thinks fit for the preparation and revision of electoral roll.
- 1.7 By the same amendment Act, in 1956, the requirement as to minimum period of 180 days of ordinary residence in a constituency during a prescribed qualifying year, before name of an applicant would be registered in the electoral roll of that constituency, was done away with.
- 1.8 After the General Elections in 1957, the Election Commission directed that during each of the three following years the electoral rolls related to 1/3rd of the entire area of every state should be revised intensively, while during the year 1961 the revision would be intensive only in respect of the urban areas, areas with floating and migratory population and service voters.

- 1.9 In 1958, the Parliament made another amendment in the Representation of the People Act, 1950 changing the definition of the ‘qualifying date’ as first day of January of the year in which the electoral roll for the constituency concerned was to be prepared or revised. The amendment was effective from 1st January, 1959. Consequently, in CEO’s conference held in 1960, the Election Commission decided to order an annual revision of rolls starting on 1st January and completing on the 31st January of the year.
- 1.10 In the said amendment Act, provision of ownership/possession of a dwelling house as a condition for ordinary residence in a constituency in Section 20 was dropped. Now, mere ownership/possession of a residential property does not bestow the residential qualification for registration in electoral roll. Besides, it was provided that a person absenting himself temporarily from his place of ordinary residence shall not, by reason thereof, cease to be ordinary residence. It was further added that MPs and MLAs/MLCs shall not, during the term of their office, cease to be ordinarily resident in the constituency, in which they are registered as elector at the time of election as such members, by reason of their absence from that constituency.
- 1.11 In November, 1960, the Central Government notified the Registration of Electors Rules, 1960 superseding the Representation of the People (Preparation of Electoral Rolls) Rules, 1956. The 1960 Rules provided for a detailed procedure and manner of preparation of electoral rolls.
- 1.12 Subsequent to the general elections, 1962, the Election Commission directed that summary revision of electoral rolls should ordinarily be sufficient in the years 1963 and 1964. Intensive revision was again conducted in 1965 in 40% of the country, while electoral rolls in respect of the remaining 60% areas comprising all urban areas and habitations with floating population was intensively revised during 1966.
- 1.13 Earlier, Section 21 of the Representation of the People Act, 1950 provided for annual revision of electoral rolls, but by the time, the Election Commission was convinced that it was wastage of resources and time to revise the electoral rolls of all the constituencies every year. Therefore, on the recommendation of the Election Commission, an amendment was made in 1966 in Section 21(2)(a) to provide for revision before each general election and each bye-election. Section 21(2) (b) provided that the Election Commission can order a revision of electoral roll even if no election is immediately due. Though the condition of annual exercise of preparation of electoral rolls was done away with the above amendment, the Election Commission continued the system of revising electoral rolls annually in the subsequent years.

- 1.14 By the same 1966 amendment, the electoral machinery was strengthened by providing a statutory officer for each district in a state, named as District Election Officer, for the purpose of coordination and supervision of all work relating to preparation and revision of electoral roll for the constituencies within the district. Further, the amendment also made a provision in Section 20 for person having service qualifications for his registration in electoral roll of the constituency in which, but for his having such service qualification, he would have been ordinarily resident.
- 1.15 Sensing the possibility of a mid-term poll due to split in Indian National Congress in 1969, the Election Commission ordered a revision of electoral rolls during the period from 15th November, 1969 to 15th January, 1970 and the same rolls were used in the mid-term election held in February-March, 1971.
- 1.16 In 1975, with a view to be prepared for general elections, the Election Commission took early steps for revision of the electoral rolls under a crash programme and directed all the States and Union Territories that the existing rolls should be published as draft rolls on 1st January, 1975 and claims & objections should be invited up to 16th January, 1975. This procedure was adopted with intention to reduce the consumption of paper, volume of printing and expedite the revision of rolls.
- 1.17 The Election Commission, further directed that simultaneously, there should be house to house enumeration of voters by the officially appointed enumerators in accordance with the system of Electoral Card. On the basis of the enumeration, following two lists were prepared - (i) list of persons who were eligible to be registered in the electoral roll but whose names were not previously included in the draft rolls and (ii) list of persons whose names were included in the draft rolls but who were since dead or had ceased to be ordinarily resident in the constituency. Having regard to large scale shifting of population to various new colonies in Delhi it was considered desirable that the draft rolls should be prepared afresh on the basis of lists prepared instead of the existing rolls after house to house enumeration, the draft rolls were published on 10th February, 1975 and they were finally published on 7th April, 1975, while in all other states the final publication was made on 28th February, 1975.
- 1.18 Since the general election to the House of the People was not held in 1976 due to extension of tenure of the existing House till March, 1977, the Election Commission decided in March, 1976 to undertake summary revision of rolls with reference to 1.1.1976 as the qualifying date. The electoral rolls so revised in 1976 were accepted to be valid for the general election in 1977. However, with a view to update to the

extent possible, the Election Commission, through a press note, exhorted all duly qualified persons to file claims not later than 5th February, 1977. Efforts were made to dispose of all such claims and objections to ensure the accuracy of the roll.

- 1.19 Keeping in view the general elections in 1985, the Election Commission announced a staggered programme of revision of rolls, in such a way that the electoral rolls of all rural constituencies could be intensively revised in 1983 with reference to 1.1.1983 as the qualifying date and those of all urban constituencies with reference to 1.1.1984 as the qualifying date. To achieve optimum accuracy of electoral rolls and to ensure revision of rolls in an orderly and systematic manner, the Election Commission directed to all officers, from Chief Electoral Officers to Electoral Registration Officers/Assistant Electoral Registration Officers, to undertake visits and spot checks at random.
- 1.20 The electoral rolls of all constituencies were revised intensively in 1987 and 1988, followed by a special revision in 1989.
- 1.21 On the recommendation of the Election Commission, an amendment was again made in 1989 to make a provision in the Representation of the People Act, 1950 for Chief Electoral Officer, District Election Officers and all other officers/staff employed in preparation and revision of electoral rolls, to be on deemed deputation to the Election Commission for the period, during which they are so employed. In pursuance of constitutional amendment in Article 326, a further amendment was also made in the Representation of the People Act, 1950, to reduce minimum age from 21 years to 18 years on the qualifying date. Consequently, the qualifying date in connection with revision of electoral roll in the year 1989 was made 1st day of April, 1989 instead of 1st day of January that year.
- 1.22 In 1992, the summary revision was ordered and thereafter in 1993, the Commission ordered for the intensive revision with reference to 1.1.1993 as the qualifying date. The Election Commission, in the year 1993, introduced Electors Photo Identity Card (EPIC) in all states under Rule 28 of Registration of Electors Rules, 1960. Accordingly, thereafter, EPIC details of electors were also captured in electoral rolls. In 1995, the Election Commission ordered to revise the electoral rolls intensively.
- 1.23 During last two decades, the Election Commission adopted more and more proactive role in the areas of electoral registration and voter participation. The Election Commission reviewed the entire gamut of issues relating to revision of electoral rolls as well as the efficient and systematic management of electoral roll with a particular focus on a coordinated approach to the management of scheme of EPICs with the revision of electoral rolls. In a meeting with Chief Electoral Officers in 1997,

a comprehensive agenda note was prepared on the issue. The note was discussed in a meeting with the recognized political parties held in May, 1997 in New Delhi. On the basis of detailed interaction with the Chief Electoral Officers and political parties, the Election Commission embarked upon various new projects to improve the quality of electoral rolls. Computerization of electoral rolls was one of the links of the chain of such innovative measures. The decision for computerization of electoral rolls was taken in 1997 though, the work practically started in 1998. Consequently, the Election Commission took a conscious decision for not ordering intensive revision till the roll is cleaned through computerization and therefore, during the years of 1999, 2000 and 2001 summary revision was ordered in respect of all States/Union Territories.

- 1.24 As a part of the comprehensive plan for use of Information Technology in electoral management and administration of electoral roll in a big way, initiated in 1997, the Election Commission launched its website on 28th February, 1998, just two days prior to start of counting of votes for General Election to 12th Lok Sabha. The website which has been an integral part of the overall management strategy of the Election Commission reflected its broad vision of moving into the internet way of computing for all major events and activities connected with preparation of electoral roll and conduct of elections.
- 1.25 Special revision of intensive nature was undertaken with reference to 1.1.2002 as the qualifying date in 20 States, while in the remaining States, the summary revision was ordered. Special revision of intensive nature was different from ‘intensive revision’ provided in the statutes, as during special revision of intensive nature, enumerators were sent to house to house verification with a working copy containing details of existing electors in a row with a blank row beneath for correction in the existing particulars and also for capturing details of newly eligible persons. In 2003, intensive revision was conducted in 7 states while all other states went for special summary revision, while in 2004, special summary revision was undertaken in entire country.
- 1.26 During special summary revision with reference 1.1.2005, photo electoral roll was introduced for the first time in all Assembly Constituencies of Kerala and Puducherry and some selected Assembly Constituencies in Haryana, Himachal Pradesh and Punjab. Photo electoral rolls were prepared by linking image of elector kept in EPIC database with the elector’s details. Photo electoral rolls were prepared in other states in staggered manner during subsequent annual revisions and gradually photo electoral roll replaced the text roll.

- 1.27 In 2006, the Election Commission introduced the concept of appointing Booth Level Officers for each polling station area to ensure the fidelity of the electoral rolls. Earlier, whenever the Election Commission ordered revision of electoral rolls, field staff was drafted temporarily for enumeration and field verification during the revision period. With the appointment of Booth Level Officer, the electoral machinery was further strengthened at the grass root level. Booth Level Officer is a local government/semi government official, generally a voter in the same polling area, who is instrumental and accountable for ensuring cleanliness of electoral roll of the area under his jurisdiction. Though, available on part time basis, the Booth Level Officer, under the overall supervision of Electoral Registration Officer is responsible for field verification, collection of information/data regarding electors, including dead/shifted voters and eligible persons in his part.
- 1.28 To improve the health of electoral roll, the Election Commission devised some reporting formats called as Formats 1-8 in 2008-2009. In these Formats, the Chief Electoral Officers are required to furnish Assembly Constituency-wise and polling station wise elector’s data and projected population data twice during the revision of electoral rolls. The Chief Electoral Officers and Electoral Registration officers make thorough analysis of the electoral data in comparison with population data to check the gaps in electors population ratio, gender ratio and enrolment in youths, women and other deprived sections of society and to propose focussed strategy to close the gaps, so observed.
- 1.29 A special provision for citizens of India residing outside India was inserted in the Representation of the People Act, 1950 as Section 20A by the Amendment Act of 2010, wherein a provision was made for enrolment of every Overseas Indian citizen in the electoral roll of the constituency in which his place of ordinary residence in India was located.
- 1.30 To make the enrolment process more transparent and citizen friendly, the Election Commission decided to make call centers with a toll free telephone number functional at all State headquarters. On the Election Commission’s request, BSNL allotted the toll free telephone number ‘1950’ in 2011.. This number is accessible from all landline and mobile telephones of the States without adding STD code. It can also be accessed from outside the State by adding STD code of the State capital. The citizens can make a call to the State call center using ‘1950’ to enquire about the registration process, revision program and status of their claims & objections filed with Electoral Registration Officers/Assistant Electoral Registration Officers.

- 1.31 On basis of the findings of baseline studies conducted after General Election to Lok Sabha in 2009, the Election Commission felt need for creating awareness amongst citizens and making registration process more convenient and responsive and consequently, voter education programmes named as Systematic Voters’ Education and Electoral Participation (SVEEP) were launched. In order to further reach out to the masses, in 2011, the Election Commission initiated practice of celebrating National Voters’ Day on its foundation day, i.e. 25th January. On this occasion, functions are organised by the Election Commission and offices of Chief Electoral Officers in which awards are given to senior election officials of the states who have done exemplary work in the fields of voter registration and conduct of elections during the last calendar year. Besides, selected first time young voters in 18-19 years age group are distributed EPICs by the Chief Guests of the function. SVEEP activities have now become regular feature of every summary revision and election. This year, the Election Commission organized a Matdata Mahotsav/ Voters’ Fest, 2016 at Central Park, Connaught Place, New Delhi with the objective of familiarising the audience with the process of ‘Electoral Registration’ in particular and outreach to include the target groups like youths, prospective electors, women, marginalized groups, service voters, eligible Indian overseas electors and also to use the platform to connect with various stakeholders.
- 1.32 Before every revision programme, the Chief Electoral Officers are required to arrange training programmes for officials identified and deployed in the revision exercise. For the purpose of development of a reserve pool of resource persons and systemization of training infrastructure for regular trainings to such officials, the Election Commission set up an institute known as India International Institute of Democracy and Election Management (IIIDEM) at its Secretariat in June, 2011. In addition to organizing workshops/seminars with various international election management bodies, IIIDEM organizes periodic training programmes for state officials and officers of the Election Commission.
- 1.33 Further, the Election Commission has developed several IT applications, collectively known as Electoral Roll Management System (ERMS) for managing the huge electoral database and streamlining the monitoring system. Through these applications, regular exercise of error removal and de-duplication of multiple entries from electoral roll is done. The Election Commission has also extended facility of online submission of claims and objections. The Election Commission has further augmented system of citizen centric services. In this connection, National Voter Service Portal (NVSP) has been launched on the Election Commission’s website for citizens on the occasion of National Voters’ Day, i.e. 25th January, 2015. The services available on NVSP at the national level are – ‘search your name in electoral roll’, ‘apply online’, ‘correction of entries’, ‘know your booth’ and ‘know your Booth Level Officer, Electoral Registration Officer and District Election Officer’.

- 1.34 The Election Commission created a separate Regulatory Audit Division (RAD) for the purpose of a systematic audit of processes and procedure as per the election laws in different States and Union Territories. The approach of regulatory audit is to identify critical gaps and create awareness among the election officials to carry out electoral responsibilities faithfully and with sense of accountability towards the stakeholders. The regulatory audit covers all areas of election process like preparation of electoral roll, EVM, polling process, SVEEP, training etc.
- 1.35 In 2015, the Election Commission launched a nationwide comprehensive programme, namely, National Electoral Roll Purification and Authentication Programme (NERPAP) from March to August with an objective of bringing an error free and authenticated electoral roll by linking EPIC data of electors with Aadhaar number, mobile number and e-mail of the electors. During this programme, the electors were extended facilities of web services on NVSP for online registration or making a call at ‘1950’, a toll free number at state call centres for knowing status of their applications for enrolment, correction/modification or deletion of entries in/ from electoral roll, preparation of EPIC or for making other related queries.
- 1.36 A similar programme called as National Electoral Roll Purification (NERP), 2016 has also been initiated this year. The twin objectives of NERP, 2016 are improvement of health of electoral roll and standardization of section, polling station boundaries and locations. The Chief Electoral Officers of the states have been asked to undertake activities, in mission mode, relating to registration of all eligible persons in electoral roll, removal of multiple entries and names of absentee, shifted and dead electors from electoral roll and mapping of part boundaries and polling station location on GIS platform.
- 1.37 This year, the Election Commission IT team has also created a web based system named as ‘ERO Net’ to provide a platform to Electoral Registration Officers and other officials to process claims & objections received online/offline and to closely monitor the enrolment process throughout the country. ERO Net also provides quality services to the citizens and facility to check status of the applications submitted by them.
- 1.38 It may be seen from the above description that the process of preparation and revision of electoral rolls has come a long way since independence of the country and evolved into a robust and institutionalized system. The total number of electors has increased manifold, i.e., from 17.3 crore electors in the first revision to the tune of 85 crore electors in the 2016 revision. The programme of annual revision is now regular. As per the existing policy, special summary revision of

electoral rolls with reference to 1st January of the coming year as the qualifying date, is done in later part of each year (normally, in the months of September to December) in all States/Union Territories so that final publication of the electoral roll could be made in the 1st week of January of the following year. This is done because, as mentioned above, EPICs are to be distributed to first time young voters all over polling stations in a ceremonial way on 25th January of each year as a part of NVD functions.

CHAPTER 2

CONSTITUTIONAL AND LEGAL FRAMEWORK

2.1 Introduction

India has a comprehensive structure of laws to administer preparation and revision of electoral rolls. The formal legal framework rests on certain constitutional provisions, the Representation of the People Act, 1950 enacted thereunder and Registration of Electors Rules, 1960 framed under the said Act.

2.2 Constitutional Provisions:- The Constitution of India has an independent and special chapter, 'Part XV' on Elections. The chapter consists of Article 324 to 329:-

2.2.1 *Article 324 is the corner stone of the legal structure, under which the Election Commission has got plenary powers to take necessary action for the avowed purpose of having free and fair election.

- (i) Under Article 324 (1) of the Constitution of India, the superintendence, direction and control of the preparation of the electoral rolls for all elections to Parliament and to the Legislature of every State is vested in the Election Commission.
- (ii) Article 324 (2) and (3) relate to composition of the Election Commission.
- (iii) Article 324 (4) and (5) provide for appointment of Regional Commissioners and service conditions thereof.
- (iv) Article 324 (6) places obligation on the President or the Governor of a State to make available to the Election Commission such staff as may be necessary for conduct of election and preparation of electoral rolls.

2.2.2 Article 325 of Constitution of India provides that there shall be one general electoral roll for every territorial constituency and no person shall be ineligible for inclusion in any such roll or claim to be included on grounds only of religion, race, caste or sex.

2.2.3 Article 326 provides for universal adult suffrage and qualifications and disqualifications for registration in electoral roll. Under this Article every person who is a citizen of India and who is not less than 18 years of age on such qualifying date as may be fixed in that behalf by or under any law made by the appropriate legislature and is not disqualified under the Constitution or any law made by the appropriate legislature on the ground of non-residence, unsoundness of mind, crime or corrupt or illegal practice,

*Important portions in the Manual have been highlighted in colour.

shall be entitled to be registered as a voter at any election to the House of the People or to a State Legislative Assembly.

- 2.2.4 Parliament has been authorized by Article 327 of the Constitution to make provisions by law with respect to all matters relating to, or in connection with, elections to either House of Parliament or to the House or either House of the Legislature of a State including preparation of electoral rolls. In exercise of such power, the Parliament has enacted the Representation of the People Act, 1950.
- 2.2.5 Similarly, under Article 328, State Legislatures have been authorized to make law with respect to all matters relating to elections to the Legislature of the concerned state including preparation of electoral rolls.
- 2.2.6 Article 329 bars courts to intervene in the matters of delimitation of constituencies or allotment of seats to such constituencies made under Article 327 or 328. Similarly, no election to either House of Parliament or to either House of any State Legislature shall be challenged except by an election petition before the court.

2.3 Legal Provisions and Rules

The electoral rolls are prepared and revised, subject to the overall superintendence, direction and control of the Election Commission under Article 324 of the Constitution, in accordance with the provisions of Representation of People Act, 1950 and Registration of Electors Rules, 1960. The said Act and Rules have detailed provisions relating to procedure of preparation of electoral rolls and various activities pertaining thereto and also the electoral machinery responsible for preparation and revision of electoral rolls as per the given procedure. These legal provisions have a complete mechanism for any person who has a grievance relating to registration in electoral rolls to avail of the remedy as provided for in them. The Supreme Court has maintained that any matter relating to electoral rolls can only be challenged in accordance with these legal provisions.

- 2.3.1 Representation of the People Act, 1950 – In exercise of Article 327, the Parliament enacted the Representation of the People Act, 1950. The Act came into effect on 12th May, 1950.
- (i) Section 3-13 relates to allocation of seats in House of People and State Legislatures and procedure of delimitation of constituencies.
 - (ii) Section 13A-13CC deals with the electoral machinery at the State and District level.
 - (iii) Sections 14-25 provide for preparation of electoral rolls for each constituencies under the supervision, direction and control of the

Election Commission and cover the qualification/disqualification for registration of an elector and other conditions applicable to the preparation and revision of the electoral rolls.

- (iv) Section 27 deals with preparation of electoral rolls for Council Constituencies.
- (v) Sections 28-32 provide for general provisions relating to Central Government’s powers to make rules, for providing staff for performance of duties in connection with preparation and revision of electoral rolls, barring jurisdiction of Civil Courts and punishment in case of making false declaration and breach of official duty.

2.3.2 Registration of Electors Rules, 1960 – Initially, rules for registration in electoral rolls were made in 1950, named as the Representation of People (Preparation of Electoral Rolls) Rules, 1950. Later on, these rules were replaced by a new set of rules in 1956 under the name of Representation of People (Preparation of Electoral Rolls) Rules, 1956. Finally, in exercise of the powers conferred by Section 28 of the Representation of the People Act, 1950, the Central Government, after consulting the Election Commission, framed Registration of Electors Rules, 1960. The rules were published by Ministry of Law on 10th November, 1960. These rules provide the manner and methodology of preparation of electoral rolls.

- (i) Rules 4-23 relates to the manner of preparation of electoral rolls.
- (ii) Rule 28 deals with issue of identity cards.
- (iii) Rules 30 and 31 provide for manner of preparation of electoral rolls for Council Constituencies.
- (iv) Rules 32-35 relate to preservation and disposal of electoral rolls, forms and connected papers.

2.3.3 Constitutional & Legal Provisions for Electoral rolls in Jammu & Kashmir

The electoral rolls for elections to Legislative Assembly and Legislative Council of Jammu & Kashmir are prepared and revised as per provisions of Constitution of Jammu & Kashmir, the Jammu & Kashmir Representation of the People Act, 1957 and the Jammu & Kashmir Registration of Electors Rules, 1966. The provisions contained in above statutes and rules are more or less similar to the corresponding provisions in the Constitution of India, the Representation of the People Act, 1950 and the Registration of Electors Rules, 1960. The right of registration as elector in an Assembly Constituency in Jammu & Kashmir has been confined to only those Indian citizens who are permanent residents of that state under Section 140 of the Constitution of Jammu & Kashmir.

2.3.3.1 Constitution of Jammu & Kashmir –

- A. Sections 138-142 relate to conduct of elections and preparation of electoral rolls.
- B. Under Section 138 the superintendence, direction and control of the preparation of the electoral rolls for, and the conduct of elections has been vested in the Election Commission of India.

2.3.3.2 The Jammu & Kashmir Representation of the People Act, 1957–

- (i) Section 7A-9A provide for officers responsible for preparation of electoral rolls.
- (ii) The procedure for preparation and revision for Assembly Constituencies is given in Section 10-20.
- (iii) Section 21 deals with preparation of electoral rolls for Council Constituencies in the state.

2.3.3.3 The Jammu & Kashmir Registration of Electors Rules, 1966 –

- (i) Rules 4-27 provide for manner of revision of electoral rolls for Assembly Constituencies.
- (ii) Rule 27A concerns with issue of identity cards to electors.
- (iii) Manner for preparation of electoral rolls Council Constituencies is provided in Rules 28 and 29.
- (iv) Rules 30-32 give manner of preservation and disposal of electoral rolls and connected papers.

2.4 Executive Instructions of the Election Commission

The Representation of the People Act, 1950 and the Registration of Electors Rules, 1960 leave several matters of detail to be decided by the Election Commission. Under these enabling provisions and inherent powers of superintendence, direction and control of electoral rolls under Article 324 of the Constitution of India, the Election Commission has been issuing a number of instructions which supplement the statutory provisions, wherever necessary. The Supreme Court has, from time to time, held that in areas where the existing laws are silent the Election Commission is required to exercise its power under the rule of law and norms of natural justice and issue all such directions which are necessary for the purpose of conducting smooth, fair and free elections. The Election Commission has been, therefore, issuing various executive orders for improvement in existing electoral rolls, strengthening of electoral organization for providing assistance to statutory authorities responsible for preparation of electoral rolls, ban on transfers/posting of officials involved in the exercise and putting safeguards for maintenance and security of electoral database.

2.4.1 Though the Election Commission’s instructions and directions are binding upon the election authorities and the State Governments and political parties generally respect and comply with such instructions and directions issued for the purpose of conducting smooth, fair and free elections, however, these instructions and directions do not have force of law. There are clearly two restrictions on the scope for exercise of plenary powers by the Election Commission. First, the Election Commission’s instructions shall be in conformity with the existing law and secondly, the said instructions shall not be against the principle of natural justice.

2.5 Statutory Forms for Registration (Claims & Objections) – Rules 7, 8B, 13 and 31 of Registration of Electors Rules, 1960, provide for the following Forms for Claims & Objections. These forms are well structured, with separate panels for capturing necessary details and adequate space for filling them up by hand. The Election Commission has also provided facility of online submission of these forms, particularly, Form 6, 6A, 7, 8 and 8A have been amended from time to time, the latest amendment being in October, 2013, providing for space for pasting

MAIN FORMS OF CLAIMS & OBJECTIONS

For AC/PC

- Application for new addition/shifting from one AC to other AC – Form 6
- Application for addition in respect of NRIs – Form 6A
- Application for objecting inclusion or seeking deletion of existing entry – Form 7
- Application for correction – Form 8
- Application for transposition/shifting within the same AC – Form 8A

For Council Constituencies

- Application for addition in Local Authorities Constituency – Form 17
- Application for addition in Graduates Constituency – Form 18
- Application for addition in Teachers Constituency – Form 19

photograph and some additional fields. The Election Commission has again reviewed these forms and new designs have been forwarded to Ministry of Law & Justice, Government of India for notifying the same:-

(i) **FORM 1 Statement as to place of Ordinary Residence (native place) by a Person holding a Declared Office.** There are 13 offices which have been declared by the President, namely, (1) The President of India, (2) The Vice-President of India, (3) Governors of States, (4) Cabinet Ministers of the Union or of any State, (5) The Deputy Chairman and Members of the Planning Commission, (6) The Ministers of State of the Union or of any State, (7) Deputy Ministers of the Union or of any State, (8)

The Speaker of the House of the People or of any Legislative assembly, (9) the Chairman of any State Legislative Council, (10) Lieutenant Governors of Union Territories, (11) The Deputy Speaker of the House of the People or of any State Legislative Assembly, (12) the Deputy Chairman of the Council of States or of any State Legislative Council and (13) Parliament Secretaries of the Union or of any State. The same Form is applicable in case of wife of a declared office holder, if she ordinarily resides with her husband and is otherwise eligible for registration. (**Annexure 1**)

- (ii) **FORM 2 Statement as to place of Ordinary Residence (native place) by a member of the Armed Forces.** Members of Indian Army, Navy and Air Force and personnel of Central Para-Military Forces, namely, General Reserve Engineer Force (Border Road Organization), Border Security Force (BSF), Indo Tibetan Border Police(ITBP), Assam Rifles, National Security Guards (NSG), Central Reserve Police Force (CRPF), Central Industrial Security Force (CISF) and Sashastra Seema Bal (SSB), who are eligible to be registered as service voters apply in this Form. The same Form is applicable in case of wife of such personnel, if she ordinarily resides with her husband and is otherwise eligible for registration. (**Annexure 2**)
- (iii) **FORM 2A Statement as to place of Ordinary Residence (native place in the State) by a member of as Armed Police Force of a State, who is serving outside that State.** The same Form is applicable in case of wife of such personnel, if she ordinarily resides with her husband and is otherwise eligible for registration. (**Annexure 3**)
- (iv) **FORM 3 Statement as to place of Ordinary Residence (native place in India) by a person employed under the Government of India in a post outside India.** The same Form is applicable in case of wife of such personnel, if she ordinarily resides with her husband and is otherwise eligible for registration. (**Annexure 4**)
- (v) **FORM 4 Letter of request.** This Form is given to the occupant of the premises to complete the statement regarding names and particulars of adult citizens who have completed 18 years of age and who are ordinarily residing in the premises. (**Annexure 5**)
- (vi) **FORM 5 Notice of publication of electoral roll in draft.** The notice is issued by Electoral Registration Officer to electors of the constituency inviting them for inspection of draft electoral roll, specifying the place and the hours of inspection with qualifying date and period for lodging claims & objections. (**Annexure 6**)

- (vii) **FORM 6 Application for inclusion of name in electoral roll.** Every claim shall be signed by the person desiring to be enrolled as an elector in the roll in which the claimant desires his name to be included. The applicant must submit his photograph along with Form 6 itself. (**Annexure 7**)
- (viii) **FORM 6A Application for inclusion of name in electoral roll by an overseas elector.** Every claim shall be signed by the person desiring to be enrolled as an elector in the roll in which the claimant desires his name to be included. The applicant must submit his photograph along with Form 6A itself. (**Annexure 8**)
- (ix) **FORM 7 Application for objecting inclusion or seeking deletion of name in electoral roll.** This shall be preferred only by a person whose name is already included in that roll in which the name objected to appears. (**Annexure 9**)
- (x) **FORM 8 Application for correction to particulars entered in electoral roll or replacement of photograph.** This shall be preferred only by the person to whom that entry relates. (**Annexure 10**)
- (xi) **FORM 8A Application for transposition of entry or transfer of one’s name from one part to another part of electoral roll of the same constituency.** This application can be preferred by a person who desires the transfer of his own name or any other person’s name. (**Annexure 11**)
- (xii) **FORM 9 List of Applications for inclusion of names received in Form 6,** prepared by Electoral Registration Officer. (**Annexure 12**)
- (xiii) **FORM 10 List of Applications for objection to inclusion of names received in Form 7,** prepared by Electoral Registration Officer. (**Annexure 13**)
- (xiv) **FORM 11 List of Applications for objection to particulars in entries in electoral roll received in Form 8,** prepared by Electoral Registration Officer. (**Annexure 14**)
- (xv) **FORM 11A List of applications for transposition of entries in electoral roll received in Form 8A,** prepared by Electoral Registration Officer. (**Annexure 15**)
- (xvi) **FORM 12 Notice of hearing of a claim.** The notice is given by Electoral Registration Officer a claimant for hearing informing the date, time and place of such hearing. (**Annexure 16**)

- (xvii) **FORM 13 Notice to the objector.** The notice is given to the objector with reference to his objection to the inclusion of name of a person. The notice mentions the date, time and place of hearing. (**Annexure 17**)
- (xviii) **FORM 14 Notice to the person in respect of whom objection has been made.** The notice mentions the date, time and place of hearing. (**Annexure 18**)
- (xix) **FORM 15 Notice of hearing of an objection to particulars in an entry.** The notice mentions the date, time and place of hearing. (**Annexure 19**)
- (xx) **FORM 16 Notice of final publication of electoral roll.** (**Annexure 20**)
- (xxi) **FORM 17 Application for inclusion of name in the electoral roll for a local authorities’ constituency.** (**Annexure 21**)
- (xxii) **FORM 18 Claim for inclusion of name in the electoral roll for a graduates’ constituency.** (**Annexure 22**)
- (xxiii) **FORM 19 Claim for inclusion of name in the electoral roll for a teachers’ constituency.** (**Annexure 23**)

SECTION – II

ORGANIZATIONAL SETUP

CHAPTER – 3 ADMINISTRATIVE MACHINERY

CHAPTER – 4 ELECTORAL REGISTRATION OFFICER

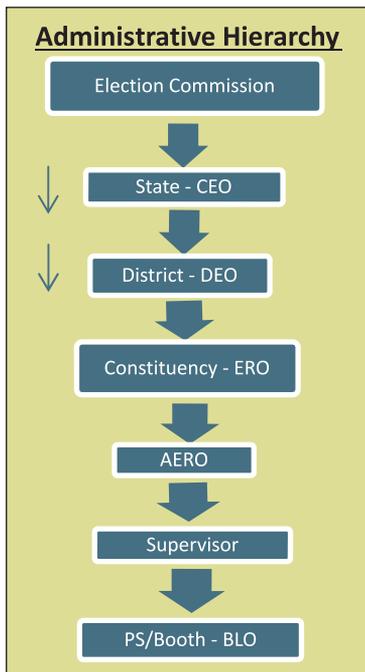
CHAPTER – 5 BOOTH LEVEL OFFICER

CHAPTER 3

ADMINISTRATIVE MACHINERY

3.1 Introduction

The Constitution and statutes provide for independent election machinery consisting of the Election Commission at the apex level and hierarchy of officers at state, district and constituency level, for preparation of electoral rolls and conduct of elections in the country.



3.2 Statutory Administrative Machinery

3.2.1 Election Commission of India:-

Article 324 of the Constitution of India lays down, inter alia, that the superintendence, direction and control of the preparation of the electoral rolls for all elections to the Parliament and to the Legislature of every State shall be vested in the Election Commission. The Election Commission is a permanent Constitutional Body created by Article 324, which came into existence on 25th January, 1950.

3.2.1.1 Composition of the Election Commission:- The Election Commission consists of the Chief Election Commissioner and such number of other Election Commissioners, if any, as the President may, from time to time, fix under Article 324(2). As per Article 324(3), when any other Election Commissioner is appointed by the President, the Chief Election Commissioner shall act as the Chairman of the Election Commission. The first Chief Election Commissioner was appointed on 21st March, 1950. From the time of its inception till 1989, the Election Commission functioned as a single member body, that is, consisting of only the Chief Election Commissioner. However, the President, in exercise of the powers under Article 324(2) referred to above, appointed two Election Commissioners on 16th October, 1989. The Election Commission was again a single member body from 1st January, 1990 but on 1st October, 1993 the President once again fixed the number of Election Commissioners at two, in addition to the Chief Election

Commissioner, and since then, the Election Commission has been functioning as a three member body comprising the Chief Election Commissioner and two Election Commissioners. The Election Commissioners, by convention, are drawn from Senior Civil Servants of the rank of Cabinet Secretary or Secretary to Government of India or of an equivalent rank.

3.2.1.1 Conditions of service:- The conditions of service of the Chief Election Commissioner and other Election Commissioners are regulated by the Election Commission (Conditions of Service of Election Commissioners and Transaction of Business) Act, 1991. The tenure of the Chief Election Commissioner and other Election Commissioners is fixed as 6 years and retirement at the age of 65, whichever is earlier. In the matter of their retirement age, salaries and allowances, the Chief Election Commissioner and other Election Commissioners have been placed on par with a Judge of the Supreme Court of India. The Chief Election Commissioner shall not be removed from his office except in the same manner and on the same grounds as a Judge of the Supreme Court, while no Election Commissioner shall be removed from office except on the recommendation of the Chief Election Commissioner.

3.2.1.2 Functions of the Election Commission:- The main function of the Election Commission entrusted to it by Article 324 of the Constitution is the superintendence, direction and control of the preparation of electoral rolls for, and conduct of elections to Parliament and State Legislatures and to the offices of President and Vice President. As explained in the preceding Chapter, the Election Commission has vast powers or duties, which it exercises in conformity with the statutes for purpose of fulfilling its responsibilities of conducting a free and fair election. Article 324 empowers the Election Commission to issue directions where the enacted laws are either silent or have not made sufficient provisions to deal with certain situations arising in the conduct of elections. Though, such directions issued by the Election Commission may not have the force of law but the same are binding upon the election authorities. Apart from the primary functions relating to conduct of elections and preparation and revision of electoral rolls, the Election Commission has been entrusted with important duty of advising the President and the Governors in the matter of disqualification of sitting members of Parliament and State Legislatures, on all grounds other than the ground of defection.

Besides, the Election Commission also performs quasi-judicial function of registration of political parties, recognition of such parties as national or state parties on the basis of their performance in elections and also deciding matters of party disputes.

3.2.1.3 Secretariat of the Election Commission and subordinate election machinery:- The Election Commission has a separate and permanent Secretariat, headquartered at New Delhi, however, it has no independent electoral organization at the field level. Under Article 324(6), the President or the Governor of a State is obliged to make available to the Election Commission such staff as may be necessary for the conduct of elections and preparation and revision of electoral rolls. The Representation of the People Act, 1950 provides the regular election machinery in the field in each state comprising Chief Electoral Officer, District Election Officers, Electoral Registration Officers and Assistant Electoral Registration Officers. Besides, under the directions of the Election Commission, in every Polling Station there is a Booth Level Officer. At the time of preparation and revision of electoral rolls additional staff is deployed to complete the exercise.

3.2.2 Chief Electoral Officer

3.2.2.1 Appointment:- The electoral machinery in each state is headed by a Chief Electoral Officer. He is appointed by the Election Commission in consultation with the concerned State Government under Section 13A of the Representation of the People Act, 1950. Originally, the Chief Electoral Officer was a non-statutory post on which an officer was appointed by the State Government concerned. However, on the Election Commission's recommendation an amendment was made in 1956 in the Representation of the People Act, 1950 to insert Section 13A to make a provision for the Chief Electoral Officer as a statutory post who shall be designated/nominated by the Election Commission in consultation with the State Government. The Chief Electoral Officers are drawn from the senior bureaucrats of State Governments. Even an officer of the Central Government or Government of any other State can be appointed Chief Electoral Officer in a state, though this has not been done by the Election Commission so far.

3.2.2.2 Duties and Responsibilities:- The Chief Electoral Officer, subject to the superintendence, direction and control of the Election Commission, shall supervise the preparation and revision of all electoral rolls and

conduct of elections in the State. The Chief Electoral Officers are on fulltime basis and they are not assigned any additional responsibilities by the State Government without the prior concurrence of the Election Commission. The Chief Electoral Officer has a separate office with certain senior officers of State Government known as Additional Chief Electoral Officer, Joint Chief Electoral Officer, Assistant Chief Electoral Officer and other office staff. These officers do not have any statutory position.

3.2.3 District Electoral Officer

3.2.3.1 Appointment:-

- (i) Section 13AA of the Representation of the People Act, 1950 provides for the appointment of a District Election Officer in each district who shall be an officer of Government. Normally, the District Collectors/District Magistrates/Deputy Commissioners are designated and notified as the District Election Officers of their districts. However, there may be some exceptions to this normal practice due to administrative reasons.
- (ii) District Election Officer had no statutory responsibility before 1966. In 1966, Section 13AA (1) was inserted in the Representation of the People Act, 1950 providing a District Election Officer for each district who shall be such officer of the State Government, designated/nominated by the Election Commission in consultation with the State Government. Later on, District Election Officers were also appointed in Union Territories. Under the amended law in 2003, the Election Commission can designate even more than one officer as District Election Officers in one district if the Commission is satisfied that the functions of the office cannot be performed satisfactorily by one officer. This is being done in some districts of Assam. In such cases, the Election Commission specifies the area in the district in respect of each officer designated as District Election Officer in the district.
- (iii) The District Election Officers are appointed by designation, however, the Commission can appoint an officer as District Election Officer by name also.

3.2.3.2 Duties and Responsibilities:- The District Election Officer, subject to superintendence, direction and control of the Chief Election Officer coordinate and supervise all work in the district or in the area under his jurisdiction in connection with preparation and revision of electoral rolls and conduct of elections. Besides, under Section 25 of the Representation of the People Act, 1951 District Election Officer is responsible for providing sufficient number of polling stations for every constituency lying within his jurisdiction. He shall prepare proposals for creation, rationalization and modification of polling stations for all such constituencies and obtain the Election Commission’s approval for the same through Chief Election Officer of the State. In many states, Deputy District Election Officers or Election Officers are appointed to assist the District Election Officers in performing their election duties.

3.2.4 Electoral Registration Officer

(Please refer to Chapter 4 Electoral Registration Officer)

3.3 Subsidiary Electoral Functionary:-

Section 13B (2) of the Representation of the People Act, 1950 provides that an Electoral registration Officer may, subject to any prescribed restrictions, employ such persons as he thinks fit for the preparation and revision of electoral roll for the constituency. Accordingly, State Government officials of various categories are drafted for revision exercise every year for the said period.

3.3.1 Booth Level Officer

(Please refer to Chapter 5 Booth Level Officer)

3.3.2 Supervisors

3.3.2.1 Appointment:- The performance of Booth Level Officers shall be supervised regularly through a Supervisor. The officers for appointment of Supervisors should be drawn from class II officials of the State Government. The Election Commission has directed that class III officials can be appointed as Supervisors if the certificate is provided by the District Election Officers that no eligible class II official is available in the district. The Election Commission has made it clear that the officers for appointment as Supervisors shall be provided by District Election Officers.

3.3.2.2 Duties and responsibilities:- Each Supervisor shall have, under his charge, a maximum number of 10 Booth Level Officers. Supervisor shall maintain check on quality of work done by Booth Level Officers and closely monitor their functioning. He shall work as a link between Booth Level Officers and Electoral Registration Officers/Assistant Electoral Registration Officers. Since Supervisors are engaged in activities relating to revision/preparation/updation of rolls, they shall also be deemed to be on deputation to the Election Commission and therefore under the disciplinary control of the Election Commission under the provisions of Section 13CC of the Representation of the People Act, 1950.

3.3.2.3 Monitoring and evaluation:- A standardized mechanism shall be developed for monitoring of performance of Booth Level Officer Supervisors. In the monitoring formats, there should be provision for senior officers like District Election Officers, Deputy District Election Officers, Electoral Registration Officers and Assistant Electoral Registration Officers to record their observations after random verification from time to time.

3.3.2.4 Remuneration/honorarium:- A Supervisor should be granted an annual honorarium of Rs. 12000/-.

3.4 Electoral Roll Observers:-

3.4.1 Appointment:- Electoral Roll Observers are appointed to help the District Election Officers/Electoral Registration Officers during annual revision of electoral roll, in taking timely corrective measures and also to report the progress thereof to the Election Commission at least thrice during the entire revision period. In all those States, which have revenue divisions, Divisional Commissioners will be appointed as Electoral Roll Observers. The Chief Electoral Officers of such states shall forward the proposals for appointment of Roll Observers to the Election Commission. In other States, the Election Commission will appoint super time scale IAS officers posted in the state as Electoral Roll Observers in such a way that no Roll Observer will be required to observe the revision process in more than 5 districts. If the districts are too big the Chief Electoral Officer may recommend more names for deployment as Roll Observers.

3.4.2 Duties and responsibilities:-

3.4.2.1 Electoral Roll Observer is required to visit each district of his charge at least three times during the entire period of summary revision. (Check Lists may be seen as **Annexure 24**).

- (i) 1st visit will be during the period of receipt of claims and objections.
- (ii) 2nd visit will be during the period of disposal of claims and objections by the Electoral Registration Officers.
- (iii) 3rd visit will be at the time of verification of the working copy by the Booth Level Officers/printing of supplements, and final publication of the roll.

3.4.2.2 During the visit, the Electoral Roll Observer should not limit himself to the district headquarters. The Electoral Roll Observer should visit at least some polling stations of each of the Assembly Constituency. During 1st visit, the Electoral Roll Observer should convene a meeting of sitting MP/MLAs and representatives of political parties to hear their grievances/complaints and seek their active involvement in the revision process. Any member of public should be allowed to meet the Roll Observer for submitting any roll related complaints/issues. The Electoral Roll Observer shall send a detailed report to the Chief Electoral Officer with a copy to Election Commission immediately after such visit.

3.4.2.3 Electoral Roll Observer shall pay special attention to training aspect and on SVEEP activities as well as for preparation of NVD.

3.5 Officials/Staff Deployed for Roll Revision to be on Deemed Deputation

3.5.1 Under Section 13CC of Representation of the People Act, 1950, Chief Electoral Officer, District Election Officers, Electoral Registration Officers/Assistant Electoral Registration Officers and all the officers referred to above or any other officer or staff employed in connection with preparation, revision and correction of electoral roll shall be deemed to be on deputation to Election Commission of India for the period for which they are so employed and shall be subject to control, superintendence and discipline of the Election Commission of India. During the period of revision of rolls, any transfer or disciplinary action of an Electoral Registration Officer/Assistant Electoral Registration Officer should be done only with the approval of the Election Commission. For other roll related staff, it can be done with the approval of Chief Electoral Officer concerned. Any violation of the same shall be viewed seriously by the Election Commission.

3.5.2 Section 13CC was inserted in the Representation of the People Act, 1950 by an amendment in 1988. There was a controversy on the interpretation of provisions of Section 13CC of the Representation of the People Act, 1950 and corresponding provision in Section 28A of the Representation of the People Act, 1951. However, that was settled down now as the Government and the Election Commission reached a settlement by mutual agreement in 2000 which was ratified by the Supreme Court. Under the terms of this agreement, the Election Commission directed in March, 2003 to take disciplinary action against three Collectors in Madhya Pradesh for dereliction of duties and lack of proper reason on their part in connection with the revision of electoral rolls in Khergon, Rewa and Shahdol districts. Though, the matter was resolved without imposing any penalty on the officers, the Election Commission has instructed that the suspension of any officer on the recommendation of the Election Commission should not be revoked without its prior concurrence. The Central Government has also advised all State Governments to comply with the Election Commission’s instructions.

3.6 Breach of Official Duty in Connection with Preparation of Electoral Rolls

3.6.1 If any officer mentioned above or other person deployed to perform any official duty in connection with the preparation and revision of electoral roll or the inclusion or exclusion of any entry in or from that roll, without reasonable cause, is guilty of any act or omission in breach of such official duty, he shall be punishable under Section 32 of the Representation of the People Act, 1950 with imprisonment for a term which shall not be less than 3 months but which may extend to 2 years and with fine.

3.6.2 No court shall take cognizance of any offence punishable under Section 32 of the Representation of the People Act 1950, unless there is a complaint made by order of, or under authority from, the Election Commission or the Chief Electoral Officer of the State concerned.

3.6.3 No suit or other legal proceeding shall lie against any such officer or other person for damages in respect of any such act or omission as aforesaid.

3.7 Provision of Adequate Staff and Ban on Transfers/Postings of Officials During Revision Period

3.7.1 The Election Commission has directed to the State Governments to strengthen manpower and IT infrastructure in offices of Chief Electoral Officers, District Election Officers and Electoral Registration Officers. Besides, during the period of summary revision, the Election Commission reiterate

its instructions to the State Governments to make provision of adequate staff and fill up all existing vacancies of posts of the District Election Officers, Electoral Registration Officers and Assistant Electoral Registration Officers.

- 3.7.2 The Election Commission has also directed that no officials connected with exercise of revision of electoral rolls like District Election Officers, Deputy District Election Officers, Electoral Registration Officers and Assistant Electoral Registrations should be transferred from their places of posting without its prior concurrence, from the commencement of the revision process till its completion. In case it becomes absolutely necessary to transfer any of the above key election officers, the State Government should send detailed proposal with full justification to the Election Commission and the Election Commission will consider such proposal on merit, on a case to case basis. However, all transfers arising out of regular promotion/probation (AIS as well as SCS) have been kept out of this ban.
- 3.7.3 The cases of transfer of the Booth Level Officers can be decided by the Chief Electoral Officer at his own level.
- 3.7.4 Further, no such officer should be associated with the work relating to revision of electoral rolls -
- (i) against whom any disciplinary action is pending or recommended, or
 - (ii) against whom major penalty has been given, or
 - (iii) against whom a serious criminal case is pending in any court of law, or
 - (iv) who was transferred out during any previous revision of roll or conduct of election for inefficiency or wilfully violating the Election Commission’s directions. In case of doubt, the Chief Electoral Officer should decide the matter, in consultation with the Election Commission, wherever felt necessary by him.
- 3.7.5 Posting of substitute officers:- The State Government shall invariably consult the Chief Electoral Officer while posting any substitute officer. The Chief Electoral Officer may take a decision, in consultation of the Election Commission, where felt necessary.

3.8 Training of Officers Employed in Preparation and Revision of Electoral Rolls As clear from the above, no officer except the Chief Electoral Officer is available for full time for the purpose of preparation and revision of electoral rolls and therefore, these

officers are subjected to periodic administrative reshufflings by the concerned State Governments. The officers are transferred and new persons join in their place. The newly posted officers require orientation and training to accomplish the tasks assigned to them by the Election Commission and Chief Electoral Officers during preparation and revision of electoral rolls. Keeping in view requirement of regular trainings, the Election Commission has set up a training institute, known as India International Institute of Democracy and Election Management (IIIDEM) in June, 2011 at its Secretariat with the objective of enhancing and upgrading learning, knowledge, skill, efficiency and behaviourism in the election officials. IIIDEM draws annual calendar for regular training programmes and conduct trainings for State Level Master Trainers (SLMTs) from the states before every revision of electoral rolls and general election to keep them abreast of the fundamentals of election laws and existing instructions. It prepares/updates detailed and elaborate training manuals supplemented with printed material and power point presentations for such training classes. The SLMTs further impart trainings to the Electoral Registration Officers/Assistant Electoral Registration Officers, Booth Level Officers and other field level officials to be drafted for revision work as per the cascaded training programmes arranged in the states.

CHAPTER 4

ELECTORAL REGISTRATION OFFICER

4.1 Introduction

The Representation of the People Act, 1950 provides that for the preparation and revision of electoral rolls, there shall be an officer called the Electoral Registration Officer. As the electoral rolls are prepared Assembly Constituency-wise, for both

ERO is the statutory authority for preparation and revision of electoral rolls and therefore he is solely responsible for every activity relating to the said process. AERO is competent to perform all works of ERO, subject to condition of overall responsibility of ERO.

for parliamentary and assembly elections, in all States, except the State of Jammu & Kashmir and Union Territories having no assembly constituencies, Electoral Registration Officers are appointed for assembly constituencies. In the State of Jammu & Kashmir and Union Territories having no legislative assembly, separate Electoral Registration Officers are

appointed for parliamentary constituencies.

4.2 Appointment:-

4.2.1 According to Section 13B of the Representation of the People Act 1950, the electoral roll for each constituency shall be prepared and revised by an Electoral Registration Officer, who shall be such officer of Government or of a local authority as the Election Commission may, in consultation with the State Government designate or nominate in this behalf. Normally, the civil service/revenue officers of Sub Divisional Officers or officers of equivalent status are appointed as the Electoral Registration Officers for the Assembly Constituencies within their respective jurisdiction as far as practicable. In case sufficient number of Sub Divisional Officers is not available in a state for appointing as Electoral Registration Officer then the officers of Tehsildar or equivalent status may also be considered for appointment as Electoral Registration Officer. The Electoral Registration Officers are permitted to deploy such persons as they think fit, subject to such restrictions as may be imposed by the Commission, for the preparation and revision of the Electoral rolls.

4.2.2 An Electoral Registration Officer normally can hold charge of not more than two Assembly Constituencies. In Jammu & Kashmir and Union Territories where the electoral rolls are also prepared for Parliamentary Constituencies, separate Electoral Registration Officers are appointed for Parliamentary Constituencies.

- 4.3 Electoral Registration Officers for Council Constituencies:-** For each of the Graduates', Teachers' and Local Authorities' constituencies of the Legislative Council, an Electoral Registration Officer is appointed. Normally, the Divisional Commissioner/Deputy Commissioners or Officers of equivalent status are appointed as Electoral Registration Officers for the purpose and Deputy Commissioners/ Sub-Divisional Magistrates in the district included in any Graduates' or Teachers' constituency are appointed as Assistant Electoral Registration Officers. Generally, no Assistant Electoral Registration Officers are appointed in any of the local authorities' constituencies.
- 4.4 Duties and Responsibilities:-** The Electoral Registration Officer is the statutory authority to prepare, revise or correct the electoral roll of the constituency under his jurisdiction. He is custodian of the electoral roll. Main responsibilities of Electoral Registration Officer during revision process are as follows:-
- 4.4.1 Drawing up a plan of action for completion of revision according to the schedule fixed by the Commission giving a detailed timeline for completion of each activity within the different stages of revision;
 - 4.4.2 Procurement of different types of forms and stationary in sufficient quantities;
 - 4.4.3 Identification and appointment of various functionaries viz. Booth Level Officers,
 - 4.4.4 Designated Location Officers (DOs), Supervisors or other staff required for revision;
 - 4.4.5 Preparation of training modules and adequate training to Booth Level Officers and Designated Officers through Master Trainers, well in advance;
 - 4.4.6 Publication of Draft of the Roll by making a copy of the roll available for inspection and display of a notice in Form 5 appended to Registration of Electors Rules, 1960 and causing uploading of draft roll on the website;
 - 4.4.7 Preparation of Formats 1-8 and furnish the same to the Election Commission;
 - 4.4.8 Giving further publicity to the approved revision programme, as considered necessary;
 - 4.4.9 Supplying, free of cost, 2 copies of the draft roll to every recognized political party in the state;
 - 4.4.10 Convening meetings of representatives of political parties and requesting them to go through the draft roll and point out corrections therein, if any;

- 4.4.11 Maintenance of the lists of received Forms 6, 6A, 7, 8, and 8A in Form 9, 10, 11 and 11A in duplicate and exhibiting the same on notice board in his office;
- 4.4.12 Enquire into or getting inquired into the claims and objections received;
- 4.4.13 Issuing notices of hearing in case of claims and objections where required;
- 4.4.14 Taking final decision and passing orders on the claims & objections taken for consideration;
- 4.4.15 Intimation of the final decision to the applicants in respect of their claims & objections;
- 4.4.16 Review and monitor closely the quality of work of the Assistant Electoral Registration Officers, Supervisors, Designated Officers and Booth Level Officers;
- 4.4.17 Inclusion of names inadvertently omitted and deletion of names wrongly included under relevant provisions of law;
- 4.4.18 Preparation of Formats 1-8 giving electoral data as per the proposed final electoral roll and comprehensive analysis of electors' data and census data. Analyze Formats 1 to 8 and formulate/implement strategies to address the anomalies, such study may reveal.
- 4.4.19 Publication of the final electoral rolls along with the supplements of additions, deletions and corrections;
- 4.4.20 Supply 2 copies of the finally published roll, free of cost, to every recognized political party of the state and cause uploading of final roll on website.

4.5 Assistant Electoral Registration Officer:- Section 13C of the Representation of the People Act, 1950 provides for the appointment of one or more persons as Assistant Electoral Registration Officers to assist the Electoral Registration Officers in the performance of their functions. The Assistant Electoral Registration Officers are competent to perform all the functions of the Electoral Registration Officers subject to the control of the Electoral Registration Officer.

4.6 Basic IT infrastructure in office of Electoral Registration Officer/Assistant Electoral Registration Officer:- The Election Commission has directed that each Electoral Registration Officer/Assistant Electoral Registration Officer shall be given at least one computer with internet connectivity, one printer, one telephone and one data entry operator, wherever such infrastructure is not available.

- 4.7 Transfer/Posting of Electoral Registration Officer/Assistant Electoral Registration Officer:-** Under the provision of Section 13CC of the Representation of the People Act, 1950 any officer or staff engaged in work of revision/preparation/correction of electoral roll shall be deemed to be on deputation to the Election Commission for the period during which they are so employed and such officials, during the said period, be subject to the control, superintendence and discipline of the Election Commission. The Election Commission has directed that before every summary revision the State Government should ensure that no officials connected with exercise of revision should be transferred without the prior concurrence of the Election Commission during the period of summary revision.
- 4.8 Grant of TA/DA to Electoral Registration Officer/Assistant Electoral Registration Officer:-** Electoral Registration Officer/Assistant Electoral Registration Officer can be sanctioned TA/DA as per rules applicable to the concerned state for their tours in the field in connection with exercise relating to preparation/revision of electoral roll.

CHAPTER 5

BOOTH LEVEL OFFICER

5.1 Introduction The Election Commission, on the basis of experience in General Election to West Bengal Legislative Assembly held in 2006, introduced the concept of appointing Booth Level Officer, as an instrument for collecting actual field information with regard to electoral roll corresponding to a polling station assigned to him. Booth Level Officer, generally an elector in the same polling area is familiar with local electors and under the overall supervision of Electoral Registration Officer plays an important role in preparation and revision of electoral roll of his part.

5.2 Appointment:-

Booth Level Officers are serving officers of the Government or Local Bodies. They are appointed by the Electoral Registration Officer under Section 13B (2) of the Representation of the People Act, 1950 after obtaining approval of the District Election Officer.

(i) Categories of employees to be appointed as Booth Level Officers:- Following is a list of categories of the Government/Semi Government employees who can be appointed as Booth Level Officer:-

- (i) Teachers
- (ii) Anganwadi workers,
- (iii) Patwari/Amin/Lekhpal,
- (iv) Panchayat Secretary,
- (v) Village Level Workers,
- (vi) Electricity Bill Readers,
- (vii) Postman,
- (viii) Auxiliary Nurses & Mid-wives,
- (ix) Health workers,
- (x) Mid-daymeal workers,
- (xi) Contract teachers,

- (xii) Corporation Tax Collectors, and
- (xiii) Clerical Staff in Urban area (UDC/LDC etc.)
- (ii) Teachers shall be drafted minimally as Booth Level Officers. However, where necessary, they should be drafted for Booth Level Officer work during holidays and during non-teaching hours and non-teaching days so as not to cause any loss of academic work.
- (iii) Appointment of Central Government employees as Booth Level Officers:- Central Government employees should be drafted only after exhausting the other options. Group 'A' and 'B' officers of central government departments/offices can be appointed as Booth Level Officers, if they voluntarily come forward for their deployment as Booth Level Officers.
- (iv) Services exempted for appointment of Booth Level Officers:- No employee associated with security services, essential services, and public utilities or involved in commercial/revenue-generating activities should be drafted as Booth Level Officer if avoidable.
- (v) Appointment of retired Government Servants as Booth Level Officers:- In urban areas, retired government servant can be appointed as Booth Level Officer, if serving government servants are not available within that polling area. In rural areas, retired government servant shall only be appointed as Booth Level Officer, if the District Election Officer gives a non-availability certificate that no serving government servant was found residing within the polling areas.
- (vi) Appointment of female Booth Level Officers:- Female Booth Level Officers should be deployed in the polling stations where the imbalanced gender ratio in electoral populace is observed to motivate the unregistered women to come forward and get themselves enrolled in electoral rolls.
- (vii) Appointment of separate Booth Level Officers for cantonment areas:- As far as practicable staff of the concerned cantonment authorities should be appointed as Booth Level Officers for cantonment areas.
- (viii) Booth Level Officer would continue to discharge the responsibilities assigned to him by his parent office and would remain generally under the control of his administrative department, but he would not be transferred without prior permission of the District Election Officer.

- (ix) This will be the responsibility of the Booth Level Officer that he does not proceed on leave in any circumstance without making over his election related charge. Even in case of his transfer, he should ensure to hand over all election related papers, records and registers to his successor within the prescribed time. If his successor is not appointed, the Booth Level Officer would proceed on transfer only after handing over all election related papers, records and registers to his Electoral Registration Officer or to an Assistant Electoral Registration Officer authorized by the Electoral Registration Officer.
- (x) One Booth Level Officer for one polling station:- Each Booth Level Officer shall have one Polling Station area under his jurisdiction. Where Polling Stations are set up separately for males and females of a particular polling area, then one Booth Level Officer only be appointed for those two Polling Stations (i.e. same polling area). Similarly, only one Booth Level Officer be appointed for a Polling Station and its auxiliary Polling Station. In difficult geographical areas, Booth Level Officers can be appointed for a group of sections. Such Polling Station, may therefore, have more than one Booth Level Officers. Since Booth Level Officers are only be part-time workers for election duty during their off-duty hours or on holidays/vacations, the government employees already working or residing in the area allotted to them should be normally appointed.
- (xi) To the extent possible, a Booth Level Officer should be an elector in the polling station where he is deputed as Booth Level Officer. This will make his work easy after office hours and also because he would be working in a known and familiar locality.

BLO has a pivotal role to play in preparation and revision of electoral rolls, particularly, in field verification. However, BLO's verification report is not final. ERO/AERO is to consider BLO's report in the light of existing provisions and to dispose of each claim & objection after due application of mind. ERO/AERO has to see each form and pass speaking order thereon under his own signature.

5.3 Duties and Responsibilities:-

The Booth Level Officer will make a thorough study of the roll of the part assigned to him.

He will make frequent field visits

to the villages/tolas in the said part and interact with local people, particularly, village elders and grass root level elected representatives and identify the names of the dead/shifted/duplicate voters in the roll, which need to be removed by the Electoral Registration Officer under relevant provisions of law. The main duties of Booth Level Officer are as follows:-

- (i) Collection of field in claims and objections on behalf of Electoral Registration Officer/ Assistant Electoral Registration Officer.
- (ii) House to house visit and checking of overlapping, migration, transfer/ shifting.
- (iii) Identification of shifted/dead/non-existing electors
- (iv) Analysis of polling station data to identify gaps in electoral roll with special focus on enrolment of youths in 18-19 age group and women and to take necessary corrective measures
- (v) Checking spellings, multiple/duplicate entries, part header page, photos etc. of electors in the roll
- (vi) Collecting photos of the residual voters
- (vii) Collecting mobile numbers/e-mail ID of electors
- (viii) Submitting reports to Electoral Registration Officer so that notice can be issued to the persons whose names have to be deleted
- (ix) Display of draft roll/prescribed notices at designated locations
- (x) Reading of rolls in gram/ward sabhas – Liasoning with RWAs in urban areas for registration
- (xi) EPIC distribution
- (xii) Maximization of EPIC coverage
- (xiii) Correct Serialization of the houses and correct arrangement of sections falling within the part
- (xiv) Coordination with Booth Level Agents (BLAs)
- (xv) Detailing of Forms received
- (xvi) Impart simple voter education at registration time
- (xvii) Preparation of Nazri Naksha with an ordinary geographical demarcation to avoid overlapping, specially in respect of newly developed colonies
- (xviii) Arrangement of SVEEP activities eg. street plays, dramas, wall writings etc.
- (xix) NVD activities – Administering NVD pledge and exhorting voters on NVD

- (xx) Identification of dead and shifted voters during period of continuous updation.
- (xxi) Distribution of Photo voters slip at the time of elections as per the schedule prepared by Returning Officer and maintenance of record thereof.
- (xxii) Manning Help Desk at polling station and maintenance of alphabetical electoral roll on the day of poll.

5.4 Booth Level Officer’s Register:- Booth Level Officers shall be provided with a kit bag inscribed with Election Commission of India logo, a Booth Level Officer’s Register (**Annexure 25**) in prescribed format, Booth Level Officer’s photo I-Card, a copy of Hand book for Booth Level Officer, sufficient number of Forms (6, 6A, 7, 8 and 8A) and adequate quantity of stationery. In a standardized and uniform format of Booth Level Officer’s Register, baseline electoral roll data of the concerned polling station and analysis of Formats 1-8 shall be pre-filled using ERMS database and issued to Booth Level Officer before every annual revision of electoral rolls for his use during revision period and throughout the year thereafter. The Booth Level Officer shall keep record of door to door survey done by him in Booth Level Officer’s Register.

5.5 Monitoring and evaluation:- The Election Commission has envisaged for evaluation of performance of Booth Level Officers through well-defined layers of supervision and control. The work of Booth Level Officer is supervised regularly through a battery of supervisors. The Chief Electoral Officers have also been directed to introduce an SMS based IT system to monitor various activities of Booth Level Officers. For this purpose, the Chief Electoral Officers shall instruct Electoral Registration Officers to update personal details and mobile numbers of Booth Level Officers, correct demarcation of polling station areas and co-relation of Booth Level Officers with their respective polling areas and updation of polling station numbers in control tables. Accountability factor shall be spelt out in clear terms to Booth Level Officers that their job is crucial for fidelity of electoral rolls and their performance will be closely monitored. The Chief Electoral Officers shall ensure that in order to motivate the Booth Level Officers a well-defined system of incentives and disincentives is also put in place.

- 5.6 Training:-** As the Booth Level Officers are expected to perform an important job, they need a comprehensive and meaningful orientation training from time to time. The Election Commission has directed that whenever a new Booth Level Officer is appointed, induction training should invariably be imparted to him. Besides, before every summary revision, a refresher training programme on need basis should be arranged to ensure that every Booth Level Officer is updated of his role and responsibilities.
- 5.7 Remuneration/honorarium and TA/DA for Booth Level Officers:-** The Election Commission has fixed a component of remuneration to the Booth Level Officers at Rs. 6000/- per annum. Besides, a minimum amount of Rs. 1000/- per annum should also be paid to a Booth Level Officer for house visits made by him during the period of summary revision. Booth Level Officers should necessarily be sanctioned TA/DA, if they make travels outside their polling station areas for the purpose of training.

SECTION - III

BASIC CONCEPTS

- CHAPTER 6 - ELIGIBILITY CONDITIONS FOR ENROLMENT
- CHAPTER 7 - DETERMINATION OF CITIZENSHIP
- CHAPTER 8 - DETERMINATION OF ORDINARY RESIDENCE
- CHAPTER 9 - KEY ISSUES RELATING TO ELECTORAL ROLLS

CHAPTER 6

ELIGIBILITY CONDITIONS FOR ENROLMENT

6.1 Introduction

The statutory provisions and the Election Commission’s instructions provide an adequate mechanism for preparation and revision of electoral rolls. However, the electoral system in the country is dynamic in nature and the registration authorities have to deal with many such questions for which the statutory provisions do not offer readymade solutions. This Chapter followed by Chapters - 7, 8 and 9 discuss certain such basic issues a registration authority has to face while considering claims & objections and preparing the rolls.

6.2 Qualifications and Disqualifications for Registration:- Article 326 has provided for basic principle of adult suffrage in the country. This Article says that every person who is a citizen of India and who is not less than (18 years) of age on such date as may be fixed in that behalf by or under any law made by the appropriate legislature and is not otherwise disqualified under this Constitution or any law made by the appropriate legislature on the ground of non-residence, unsoundness of mind, crime or corrupt or illegal practise, shall be entitled to be registered as a voter. Accordingly, the Parliament has prescribed specific conditions of registration and disqualification for registration in electoral roll in Section 19 and 16 respectively, of the Representation of the People Act, 1950.

6.2.1 On the basis of the above provisions made in the Representation of the People Act, 1950 read with Article 326, a person applying for enrolment in electoral roll must be fulfilling each of the following conditions as well as must not be disqualified on the grounds mentioned below:-

6.2.1.1 Qualifications/conditions for registration as elector:- Any person applying for registration as an elector in an assembly or parliamentary constituency must fulfil the following eligibility conditions.

- (i) he must be a citizen of India
- (ii) he must not be less than 18 years of age on the qualifying date as prescribed by law
- (iii) he should be ordinarily resident in the constituency concerned he must not be disqualified for such registration under the law made by Parliament

6.2.1.2 Disqualifications for registration as elector :- The Constitution provides that appropriate legislature may prescribe any disqualifications for registration as elector on the ground of non-residence, unsoundness of mind, crime or corrupt or illegal practice at an election (art 326). Such disqualifications for registration as an elector have been prescribed by Parliament in s 16 of the 1950 Act. According to that section, a person shall be disqualified for registration in an electoral roll, if he:

- (i) is not a citizen of India; or
- (ii) is of unsound mind and stands so declared by a competent court; or
- (iii) is for the time being disqualified from voting under the provisions of any law relating to corrupt practices and other offences in connection with election. (Disqualifications for voting have been explained in Section 11A of the Representation of the People Act, 1951. It provides that a person shall be disqualified if he is convicted of an offence punishable under Section 171E and 171F of IPC and Sections 125, 135, 136 (2) (a) and 8A of the Representation of the People Act, 1951. The name of any person who becomes so disqualified after registration shall forthwith be struck off from the electoral roll in which it is included. In case the disqualification is removed by the competent court during the currency of the existing electoral roll, the Electoral Registration Officer can suo-motu restore name of the concerned person in electoral roll. As per Section 62 (5) of the Representation of the People Act, 1951, no person shall vote at any election if he is confined in a prison, whether under a sentence of imprisonment or transportation or otherwise, or is in the lawful custody of the police. However the proviso of the Section mentions that by reason of the prohibition to vote in under this sub-section a person whose name has been entered in the electoral roll shall not cease to be an elector.)

6.2.2 It is obvious from the above description that a person shall be eligible, for registration in electoral roll only if he fulfils the above conditions and simultaneously is not be disqualified on the grounds described above.

CHAPTER 7

DETERMINATION OF CITIZENSHIP

7.1 Introduction

- 7.1.1 The Electoral Registration Officer has to ensure that the electoral roll contains only the names of persons who are fully eligible and fulfil all the conditions for registration. One of such conditions of eligibility is that the elector should be a citizen of India. Therefore, when a claim application is preferred before the Electoral Registration Officer, he has to satisfy himself that the applicant is, inter alia, a citizen of India.
- 7.1.2 The Electoral Registration Officer holding the enquiry shall bear in mind that the enquiry being quasi-judicial in nature, he must entertain all such evidence, documentary or otherwise, as the concerned affected person may like to tender in evidence and its evidentiary value assessed and applied in decision making. The Electoral Registration Officer shall disclose all such material on which he proposes to place reliance, so that the concerned person has had a reasonable opportunity of rebutting such evidence. The concerned person, it must always be remembered, must have a reasonable opportunity of being heard.
- 7.1.3 Needless to state that the Officer enquiring into the matter must apply his mind independently to the material placed before him and without being influenced by extraneous considerations.

7.2 Case of Migrants –

- 7.2.1 In the case of persons who claim to be migrants from other parts of India, their statements should not be taken at face value. They will be required by the Electoral Registration Officer to adduce such evidence as may satisfy him in regard to the claim of migration from another place of India. In appropriate cases, the Electoral Registration Officer shall crosscheck the position with the District Election Officer of the District from where the claimants to have migrated.

7.3 Case of Married Women –

- 7.3.1 In the case of married women who change their residence as a result of marriage and who cannot produce documentary evidence as a proof of citizenship eligible for registration as voters, the following documents may also be accepted by the Electoral Registration Officer:-
- 7.3.2 Proof of being registered as voter as an unmarried girl, if her name was already included in the roll;
- 7.3.3 Proof of marriage, wherever possible;

- 7.3.4 Certificates issued by the headmen of both the villages, i.e., the village to which the woman belonged before marriage and the village to which she has moved after her marriage, countersigned by a village level Government Official;
- 7.3.5 Where there is no village headman in existence, the certificate to the above effect issued by the Secretary, Gram Panchayat or an officer equivalent to village headman in terms of his powers and functions, and countersigned by village level Government Official.
- 7.3.6 A certificate issued by village headman, Panchayat President, etc., to the effect that a person is a citizen of India or a certificate issued by State Government authorities as regards permanent residence in the State, is not itself necessarily conclusive proof of citizenship. Any other document having a bearing on the question of citizenship should also be entertained and evaluated.

7.4 Verification of Citizenship certificate –

- 7.4.1 Especially in the case of persons producing citizenship certificates, the genuineness and authenticity of each such certificate should be duly verified. Wherever there is any doubt, those cases should be referred to the authorities that issued those certificates. This is necessary as there is reason to suspect that some of these certificates may be bogus or issued without due care.
- 7.4.2 Before taking a final decision in the matter, the Electoral Registration Officer concerned will bear in mind the provisions of the Constitution and the Citizenship Act, 1955 and all related provisions having a bearing on the question of citizenship and then pass an appropriate order. It must be remembered that there is a provision for appeal against the decision of the Electoral Registration Officer. If any person whose citizenship is suspected is shown to have been included in the immediately preceding electoral roll, the Electoral Registration Officer or any other officer inquiring into the matter shall bear in mind that the entire gamut for inclusion of the name in the electoral roll must have been undertaken and hence adequate probative value be attached to that factum before issuance of notice and in subsequent proceedings. The onus of proof of citizenship shall initially lie on the applicant who applies for inclusion of his name for the first time. The Electoral Registration Officer must be satisfied that the person seeking to have his name enrolled is not disqualified, among others, by reason of his not being a citizen of India. In case of an objection filed in Form 7 seeking the deletion of name from the electoral roll on the ground that the person objected to is not a citizen of India, the onus of proof shall initially lie on the objector. It shall be ensured that such onus is fully discharged in accordance with law. Therefore, the Electoral Registration Officer would be justified in requiring the person concerned to show evidence that he is a citizen of India.

7.5 Determination of Citizenship of Homeless Persons – In all such cases where homeless persons are registered in electoral rolls, a statement of such persons shall be recorded by the Booth Level Officer in which specific information about the place of his birth and the place of previous residence from where he has shifted to the present place of his ordinary residence, of such a person shall be asked for. This will help Electoral Registration Officer in deciding whether such a person is an Indian citizen or not.

7.6 Documents of Citizenship –

7.6.1 Though, currently there is no standard and uniform document throughout the country to determine the citizenship, but there are some of the documents that could be referred to by the Electoral Registration Officer while enquiring question of citizenship of the concerned person. These documents are as follows:-

- (i) National Register of Citizens (NRC), wherever it exists.
- (ii) Citizenship certificate issued by a competent authority.
- (iii) A valid passport issued by the Government of India.
- (iv) Birth Certificate.

(The above mentioned documents are illustrative but not exhaustive.)

7.7 Determination of Citizenship under provisions of the Citizenship Act, 1955 –

7.7.1 As per the Citizenship Act, 1955, as amended from time to time, which has been enacted by Parliament under Article 11 of the Constitution, citizenship of India can be acquired by the following methods –

- (i) Citizenship by birth,
- (ii) Citizenship by descent,
- (iii) Citizenship by registration,
- (iv) Citizenship by naturalisation,
- (v) Citizenship provision covered by the Assam Accord, and
- (vi) Citizenship by incorporation of territory.

7.7.2 The citizenship of persons born on or after 26th January, 1950, is governed by section 3 of the Citizenship Act, 1955. Such persons born in India on or after 26th January, 1950 have been classified into three categories, namely:-

- (i) Persons born on or after 26th January, 1950 but before 1st July, 1987 (i.e., up to 30th June, 1987);
- (ii) Persons born on or after 1st July, 1987 but before the commencement of the Citizenship (Amendment) Act, 2003, i.e., before 3rd December, 2004 (up to 2nd December, 2004); and either of whose parents is a citizen of India at the time of his birth.
- (iii) Persons born on or after 3rd December, 2004, where –
 - (a) both of his parents are citizens of India, or
 - (b) one of whose parents is a citizen of India and the other is not an illegal migrant at the time of his birth.

7.7.3 While issuing a clarification on registration of children of Tibetan Refugees in electoral roll, the Election Commission clarified that the Electoral Registration Officers should not deny enrolment to the person born on or after 26th January, 1950 but before 1st July, 1987, if they are satisfied that (a) the applicant was born in India, (b) he was born on or after 26th January, 1950 but before 1st July, 1987 and (c) he is ordinarily resident in the constituency in which the application for enrolment has been made.

7.7.4 As regards the persons born in India on or after 1st July, 1987 but before 3rd December, 2004, the matter shall be considered in light of Section (3) (1) (b) of the Citizenship Act, 1955. Under that section a person shall be treated as citizen of India, if at the time of his birth, either of his parents was a citizen of India. Thus, the person has to prove to the satisfaction of the Electoral Registration Officer that (a) he was born in India, (b) on or after 1st July, 1987 but up to 2nd December, 2004, and (c) either of his parents was a citizen of India at the time of his birth.

7.7.5 No clarification is required at this stage to consider the question of persons born on or after 3rd December, 2004.

7.7.6 The Election Commission, in this connection further clarified that under Section 3(2) of the Citizenship Act, the citizenship of India is not conferred merely by reason of birth in India in respect of certain persons whose parents enjoyed immunity from suits and legal process as is accorded to an envoy of a foreign sovereign power or whose father or mother is an enemy alien and whose birth occurs in a place then under occupation by the enemy. Normally, the former category of persons belongs to the diplomatic community of foreign states residents in India. As regards latter category,

there may be hardly any person who may have been declared as enemy alien. In case of doubt of any such person, the Ministry of Home Affairs may have to be consulted.

7.7.7 The above clarification given by the Election Commission covers children of all foreigners migrated to India.

7.7.8 If the Electoral Registration Officer is still not in a position to decide the question of citizenship of an applicant, he should refer to the Supreme Court's guidelines laid down by its order in *Lal Babu Hussain vs. Electoral Registration Officer and Ors.* in this matter (**Please refer to Chapter 29 Landmark Judgements on Electoral Rolls**). The Supreme Court has maintained that a question whether a person had never been an Indian citizen is distinguished from the question of any person having acquired citizenship of another country and consequent there upon his Indian citizenship having been terminated and that can be examined in a Civil Court. It was held that validity of a certificate granting citizenship by registration under Section 5(1)(c) of the Citizenship Act can be looked into to determine whether the elector is qualified or disqualified. It is clear that if Electoral Registration Officer has any doubt regarding issue of registering of any person applying for registration or considering any such objection against a person already enrolled in electoral roll, he should refer the case to Union Government, Ministry of Home Affairs for determining the issue under the Citizenship Act.

CHAPTER 8

DETERMINATION OF ORDINARY RESIDENCE

8.1 Introduction

8.1.1 Originally, in the Representation of the People Act, 1950, it was provided that a person should be ordinary residence in the constituency for not less than 180 days

There is a general misconception about the condition of minimum qualifying period of 180 days for determination of ordinary residence. It may be noted that though such provision existed in the original scheme of enrolment, it has since been withdrawn. Presently, there is no minimum period for determination of ordinary residence.

during a prescribed qualifying period before his name could be registered in that constituency. However, this condition was done away with, by an amendment in 1956. But the concept of ‘ordinary residence’ has not been defined clearly anywhere in the statutes. Section 20(7) of the Representation of the People Act, 1950 provides that the Electoral Registration Officer shall determine a question as to where a person is ordinary resident at any relevant time, with reference to all facts and to such rules as may be made by the Central Government in consultation with the Election Commission. The Central Government and the Election Commission

have not made any rule on this subject till date.

8.1.2 However, some guidelines in this question are available in certain judicial pronouncements and administrative instructions of the Election Commission. **(Please refer to Chapter 29 Landmark Judgements on Electoral Rolls)** In *Dr. Manmohan Singh vs. the Election Commission of India & Others*, (Civil Rule No. 1087 of 1994) the Guwahati High Court defined that the term ‘ordinary resident’ means a usual and normal resident of that place, residence must be permanent in character and not temporary or casual and it must be for a considerable time. The resident must have intention to reside there permanently. It is the place where he habitually sleeps at night. The Supreme Court has held that the person has to have an intention to stay at that place for a considerably long time.

8.1.3 On the interpretation of the rulings of the Courts, the Election Commission has clarified that such a person need not be eating in that place but he should be sleeping regularly at that place.

8.2 Proof of Ordinary Residence - The Election Commission has directed that while establishing the fact of ordinary residence of an applicant, the Electoral Registration Officer may ask for a copy of any of the following documents along with Form 6, as a proof of ordinary residence.

- (i) Bank / Kisan / Post Office current Pass Book ; or
- (ii) Ration Card ; or
- (iii) Passport ; or
- (iv) Driving License ; or
- (v) Income Tax Assessment Order ; or
- (vi) Latest rent agreement ; or
- (vii) Latest Water / Telephone / Electricity / Gas Connection Bill for that address, either in the name of the applicant or that of his / her immediate relation like parents etc. ; or
- (viii) Any post / letter / mail delivered through Indian Postal Department in the applicant's name at the address of ordinary residence

8.3 Temporary Absence from place of ordinary residence will not deprive a person of the qualification of ordinary residence, if he possesses ability to return and has intention to return to that place.

8.4 Mere ownership of a dwelling place – Originally, possession of a dwelling place was deemed to be a condition for ordinary residence but in 1958 Amendment in Section 20(1) the provision was dropped. Now, mere ownership of a building/property will not bestow upon the owner a qualification for ordinary residence.

8.5 Homeless/pavement Dwellers – Homeless/the persons living in sheds/pavement dwellers, who do not possess any documentary proof of ordinary residence are eligible for enrolment in electoral roll, provided they are ordinarily residing there, irrespective of the fact whether that is a private property or pavement or an encroachment on government land. In such case the Booth Level Officer will visit the address given in Form 6 for more than one night to ascertain that the homeless person actually sleeps at the given place. However, to avoid an eventuality of a homeless foreign national getting registered in electoral roll, the Election Commission has directed that in all such cases where homeless persons are registered in electoral rolls, a statement of such persons shall be recorded by the Booth Level Officer in which specific information about the place of his birth and the place of previous residence from where he has shifted to the present place of his ordinary residence, of such a person shall be asked for. This will help Electoral Registration Officer in deciding whether such a person is an Indian citizen or not.

8.6 Sex Workers – As in case of verification of homeless persons, as referred to in the preceding paragraph, the Election Commission has directed that in case of those sex workers who do not possess any documentary proof of place of residence, the documentary proof should not be insisted, however the Booth Level Officer will ascertain that the claimant actually resides at the place, mentioned in his/her Form 6, by visiting the given address and submit a verification report to the Electoral Registration Officer/Assistant Electoral Registration Officer, to this effect who will decide the case accordingly.

8.7 Exceptions to the General Principle of Ordinary Residence:-

8.7.1 Members of Parliament and State Legislatures:- Under the provision of Section 20 (1B) of the Representation of the People Act, 1950 Members of Parliament and the State Legislatures are entitled to be registered in their home constituencies notwithstanding the fact that they are away from their normal place of residence in connection with their duties as member of Parliament or State Legislature.

8.7.2 Persons holding declared offices:-

- I. The holder of a declared office who desires to be registered as an elector in the constituency in which, but for his holding such office, he would have been ordinarily resident, can also get registered there. The following offices have been declared by the President under Section 20(4):-
- (i) The President of India
 - (ii) The Vice-President of India
 - (iii) Governors of States
 - (iv) Cabinet Ministers of the Union or of any State
 - (v) The Deputy Chairman and Members of the Planning Commission
 - (vi) The Ministers of State of the Union or of any State
 - (vii) Deputy Ministers of the Union or of any State
 - (viii) The Speaker of the House of the People or of any Legislative Assembly
 - (ix) The Chairman of any State Legislative Council
 - (x) Lieutenant Governors of Union Territories

- (xi) The Deputy Speaker of the House of the People or of any State Legislative Assembly
- (xii) The Deputy Chairman of the Council of States or of any State Legislative Council
- (xiii) Parliamentary Secretaries of the Union or of any State

8.7.3 A declared office holder will specify in his statement the place where he would have been ordinarily resident but for holding the aforesaid office. However, the statement made by the declared office holder is not final and it will be open to the persons who are in possession of such evidence to object to the inclusion of name of a holder of declared office. The wife of a holder of declared office, if she ordinarily resides with her husband, is also entitled to get registered in the electoral roll with her husband. But this facility is not available to the husband of a female holder of declared office.

8.7.4 Service Voters: Normally, the serving members of the armed forces of the Union or the central para-military forces, i.e. BSF, CRPF, CISF, ITBP, NSG, GREF (BRO) and Assam Rifles to which provisions of Army Act, 1950 have been made applicable (with or without modification), State Armed Police personnel posted outside the state, and the government servants posted outside India in Indian Missions are enrolled in their native places and not at their places of postings. They are called ‘Service Voters’. Thus electors having service qualification are entitled to get registered at their native places which may be different from their place of ordinary residence. The wife of a service voter, if she ordinarily resides with her husband, is also entitled to get registered in the last part of electoral roll with her husband. But this facility is not available to the husband of a female service voter.

8.7.5 Overseas Indian Electors: Under Section 20A of the Representation of the People Act, 1950, inserted vide the Representation of the People (Amendment) Act, 2010, which has come into force w.e.f. 10th February, 2011, every overseas elector, i.e., an Indian citizen who is absenting from his place of ordinary residence in India owing to employment, education or otherwise, and has not acquired citizenship of any other country and who is not included in the electoral roll, is entitled to have his name registered in the electoral roll of the constituency in which his place of residence in India as mentioned in his passport is located. In terms of Rule 8A of the Registration of Electors Rules, 1960, every overseas elector whose place of residence in India is located in the States/Union Territories of India, who has completed 18 years of age as the qualifying date, and is desirous of registering his name in the electoral

roll, can submit claim application in Form-6A along with supporting documents for registration in the electoral roll of the constituency in which his place of residence as shown in the passport is located.

8.7.6 Students, if otherwise eligible, living in a hostel or mess or lodge more or less continuously, going back to their normal home or place of residence only for short periods, can be held to be ordinarily resident in the place where the hostel or mess or lodge is situated. However, if they so wish, they have the option of retaining their enrolment at their residence with their parents instead. [During intensive revision, students shall not be enumerated at their hostels. They can be enrolled subsequently on application in Form 6 with bonafide student and hostel resident certificate]. However, the course pursued by the said students should be recognized by Central / State Governments / Boards / Universities / Deemed Universities and such courses should be of not less than 1 year’s duration. Such students who want to enroll themselves at the hostel / mess will have to attach a bonafide declaration duly certified by the Headmaster / Principal / Director / Registrar / Dean of the educational institution with Form 6 (as per the specimen as **Annexure 26**).

8.7.7 A person who is patient in any establishment (hospital) for treatment from mental illness/mental defectiveness, or who is detained in prison/other legal custody should not be included in the electoral rolls of the constituency in which such institutions are located, as under the provision of Section 20(2) they shall not by reason thereof be deemed to be ordinary resident therein.

8.7.8 Electors of Sangha Constituency – In the Legislative Assembly of Sikkim one seat is reserved for the Sanghas belonging to Buddhist Monasteries in which all the electoral roll consists all Sanghas scattered throughout the state.

8.8 It would be clear from above that all cases can neither be dealt with in an identical manner nor can any uniform rule be laid down to define ‘ordinary residence’. Generally speaking, a person should not be enrolled at an address where he is staying temporarily; and on the other hand, he is to be enrolled at the normal place of residence even though he may be temporarily absent from there.

CHAPTER - 9

KEY ISSUES RELATING TO ELECTORAL ROLLS

9.1 Minimum age as on 'Qualifying Date

9.1.1 As mentioned above, Article 326 of the Constitution and Section 19 of the Representation of the People Act, 1950 give right to be registered as a voter

'Qualifying Date' –

Qualifying date is that date with reference to which eligibility of an applicant is determined for enrolment in the electoral roll. At present, qualifying date is the first day of January of the year in which an electoral roll is finally published.

to an Indian Citizen of above the age of 18 years, if not otherwise disqualified. The statutes make it clear that right to be enrolled is a Constitutional Right yet there is no obligation on any authority to enrol every person above the qualifying age, in the electoral roll. The person is required to make application for the purpose to the Electoral Registration Officer in the prescribed form and manner.

9.1.2 The applicant should be of the minimum age on the qualifying date, which is under Section 14 of the Representation of the People Act, 1950 is 1st day of January of the year in which the electoral roll is so prepared or revised. Thus, a person attaining the age of 18 years on 2nd January or on a later date in the year shall not be entitled to be registered in the electoral roll of that constituency even during the continuous updation after the revision of electoral rolls conducted for that particular year and he will be eligible for enrolment only during the next revision, if ordered by the Election Commission. It means merely the change of calendar year is not sufficient for that person to be registered in electoral roll. He will get such right only if the electoral roll is revised by the Election Commission in the consequent year.

9.1.3 List of documentary proof of age – The Election Commission has prescribed the following birth certificate/documentary proof of age:-

- a) Birth certificate issued by a Municipal Authorities or district office of the Registrar of Births & Deaths or Baptism certificate ; or
- b) Birth certificate from the school (Govt./Recognized) last attended by the applicant or any other recognized educational institution ; or
- c) If a person in class 10 or more pass, he should give a copy of the marksheet of class 10, if it contains date of birth as a proof of date of birth ; or
- d) Marksheet of class 8 if it contains date of birth ; or
- e) Marksheet of class 5 if it contains date of birth ; or
- f) Indian Passport ; or
- g) PAN card ; or
- h) Driving License ; or
- i) Aadhar letter issued by UIDAI.
- j) In case none of the above document is available, an oath or affirmation in prescribed format (**Annexure 27**) made by either of the parents of the applicant (or by guru in case of an applicant in third gender category) can be given. In those cases where parental declaration is given as proof of age, the applicant will have to be present himself for verification before Booth Level Officer/Assistant Electoral Registration Officer/Electoral Registration Officer.
- k) Further, if none of the above document is available and neither of the parents is alive, the applicant can submit a certificate of his age given by sarpanch of the concerned Gram Panchayat or by a member of the concerned Municipal Corporation/ Municipal Committee.
- l) In case the applicant is more than 21 years and physically appears to be so to Booth Level Officer/Assistant Electoral Registration Officer/ Electoral Registration Officer, declaration of age by him will be taken as proof of age and no documentary proof will be insisted on. The age should be indicated in years and completed months as on the qualifying date i.e. 1st January of the year with the reference to which electoral roll is being revised.

9.2 Periodicity of Revision – When to Revise Electoral Rolls

9.2.1 Earlier, it was provided that rolls shall be prepared every year with reference to 1st March of the year as qualifying date. The law was amended in 1956 to provide that the electoral roll once prepared shall thereafter be revised in every subsequent year. In 1958, the qualifying date was changed as 1st January of the year. The statutes underwent further change in 1966 to provide in Section 21 of the Representation of the People Act, 1950 that the electoral roll for a constituency shall be revised before each election. Under Section 21(2)(b) the Election Commission may direct the revision in any year, if it so decides, even when no election is immediately due. Despite change in the law, the Election Commission has continued the convention of annual revision. Presently, the Election Commission orders revision of electoral rolls in every year with reference to 1st January of the next year as qualifying date, in the months of September/October.

9.2.2 The Election Commission has discretion to dispense with revision of electoral rolls before an election, if it considers that such revision is either not feasible or not necessary, though, the Election Commission has to record the reasons for doing so, and notify the said reasons in official gazette for public.

9.2.3 Electoral rolls, once finally published, continue to be in force so long it is not further revised. It means there is an electoral roll for every constituency at every point of time and there is no vacuum.

9.2.4 The year of revision is the year in which the electoral roll after such revision is finally published and not the year in which such revision may have started.

9.3 Types of Revision

Rule 25(1) of Registration of Electors Rules, 1960 says that the roll for every constituency shall be revised either intensively or summarily or partly intensively and partly summarily, as the Election Commission may direct.

9.3.1 Intensive Revision – The Rule 25 further states that where a roll is revised intensively it shall be prepared afresh. In other words, an intensive revision is a *denovo* process without reference to the earlier existing roll. The Enumerators/Booth Level Officers visit each house in the specific polling station area, assigned to them. Normally, they make 2 visits - In the 1st visit, the houses are serially numbered, if not already numbered by

the local authorities; In the 2nd visit, they note down all relevant particulars of the eligible persons staying in each house in an electoral card. A copy of the electoral card is handed over to the head of the house hold or, in his absence, to any adult member of the family. A separate electoral card (separate page of enumeration pad/Booth Level Officer’s Register) is used for one household. The work of Enumerators/Booth Level Officers is super checked by Supervisors, Assistant Electoral Registration Officers, Electoral Registration Officers and District Election Officers. On the basis of such enumeration, a manuscript is prepared in written form. The names in each part are arranged according to house numbers and are arranged in serial order. Thereafter, the manuscript is computerized and draft roll is prepared and published, inviting claims and objections. After disposal of such claims and objections, the roll is finally published.

9.3.2 Summary Revision - In a summary revision the roll is simply updated and there is no house-to-house enumeration. According to Rule 25, the Registration Officer shall cause to be prepared a list of amendments to the relevant parts of the roll and on the basis of such information as may be readily available, publish the roll together with the list of amendments as a draft inviting claims and objections. After disposal of the claims and objections filed during the period for filing claims and objection, the rolls are finally published. The final roll includes the draft published and the supplements prepared as result of the revision exercise.

9.3.2.1 Special Summary Revision - Where, by reason of any inaccuracies in the rolls, such as failure to cover any place or localities or blocks or any section of electors or for any other reasons, the Election Commission considers it necessary so to do, it may, after recording such reasons, order special revision of the roll of any constituency or part thereof. The procedure for carrying out special revision is determined by the Election Commission in each case having regard to the circumstances of the case and other relevant factors. Under this type of revision, the Election Commission may adopt changes in the existing procedure, suitable to the specific circumstances. For example, there is no provision for house to house verification during summary revision but the Election Commission may order house to house verification in all the constituencies or some specified constituencies during special summary revision. The Booth Level Officers, while undertaking field verification take Booth Level Officer’s register containing pre-filled house-hold electors’ details for verification. They indicate change/

correction in the existing details and also make new entries in respect of fresh eligible persons. The Booth Level Officer also arrange reading out of the draft roll at Gram Sabhas/Ward Committees. Besides, during special summary revision special campaigns are also organized on the weekend holidays where the applicants can visit the designated locations to inspect draft roll or deposit their claims and objections, in addition to the normal practice of lodging claims and objections in the offices of Electoral Registration Officers. Now a days, the Election Commission generally orders special summary revision every year.

9.3.3 Partly Intensive and Partly Summary Revision – In such revision the existing electoral rolls are published in draft. Simultaneously, Enumerator/BLOs are sent to the households for verification. After disposing of claims and objections, supplementary lists of addition, deletions and corrections are prepared and published together with main(mother) roll form the finally published Electoral Roll.

9.4 Language of Electoral Rolls

Rule 4 of Registration of Electors Rules, 1960 provides that the electoral roll shall be prepared in such language or languages as the Election Commission may direct. Accordingly, the electoral roll is prepared in the official language of the State/Union Territory as directed by the Election Commission. In an Assembly Constituency, where more than 20% of the electors speak and use a language other than the official language and the number of people literate in that minority language is significantly high, the Election Commission will issue direction that it shall be printed and published in that minority language also. (The ballot paper is also printed in such cases in multi-lingual form). Besides, the electoral rolls in all metros should also be published in English. Service voters' list (last part) invariably will be in English language. Presently, the electoral roll is published in 16 languages including English in different states of country (**Annexure 28**).

9.5 Electoral Rolls for Legislative Assembly/Parliamentary Constituency

9.5.1 The electoral rolls are maintained Assembly Constituency (AC) wise except in the State of Jammu & Kashmir and Union Territories not having Legislative Assembly. The statutes provide that for every Assembly Constituency, there shall be an electoral roll prepared under the superintendence, direction and control of the Election Commission in accordance with the provisions of Representation of the People Act, 1950.

9.5.2 Further, Section 13D of the Representation of the People Act, 1950 states that there is no separate electoral roll for any Parliamentary Constituency and the electoral roll of a Parliamentary Constituency consists of the electoral roll for all the Assembly Constituencies comprised with in that Parliamentary Constituency. It is not necessary to prepare or revise separately the electoral roll for any such Parliamentary Constituency. Jammu & Kashmir and the Union Territories not having a Legislative Assembly are the exceptions. In Jammu & Kashmir, the electoral rolls are prepared separately for Parliamentary Constituencies and for Assembly Constituencies. In case of Union Territories not having Legislative Assembly too, the rolls are maintained Parliamentary Constituency-wise.

9.5.3 The provisions relating to the preparation and revision of electoral rolls for Assembly Constituencies apply (*mutatis-mutandis*) also in case of preparation of electoral roll for Parliamentary Constituencies in the State of Jammu & Kashmir and the Union Territory not having Legislative Assembly. However, in the case of Jammu & Kashmir, there is a slight difference in qualification for enrolment in the two electoral rolls.

9.6 Electoral Rolls for Legislative Council Constituencies

9.6.1 The extent, number of electors and number of members to be elected from Council Constituencies is determined by the Delimitation of the Council Constituencies Orders, as amended from time to time, under the orders of the President. The Legislative Council consists of members elected from Council Constituencies, members elected by the members of the State Legislative Assembly and the members nominated by the Governor. Most of the Council Constituencies are single-member constituencies. However, there are a few double-member constituencies. The Council Constituencies are:-

- (i) Graduates' Constituencies;
- (ii) Teachers' Constituencies; and
- (iii) Local Authorities' Constituencies.

9.6.2 The electoral roll of Legislative Council Constituencies is different from the rolls for Assembly Constituencies. These are prepared under Section 27 of the Representation of the People Act, 1950 and Rules 30 and 31 of Registration of Electors Rules, 1960. The qualifying date and conditions

of the registration are different in case of Council Constituencies, however, correction of entries and inclusion of names are done under Section 22 and 23 of the Representation of the People Act, 1950, in the same manner as in respect of Assembly Constituencies. The detailed procedure for the preparation/revision of electoral rolls for Council Constituencies is given in Chapter – 23 Preparation And Revision Of Electoral Rolls For Council Constituencies.

9.7 Electoral Roll Parts and Polling Stations

- 9.7.1 Rule 5(2) of the Registration of Electors Rule, 1960 mentions that an electoral roll of Assembly Constituency should be divided into convenient parts. Statutorily, a part is the smallest unit of the electoral roll. Each part of the electoral roll shall cover a well-defined and compact geographical polling station area. For each such polling station area there shall be a polling station (precinct) for voting by the electors of that part. Under Section 25 of the Representation of the People’s Act, 1951, the District Election Officer is responsible for providing the polling station. Corresponding to each of the polling station, there shall be a ‘part’ of the electoral roll wherein all the registered voters residing within that well defined polling station area shall be enlisted.
- 9.7.2 Sub-rule (4) of Rule 5 of the Registration of Electors Rules, 1960 indicates that the number of the names to be included in any part should not ordinarily exceed 2000. The Election Commission has however, with voters convenience in mind, has directed that a part should not have more than 1400 electors in urban area and 1200 electors in rural area.
- 9.7.3 The number and name (and address) of the polling station shall be indicated on the title page of the part concerned of the roll. The part number of the electoral roll and the polling station number shall invariably be same and identical. At a particular polling station, arrangements for receiving the votes of electors belonging to that part would be made on the appointed day of polling.

(For detailed guidelines relating to polling stations, please refer to ‘Manual on Polling Stations’ available on the Election Commission’s website)

9.8 Polling Station and ‘Section’

‘Section’ is a clearly identifiable area within a polling station. It denotes locality and area details and contains household wise individual elector details. It is determined considering the distribution of habitation, geographical landmarks,

alignment of streets, plotting road networks, natural barriers etc. There is no fixed number of electors in a section. It may range anywhere between 50 and 100. It purely depends on decision of the Electoral Registration Officer while considering the above factors. The existence of number of sections in part helps in grouping the electors depending on their geographical distribution. Details of electors are maintained section-wise in the electoral roll database. Normally, all the electors of a household living at same door number or at the next door should be kept in the same section. The Electoral Registration Officer shall not break a section while bifurcating a polling station at the time of rationalization/modification of polling stations. Section is not a statutory unit.

9.9 Layout and Structure of Electoral Rolls

- 9.9.1 Title Page of constituency:- Every Assembly Constituency roll shall have a ‘title page’ showing the year of revision, the number, name, reservation status, extent of the constituency and the number of parts into which such roll is divided, followed immediately by a table of contents indicating in serial order the area covered by each part of the roll. A sample title page of Assembly Constituency roll is as **Annexure 29**. The title page shall always be followed by a constituency map. The constituency map shall depict clearly the extent and boundary of the constituency, major roads, railway lines, river and at least the administrative boundary of the block/tehsils/taluka (**Annexure 30**). At the end of the assembly roll there shall be the summary sheet (**Annexure 31**).
- 9.9.2 Part Header:- Each part of the roll also has an individual title page providing information about that part of the roll. Sample of this title page of a ‘part’ of the roll is as **Annexure 32**. This title page is followed by a sketch map (Nazri naksha) of the polling station area covered by the part. The sketch map shall clearly depict the extent and boundary of the polling area, settlements (habitation area), sections, streets, important landmark buildings like polling stations, post office, health centres etc. Thereafter, the elector details in prescribed format shall be provided (**Annexure 33**). At the end of roll of a part, there shall be a summary sheet (**Annexure 34**).
- 9.9.3 These parts shall further be organized into geographically identifiable ‘sections’. There is no reference of section in the statutes, however, the Election Commission has directed that for proper identification of smaller units within the polling station area and for convenience to link all electors of the same household, the Electoral Registration Officer should divide the part in numerous sections with a number of electors ranging from 50 to 100. Under these ‘sections’, household-wise elector’s

details shall be entered. In the normal course, a building should not be scattered into different sections. A new section should always start with a new page. There is no limit on how many sections can be created in a part. While creating a new polling station from an existing polling station, the Electoral Registration Officer should not break a section.

9.9.4 Specifications of various particulars in electoral roll:-

9.9.4.1

- (i) The name of the Assembly Constituency and part no. shall be printed on each page.
- (ii) Name of section and segment, if any, should be on the top of each page and each new section/segment shall start on a new page.
- (iii) Section details should capture full postal address details.
- (iv) There shall be 30 entries per page.
- (v) The serial number of the elector in the part shall be given horizontally from left to right with three elector details boxes in each row.
- (vi) The size of photo will be of size 1.5 X 2.0 cms.
- (vii) Relation should be clearly reflected in elector details box. For example, the field name should read as “Father’s name”, “Mother’s name”, “Husband’s name” or “Guardian’s name” as the case may be.
- (viii) The footer in every page shall indicate “Age as on the qualifying date”, “page no. of the roll” for the part and also print “published by the Electoral Registration Officer”.

9.9.4.2 Sequence of entries relating to electors in elector details box:-

- (i) The serial number shall appear on the left hand top corner in a box centered without leading zeroes, like 1 2 and so on.
- (ii) The EPIC number shall appear in the same row after the serial number of the elector.
- (iii) The name of the elector shall appear in the next row.
- (iv) Name of relation i.e. Father/Mother/Husband/Other’s name shall appear in the next row.
- (v) House number of the elector shall appear in the next row.

- (vi) In the last row the Age and then Sex of the elector shall be indicated and
- (vii) The photograph of the specified size shall appear on the right side in a box opposite the above entries, as shown.

9.9.5 The elector details are arranged in 8-column format in a ‘text roll’ and photograph of the elector is provided additionally, in case of a ‘photo roll’. A sample of elector detail of photo roll is as **Annexure 33** and of text roll is as **Annexure 35**. Normally, there are details of 45 electors on a page in text roll while in the photo roll one page contains details of maximum 30 electors.

9.9.6 The last part of the roll will have the list of Service Voters (SVs) (**Annexure 36**).

9.9.7 Name of Overseas elector is to be included in the relevant part of the roll of the constituency in which the place of his residence in India as mentioned in his passport is located. A separate section named “Overseas Electors” which is the last section of the roll of that particular part shall be created in which the said overseas elector is registered and name of the overseas elector will be kept in this section.

9.10 Registration at Multiple Places

Section 17 and 18 of the Representation of the People Act, 1950 provide that a person shall not be entitled to be registered in the electoral roll of any constituency and in the same constituency for more than once. The Electoral Registration Officer has to ensure that multiple entries do not find place, it is why he conducts de-duplication exercise before revision. The statute does not provide for any specific penalty for registration as an elector in more than one constituency or more than once in the same constituency. The elector will render himself liable to penal action under Section 31 of the Representation of the People Act, 1950 only if he gets his name included in the electoral roll at multiple places despite knowing that his name is already included in the electoral roll and he suppresses that fact by making false declaration in part IV of claim application (Form 6). A person whose name is registered at multiple places can vote only once. If it is proved that he has voted more than once all his votes shall be void.

9.10.1 Penalty for making false declaration

9.10.1.1 If any person makes, in connection with the preparation, revision or correction of an electoral roll or the inclusion or exclusion of any entry in or from an electoral roll, a statement or declaration in writing, which is false and which he either knows or believes to be false or does not believe to be true, he shall be punishable under Section 31 of the Representation of the People Act, 1950 with imprisonment for a term which may extend to one year, or with fine or with both.

- 9.10.1.2 Under Section 31 of the Representation of the People Act, 1950, the offence is a non-cognizable, bailable offence, triable by any magistrate. A magistrate will take cognizance of such offence only upon a written complaint by the person aggrieved. There is a period of limitation for taking such cognizance, which is 1 year.
- 9.10.1.3 The period of limitation commences on the date of the order passed by the Electoral Registration Officer and not on the date of offence when the claim was submitted by the complainant. In case of crossing this limit, a complaint should be accompanied by an application for condonation of delay.
- 9.10.1.4 Section 31 is applicable not only on the person who has filed a claim application for inclusion or deletion containing the false declaration but also on the person who has presented such application on behalf of another person, including the person presenting bulk application.

9.11 Reporting MIS Formats (Formats 1-8)

After computerization of electoral rolls in 1998-99, a permanent electoral database has been created and therefore no de-novo intensive revision is conducted now-a-days, though, the Election Commission, from time to time, has been ordering special revision/special revision of intensive nature with house to house verification by Booth Level Officers. Before every revision, the Electoral Registration Officers are required to run de-duplication software and remove the multiple entries of electors found and verified in the electoral rolls. To further improve the fidelity of electoral rolls, a statistical tool in form of Formats 1-8 (**Annexure 37**) has been developed in 2008-09. In these formats, the Election Commission obtains polling station-wise and constituency-wise electors' data together with projected population data, information on inclusion and deletions, EPIC and photo coverage, details of polling station locations, data on Service Voters and migrated electors from Chief Electoral Officers twice, at the first time, before draft publication of rolls and again before finalization of the electoral rolls. The projected census data achieved by formula of decadal growth rate on 2011 census. The data is analysed to check the gaps in electoral roll, particularly, in the areas of gender ratio, elector population ratio, age cohort in enrolment. The Chief Electoral Officers propose the strategy to remove the imbalances observed in the areas. The Territorial Divisions in the Election Commission also analyse the data received in Formats 1-8 before giving approval to the Chief Electoral Officers for final publication of electoral rolls.

SECTION - IV
**PREPARATION AND REVISION OF
ELECTORAL ROLLS**

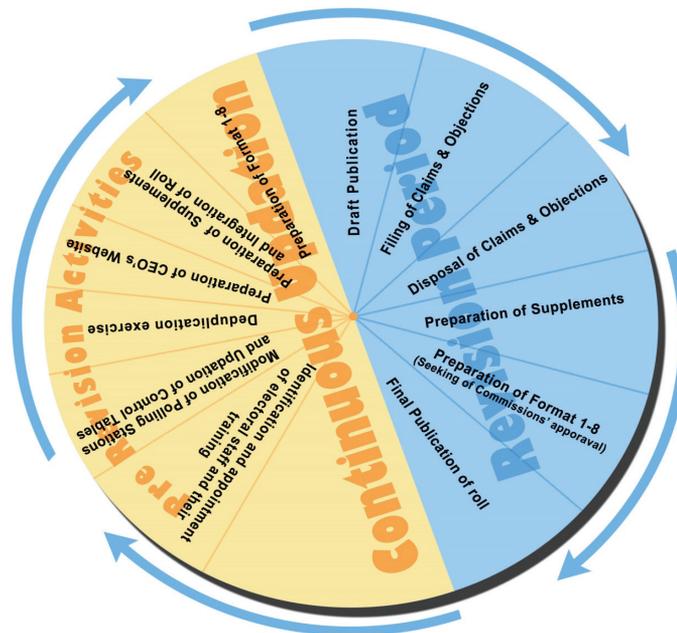
- CHAPTER 10 - PRE-REVISION ACTIVITIES
CHAPTER 11 - REVISION PROCESS
CHAPTER 12 - CONTINUOUS UPDATION
CHAPTER 13 - OTHER IMPORTANT ASPECTS OF
PREPARATION AND REVISION OF ELECTORAL ROLLS

CHAPTER 10

PRE-REVISION ACTIVITIES

10.1 Introduction

The Election Commission places full emphasis on having pure and error-free rolls. For achieving objective of high fidelity electoral rolls, activities relating to preparation of electoral rolls are regularly done. The whole exercise of preparation of electoral rolls may be divided mainly into three stages – Pre-revision activities, revision process and continuous updation. An electoral roll continuously remains in a state of updating and preparation throughout the year, except for the period between the last date for making nominations in an election in a constituency and the date of declaration of result of the said election. Even during that period claims & objections can be received, though they can be taken for disposal only after the conclusion of the elections. Claims & objections for inclusion/deletion of names or modification of entries in the electoral roll can be lodged at any time after the final publication of the rolls until the next draft publication. The cycle of revision and continuous updation of electoral rolls has been shown in the diagram given below:-



Electoral Roll Cycle

10.2 Main Pre Revision Activities - For the purpose of achieving good quality electoral

ER Cycle with broad timelines

Revision Period (From draft publication to final publication) -

- Draft publication – 1st /2nd Week of September.
- Periods of claims & objections – 15-30days from date of draft publication.
- Spl. Campaign dates – 2 - 4 weekends during period of claims & objections.
- Disposal of claims & objections – by 30days from last date of claims & objections.
- Preparation of supplements and Formats 1 – 8 – by last week of December.
- Final publication – 1st /2nd week of January of the following year.

Continuous updation (After final publication to draft publication of the next revision) –

- Cont. updation – January to September.
- Pre-revision activities during cont. updation(July-August, i.e.-at least 2 months before draft publication) -
 - ✓ Apptt. of staff & their training.
 - ✓ Modification of polling stations & control table updation.
 - ✓ De-duplication.
 - ✓ Preparation of websites.
 - ✓ Preparation of supplements & integration of rolls.
 - ✓ Preparation of Format 1 -8.
 - ✓ Printing of draft roll.

rolls, the pre-revision activities are now a days given the same weightage as revision activities. The pre-revision activities are started at least 2 months before announcement of schedule for revision of electoral rolls so that the district machinery will be having sufficient time to focus on each part of activities. Before the process of next summary revision is started, the following pre-revision activities are required to be done in a time bound manner:-

10.2.1 Appointment of Booth Level Officers, wherever not available and identification of revision staff such as supervisors, designated location officers etc.

10.2.2 Training and orientation of the officials to be deployed for revision exercise, i.e., Electoral Registration Officers/Assistant Electoral Registration Officers, Supervisors, Booth Level Officers etc. For training programme, suitable persons should be identified as State Level Master Trainers (SLMTs) for attending training at IIIDEM. These SLMTs would be used in the cascaded training programme for all state officials drafted for revision work at the district level or constituency level. For training purpose, audio-visual training material and written hand-out should be used as per the requirement.

10.2.3 Identification of senior officers for appointment as Roll Observers and their orientation.

10.2.4 Rationalization of polling stations (please refer to 'Manual on Polling Stations' on Election Commission's website for checking the Election Commission's instructions issued from time to time on this subject).

- 10.2.5 Updating of Control Tables (including polling station updating) and database. All modifications in polling stations, sections, Services Voters etc. must be reflected in the Control Tables.
- 10.2.6 Suo-moto corrections in the roll since last publication – All suggestions regarding erroneous entries in the last final electoral roll received from political parties, RWAs should be checked and after following due procedure, if found necessary, incorporated in the supplement of continuous updation.
- 10.2.7 De-duplication campaign to remove duplicate entries in the electoral roll - In order to find out cognizable number of multiple entries in the electoral rolls a software tool based on SQL server has been developed and given to all Chief Electoral Officers. The data should be pooled for de-duplication in across border state boundaries and also between urban and rural areas near big cities/metropolitan towns. Deletion of probable multiple/duplicate entries found by de-duplication software shall be deleted after due verification by Booth Level Officers and by following due process of law. If the name actually happens to be doubly appearing, then the person's name should be retained only at one location where he is ordinarily residing and deleted from the other location.
- 10.2.8 Checking names of persons holding declared offices, MPs and MLAs in the rolls and also removal of names of disqualified persons.
- 10.2.9 Photography campaign for residual electors, whose images are not available in the roll – though, most of the states already achieved 100% EPIC/Photo Electoral Roll coverage, yet, the States/Union Territory which do not have 100% coverage, should get photographs of residual electors in a campaign mode.
- 10.2.10 Provisioning and printing of claim and objection forms and other stationery items in adequate number in required language.
- 10.2.11 Finalization of action plan for SVEEP to systematically target the persistent gaps in registration.
- 10.2.12 Preparation of Chief Electoral Officer's website for draft publication of integrated rolls and providing search facility for citizens through name/place/EPIC number etc. so that an individual can locate his name/constituency/part No./serial No. in the voters' list and check whether the details are correct or not. Where the roll is published in more than

one language the search facility will have to be made available in all the languages in which the roll for that constituency is published. The search facility should be such that a non-voter can get his polling station/constituency on the basis of address to be keyed in. The name, address, contact numbers with respective jurisdiction of all officials such as Electoral Registration Officer, Assistant Electoral Registration Officer, Booth Level Officer etc. deployed for revision exercise should also be put on the Chief Electoral Officer’s website for the convenience of the general public.

10.2.13 Preparation of supplement of continuous updation – All the entries included, deleted, corrected/modified in electoral roll during the period of continuous updating from last final publication of electoral rolls should be prepared as supplements. The supplements contains addition list, deletion list and correction list. Even if, there is no addition, deletion or correction in a part, the supplement shall be prepared showing ‘NIL’ entry. The supplement of continuous updation need not necessarily be published in normal course however, the supplement has to be published along with draft roll, in case the same is not integrated with draft roll. The Electoral Registration Officers should also arrange the printing of supplements of the previous revisions, if any, according to the order in which they are numbered and consecutively page numbered.

10.2.14 Integration of rolls - The final roll published after the last revision and the supplements prepared for the period of continuous updation after final publication shall be integrated in a single basic electoral roll for publication as draft roll in the next revision of electoral rolls. The integration of all supplements shall be done every year, irrespective of the fact whether it is an election year or non-election year. The state which cannot integrate the roll for a year for any specific reason, shall obtain the Election Commission’s permission for the same. The Election Commission has directed that before integration of roll, the supplements of continuous updation shall be first printed and then only integrated for publication of the draft roll. This would ensure the tracking of changes made during continuous updation since the last final publication of the roll.

10.2.15 Preparation of elector’s data in Formats 1 to 8 (**Annexure 37**).

10.3 Printing of Draft Roll:-

10.3.1 Immediately after completion of activities like control table updation, incorporating of changes in the database, preparation of supplements and

integration of rolls, printing of draft roll shall be arranged. In the case of summary revision, the printed basic roll should be arranged according to the parts in their serial order and should be kept intact as one or two volumes as may be necessary.

10.3.2 Number of the copies of the draft roll to be printed:- The number of copies to be printed should be assessed taking into account the following requirement:

- (i) Copies of the electoral rolls required to be supplied to the recognized political parties of the state.
- (ii) Copies required for sale to political parties and candidates depending upon the actual requirement in the previous years.
- (iii) Copies required for use at the time of General/Bye-election due in the next two years depending upon the actual requirements in the previous General election/bye-election.
- (iv) Copies required to be kept for use in the offices of Chief Electoral Officer, District Election Officer and the Electoral Registration Officer.
- (v) Copies required to be given to State Election Commission and Director of Local Bodies;
- (vi) Copies required for final publication
- (vii) Copies to be kept on the reserve stock.
- (viii) Copies required to be preserved as record

10.3.3 Wherever electoral rolls are printed in more than one language, assessment of the requirements of copies in each language shall be made separately.

CHAPTER-11

REVISION PROCESS

11.1 Introduction: The Election Commission, after consulting Chief Electoral Officers of the States, issues detailed instructions for annual revision of electoral rolls with a schedule of all stages of revision process starting from draft publication to final publication. As mentioned in para 9.3 of CHAPTER 9, there may be three types of revision – Intensive revision, Summary revision and Partly Intensive and Partly Summary revision. The difference among these three types of revision mainly relate to preparation of draft roll. The subsequent stages of revision process are the same. However, now-a-days, the Election Commission orders special summary revision, an adapted type of revision with characteristics of both the intensive and summary revision. The programme of revision begins some time during the month of September or October. The final publication is generally done during the first or second week of January of the following year.

11.2 Publication of draft electoral roll and activities relating thereto- The Electoral

- Draft Publication**
- Draft publication is made by ERO with notice in Form-5, inviting the public to inspect draft roll available at the given places during the period on the dates mentioned in the notice.
 - The public notice also contains qualifying date and the period during which claims & objections can be filed in the prescribed Form and in the manner.
 - Draft publication is not made on public holiday.

Registration Officer issues a public notice of draft publication in Form 5(**Annexure 6**) under Rule 10 of Registration of Electors Rules, 1960, as per the approved schedule. In this notice, all the stages of revision process shall be mentioned including the period for receiving applications for inclusion, deletion, correction and transposition of names in the roll.

11.2.1.1 It is not necessary that the rolls for all the constituencies in a state or even a district should be published on the same day. The electoral roll for the entire constituency should be, however, published on the same day and not in parts, on different dates. In whatever manner the rolls are published, the publication of roll must be of all parts of the roll of an assembly constituency and must include the last part of the roll containing

‘Service Voters’ list also. The ‘last part’ will not be published at any polling station but shall be kept in Electoral Registration Officer’s office or such other place(s) as has been specified by him for display of the roll after publication.

11.2.1.2 Where the roll is prepared in more than one language, draft publication shall be in all such languages simultaneously. In these cases, additional care should be taken by the Electoral Registration Officer to ensure that entries in the different language rolls are identical.

11.2.1.3 The publication of draft roll should not be made on public holiday.

11.2.2 The important activities of the Electoral Registration Officer after draft publication are as follows:-

11.2.2.1 Arrangement for inspection of draft roll:- The Electoral Registration Officer shall arrange for inspection of draft roll at his office, if it is within the constituency. In case his office is outside the constituency, the Electoral Registration Officer shall specify a place in the constituency for this purpose and a notification to this effect shall be put in his office. The draft roll shall also be published in the designated polling station locations to enable the general electors to inspect the electoral roll and file their claims and objections. If it is not possible to publish the draft roll in the polling station itself, a suitable public building within the polling station area shall be chosen for this purpose. The draft roll may also be published in identified post offices in metro/city areas, if the Chief Electoral Officer concerned decides so. The displaying of draft roll should be governed by the convenience to the public rather than availability of administrative facilities.

11.2.2.2 Putting draft roll on website:- Additionally, the draft roll shall be put in public domain, at Chief Electoral Officer’s website, in a PDF format on the same day. The draft roll shall be put on website in a text mode and no photographs would appear against the elector’s details. Instead it would indicate in the box meant for the photograph of elector whether the photograph is available or not.

11.2.2.3 Preparation of authenticated copy of draft roll:- After the roll is published as draft, the Electoral Registration Officer shall prepare an authenticated copy of the roll by getting each of the page ink signed by two officers designated by the Electoral Registration Officer. A copy of this authenticated roll shall be kept in a sealed cover with the District Election Officer and the Chief Electoral Officer for reference and record purposes.

- 11.2.2.4 Publicity:- widespread publicity of the revision programme may be done using mass media like television, radio, cable etc. Paid advertisements may be given in newspapers; slides may be shown in cinema theatres; posters may be issued and their exhibition arranged in places like ration shops, post offices, banks, bus stands, railways stations and other public places. In villages and rural areas, publicity may be made through beating of drums.
- 11.2.2.5 Meeting with political parties:- The programme of Draft Publication and the places at which the relevant part of the draft roll would be displayed for public inspection should be intimated in writing at least one week in advance to the recognized political parties, local bodies like panchayats, municipalities, corporations etc., Members of Parliament and State Legislative Assembly. After the draft publication, a meeting of the recognized State/National political parties be called by Electoral Registration Officer, District Election Officer and Chief Electoral Officer and copies of draft roll be shared with them. The parties should be requested to scrutinize and give their suggestions within the stipulated time frame.
- 11.2.2.6 Reading out draft roll in Gram Sabha/Ward Committee:- Electoral Registration Officer shall also get the draft roll of each part read out loudly by Booth Level Officer concerned in the meeting of the Gram Sabha/Ward Committee in his assigned polling station area. This is to ensure that any omissions or commissions are brought out and remedial action is initiated. Minutes of such meetings shall be maintained neatly.
- 11.2.2.7 Scrutiny of draft roll:- To ascertain the quality of draft roll, the Electoral Registration Officer shall, on his own also, scrutinize the same. He shall check the draft roll for detection of printing errors, clerical mistakes/obvious omissions, multiple duplicate entries, dead voters or other inaccuracies. All such errors shall be listed out and remedial action be taken before finalizing the amendments. The Electoral Registration Officer can suo-motu include names inadvertently omitted in the draft roll and also can suo-motu delete the names inadvertently or erroneously entered under the provisions of Rule 21 and 21A, respectively of the Registration of Electors Rules, 1960. Main points for scrutiny of the draft roll by the Electoral Registration Officer may be as follows:-

- (i) Scrutiny of individual households showing more than 10 electors.
- (ii) Identification of persons who have expired in the recent past on the basis of death register. He shall prepare list of dead voters for taking necessary action for their deletion from the roll.
- (iii) To ensure that names of Members of Parliament and State Legislatures are included/exist in the draft roll (A certificate to this effect shall be given by the Electoral Registration Officer to Chief Electoral Officer).
- (iv) Analysis of electors’ data in comparison with projected population data to establish any deviant trend in elector population ratio, gender ratio, age cohort, polling station-wise addition and deletion etc.

11.3 Claims and objections :- The Electoral Registration Officer issues a notice of draft publication in Form 5 (Annexure 6) under Rule 10 of Registration of Electors Rules, 1960 inviting the electors of the constituency concerned to lodge claims and

<u>Main Forms of Claims & Objections</u>
<ul style="list-style-type: none">• Application for new addition/ shifting from one AC to other AC – Form 6• Application for addition in respect of NRIs – Form 6A• Application for objecting inclusion or seeking deletion of existing entry – Form 7• Application for correction – Form 8• Application for transposition/ shifting within the same AC – Form 8A

objections for inclusion, deletion, correction or transposition in the electoral roll. Reference to the various forms for claims and objections has been made in para 2.5 of Chapter 2 Constitutional And Legal Framework. Any person desiring for inclusion, deletion, correction and transposition of any entry in the roll may prefer the application in Form 6/Form 6A, Form 7, Form 8 and Form 8A, (**Annexure 7 to 11**) respectively before the Electoral Registration Officer by hand or by post or electronically (online) during the period of claims and objections. The Form can also be submitted in person at the designated location. After the draft publication of the roll is made, preferring claims and

objections are the methods by which names can be included in or deleted from the electoral rolls and elector’s particulars can be corrected.

11.3.1 Period for lodging claims and objections:- Initially, the period for inspection of draft roll and lodging of claims and objections was 21 days from the date of draft publication, however, subsequently, it was increased to 30 days from the date of publication of draft roll. In 1977, an amendment was made in the rules to leave this to the discretion of the Election Commission to fix a shorter period, but not less than 15 days. Now, under the provision of Rule 12 of Registration of Electors Rules, 1960, the claims and objections shall be lodged within a period of 30 days from the date of draft publication, or such shorter period of not less than 15 days as fixed by the Election Commission. If the Rule is interpreted in light of Rule 10 of the General Clauses Act, 1897, the day of draft publication shall be excluded. The proviso of the rule further says that the period for lodging claims and objections, originally fixed, can be extended by the Election Commission by a notification in official gazette, in respect of a constituency as a whole or in respect of any part thereof.

11.3.2 Manner of lodging claims & objections:-

- (i) Rule 14 of Registration of Electors Rules, 1960 provides that every claim or objection shall either be presented to Electoral Registration Officer or to such other officer as may be designated by him, or be sent by post to the Electoral Registration Officer, or be submitted electronically to the Electoral Registration Officer. For this purpose, each Booth Level Officer shall be designated as the Designated Officer to manage the designated location during the period for lodging claims & objections. They shall be given adequate number of printed copies of blank application forms for distribution to the applicants. They should be fully clearly informed that no fee shall be charged for any application form. The objective is to facilitate the lodging of claims & objections in all parts of the constituency including the rural, difficult and inaccessible areas
- (ii) No bulk application shall be received:- The authorized officers should only accept individual applications. Claims & objections, presented in bulk, by any individual/organization should not be entertained. The same principle will be applicable to claims & objections sent in bulk by post. 'Bulk application' would mean applications that are submitted by one person on behalf of many other persons not belonging to the same family. Applications put in one and the same envelop also constitute bulk application. However, individual applications relating to the members of the same household, i.e., same family, presented together, may be accepted. The Election Commission has also made some relaxation in this matter and allowed Booth Level Agents of political parties to file applications, not exceeding 10, in a day. The Booth Level Agent concerned shall submit such applications along with a written declaration in format and list of applications. Electoral Registration Officer/Assistant Electoral Registration Officer shall make the cross verification personally in case a Booth Level Agent submits more than 30 applications during the period of summary revision.

11.3.2.1 Preliminary scrutiny of claims & objections at the time of presentation:- An acknowledgement/receipt should be given

for each claim or objection received. However, before giving an acknowledgement, following preliminary checking of every form must be done to ascertain that:-

- (i) The form is not unsigned. The form must be signed by or thumb impression obtained from the applicant and not from any other person. Form 6, 7, 8 and 8A make it clear that claims & objections must bear the signature or thumb impression of the claimant or the objector at the appropriate places. A literate claimant should sign his name and not merely append some mark or symbol of his name written by the scribe, and if the claimant is illiterate, he should put his thumb impression and not any other mark in the form.
- (ii) Every Form 6 and 8A is accompanied with a photograph of the applicant. In case of Form 8, the photograph is required only if correction in photograph has been requested by the applicant due to mismatch/discrepancy in photo in the roll/EPIC or for replacement due to change in features/old or poor quality of photograph.
- (iii) No column or field in the form is left blank. Where the information being asked for is not known, the words “not known” should be written.
- (iv) The Electoral Registration Officer can refuse to receive any claim or objection not duly signed by the person preferring it or not containing his thumb impression or any column left blank.

11.3.2.2 Preliminary scrutiny of Form 6 at the time of presentation:- In addition to the above checks, following checks must be carried out in respect of Form 6 while receiving the same from the applicant:-

- (i) Persons shifting their place of residence within the same constituency should be guided to file application for transposition of entry in Form 8A and not in Form 6.
- (ii) The first time applicants attaining eligibility age of 18 years must indicate details of the members of the immediate family (immediate family means father, mother, husband or siblings) already included in the current roll, in part III of Form 6.

- (iii) The date of birth and the age must be indicated in years and months. If the applicant does not know the date of birth, he must at least indicate the approximate age in years as on the qualifying date. In case of applicants in the age group 18-25 years, the name and relationship should be checked with respect to the applicant's family members already enrolled with the same address. Particular care should be taken that underage applicants do not get enrolled. The applicants may be asked to attach a copy of any one of the following birth certificate/documentary proof of age:-
- a) Birth certificate issued by a Municipal Authorities or district office of the Registrar of Births & Deaths or Baptism certificate ; or
 - b) Birth certificate from the school (Govt./Recognized) last attended by the applicant or any other recognized educational institution ; or
 - c) If a person in class 10 or more pass, he should give a copy of the marksheet of class 10, if it contains date of birth as a proof of date of birth ; or
 - d) Marksheet of class 8 if it contains date of birth ; or
 - e) Marksheet of class 5 if it contains date of birth ; or
 - f) Indian Passport ; or
 - g) PAN card ; or
 - h) Driving License ; or
 - i) Aadhar letter issued by UIDAI.
- (iv) In case none of the above document is available, an oath or affirmation in prescribed format (**Annexure 27**) made by either of the parents of the applicant (or by guru in case of an applicant in third gender category) can be given. In those cases where parental declaration is given as proof of age, the applicant will have to be present himself for verification before Booth Level Officer/Assistant Electoral Registration Officer/Electoral Registration Officer. Further, if none of the above document is available and neither of the parents is alive, the applicant can attach a certificate of

his age given by sarpanch of the concerned Gram Panchayat or by a member of the concerned Municipal Corporation/ Municipal Committee.

- (v) In case the applicant is more than 21 years and physically appears to be so to Booth Level Officer/Assistant Electoral Registration Officer/Electoral Registration Officer, declaration of age by him will be taken as proof of age and no documentary proof will be insisted on. The age should be indicated in years and completed months as on the qualifying date i.e. 1st January of the year with the reference to which electoral roll is being revised.
- (vi) If the applicant has already been issued an EPIC already issued to him, the EPIC detail must also be captured in Form 6 and a photocopy of EPIC also be obtained. Non EPIC holders of 25+ age-group applicants should give a declaration in prescribed format (**Annexure 38**).
- (vii) In part II of Form 6, the complete address of ordinary residence of the applicant has to be given. The applicant may be advised to attach a copy of any of the following document as a proof of ordinary residence:-
 - (a) Bank / Kisan / Post Office current Pass Book ; or
 - (b) Ration Card ; or
 - (c) Passport ; or
 - (d) Driving License ; or
 - (e) Income Tax Assessment Order ; or
 - (f) Latest rent agreement ; or
 - (g) Latest Water / Telephone / Electricity / Gas Connection Bill for that address, either in the name of the applicant or that of his / her immediate relation like parents etc. ; or
 - (h) Any post / letter / mail delivered through Indian Postal Department in the applicant's name at the address of ordinary residence
 - (i) (In case of homeless persons, sex workers and

students residing at the place of study, the Election Commission’s instructions mentioned in paragraphs 8.5, 8.6 and 8.7.6 respectively of Chapter 8 may be referred to.)

- (viii) In case of non-availability of any document along with Form 6, the Designated Officer /Booth Level Officer may receive the application and record thereon “No document attached”. (In such cases local enquiry shall be got conducted by the Electoral Registration Officer and decision taken accordingly.)
- (ix) If an applicant despite having stayed at a given address for a long period, say a year or more, applies for enrolment, the reasons must be ascertained from him as to why he did not apply earlier and recorded on the application by Designated Officer.
- (x) Each applicant is required to indicate in Part III of Form 6, the details like part No., Sl. No. and EPIC No. of his immediate family members (father, mother, siblings and spouse), if any, already included in the draft electoral roll. If these details are not readily available, the applicant should be advised to fill up these details from the copy of the draft roll made available at each designated location;
- (xi) The applicant must fill in part IV of Form-6 full details of previous enrolment, if any. However, failure to furnish the serial number, part number and the constituency details, if not known, would not be a ground for non-acceptance of applications, if the previous address has been fully given. However, the previous address must be fully provided failing which the application shall not be received. In case the person has been living at a place for long and has not shifted residence at all but still doesn’t have elector details, the person should be advised to fill in the complete present address in the space provided for previous address.
- (xii) The most important part of the preliminary checking is to see that the Declaration in Part IV, at the end of Form-6 is complete in all respects. From applicants of age 25+, the

previous address of ordinary residence must be obtained and database search done to ascertain whether the applicant is already enrolled somewhere else and if so, necessary action be taken to get his name simultaneously deleted from the electoral roll of the other place.

- (xiii) The applicant, if he is service personnel, must enclose the additional declaration declaring non-inclusion of his name as a service elector in the last part of the electoral roll of his native place.

11.3.3.3 Maintenance of lists of claims & objections lodged:- Rule 15 of Registration of Electors Rules, 1960 provides that every Designated Officer shall maintain, in duplicate, lists of Form 6, 7, 8 and 8A received by him in Form 9, 10, 11 and 11A (**Annexures 12, 13, 14 and 15**), respectively. One copy of each of such lists shall be exhibited on a notice board in his office while the other copy sent to the Electoral Registration Officer concerned. The Designated Officer should send the claims & objections received at designated location along with lists to the Electoral Registration Officer every day, if possible, or otherwise every week or whenever the number of claims/objections exceeds 50, whichever is oftener. Rule 16 further says that the Electoral Registration Officer also shall prepare such lists, in duplicate, in respect of the claims & objections received by him, by hand/post or online and received from the Designated Officers. He shall also maintain a list in respect of Form 6A received by him. The Electoral Registration Officer shall display one copy of each such list on a notice board in his office. The lists shall be exhibited on the notice board until all claims & objections are disposed of.

11.3.3.4 Digitization of claims & objections:- In order to facilitate the political parties and other stakeholders and bringing more transparency in the process of electoral registration, the Election Commission has directed that all application forms should be computerized on a daily basis and list of these applications be posted on the website of the Chief Electoral Officer of the concerned State on a day to day basis. The status of each applications form should be clearly visible on each row of the list. Further, the web application used for this purpose should also provide a facility, that on clicking on any row in the list, the concerned application form can be printed by any citizen.

11.3.3.5 List of claims and objections should be made available by the Electoral Registration Officer to all recognized political parties at the end of every week from the beginning of the period of filing claims and objections. The Electoral Registration Officer should call a meeting of all recognized political parties and personally handover to their representatives a list of claims and objections received till that date and obtain acknowledgement of the same. The practice of giving list of claims and objections to the recognized political parties should continue till the period of claims and objections is over. It is further clarified that names included in the list once given, need not be included in the next list. In other words, the list should also simultaneously be displayed on website of Chief Electoral Officer, notice board of Electoral Registration Officer and polling station.

11.3.3.6 Disposal of claims & objections:-

- (i) Rejection of claims & objections:- Under Rule 17 of Registration of Electors Rules, 1960 the Electoral Registration Officer shall out rightly reject any claim or objection which is not lodged within the period, or in the prescribed form and manner.
- (ii) The Electoral Registration Officers have to ensure that all applications received after draft publication within the prescribed time period are duly disposed in accordance with law and directions and instructions of the Election

ERO may take following action on applications, after the notice period –

- Accept, if satisfied, or
- Reject outrightly, if not within time/ in prescribed Form/ Manner, or
- Depute BLO for field verification and dispose on basis of his report, or
- Fix personal hearing, if not satisfied with BLO report.

Commission. For disposal of the claims & objections the Electoral Registration Officer should not wait till the period for claims & objections is over but it can be taken up after expiry of 7 days' notice period from the date on which the list of claims & objections prepared under Rule 16 was exhibited on notice board.

(iii) The Electoral Registration Officers shall take claims and objections for consideration only after all of the following has been done.

- a) At least seven clear days period has passed after list of claims and objections has been published on all of the following-

- Website of Chief Electoral Officer
 - Notice board of Electoral Registration Officer
 - Notice board of polling station
 - A personal notice has been served on the person whose name is proposed to be deleted in cases other than death cases.
- b) At least seven clear days have passed after the Electoral Registration Officer has given the list of claims and objections to the recognized Political Parties as mentioned above.
- c) All deletions which are done for reason of death shall be made only after ascertaining the facts to the satisfaction of Electoral Registration Officer.
- (iv) Electoral Registration Officer may assign the function of disposal of claims & objections to Assistant Electoral Registration Officers in accordance with provisions made in Section 13C of the Representation of the People Act, 1950. However, such delegation of powers to Assistant Electoral Registration Officers shall not absolve the Electoral Registration Officer of his responsibility of ensuring a defect free electoral roll.
- (v) If the Electoral Registration Officer is satisfied as to the validity of any claim or objection on the basis of documentary proof of age and residence and a proper family linkage with the electors already registered in the existing electoral roll, he, under the provision of Rule 18 of Registration of Electors Rules, 1960 may allow the claim or objection without further enquiry, after the expiry of 7 days’ notice period. However, if a demand for enquiry is made, in writing, to the Electoral Registration Officer by any person, the Electoral Registration Officer should hold enquiry before disposing the said claim or objection.
- (vi) Special care should be taken while disposing the claims & objections received from the applicants more than 25 years in age. Such applicants must have given their full residential address of the previous place and EPIC number. On the basis of the available details, a check should be run

to find out from the electoral roll to ascertain whether that person is already enrolled in the existing roll somewhere else. If the person is enrolled, then the applicant should be informed about being against law enrolment at more than one place being and advised to get his name deleted from other places. If the applicant has mentioned address of his previous residence with a request for deletion of his name from the previous address in part IV of Form 6, his claim may be allowed, if otherwise found eligible and a reference should be made to the Electoral Registration Officer of the constituency in which address of the applicant's previous residence is located, for simultaneous deletion from the roll of that constituency. Both the Electoral Registration Officers should maintain proper account of such references sent received and deletions made on the basis of the same. If the applicant has not mentioned anything about his registration at earlier place of ordinary residence in part IV, he should be made aware of provision of Section 31 of the Representation of the People Act, 1950 regarding false declaration and advised to provide the required information. If still the applicant does not give the information or the Electoral Registration Officer not able to trace the applicant, the claim should not be allowed.

- (vii) Physical verification through Booth Level Officer:- The Electoral Registration Officer may depute Booth Level Officer to make visit to the household of the applicant and make a physical verification.
 - (a) In the case of spot verification the claimant should be asked, as far as possible, to be physically present or if that is not possible, a statement of any other adult member of the same house-hold should be recorded verifying the ordinary residence of the claimant.
 - (b) If the address of the applicant is incomplete (like street name mentioned but not the house number), a doubt may arise on whether the application is genuine. The Booth Level Officer will ascertain this in field inquiry and the correct-complete address should be recorded on the application. If the address mentioned in the

Form and the applicant's whereabouts cannot be ascertained after due enquiry, such application shall be rejected and the reasons recorded.

- (c) During his field visit, Booth Level Officer may associate local Booth Level Agents or representatives of recognized political parties who personally know the inhabitants of the locality as far as practicable. Any Field officer of the Government, if available in the area may also be associated.
 - (d) The Booth Level Officer must submit his complete report giving full details of each of the field verification made by him, i.e., the date and time of his visit to the household, whether the applicant/objector/the person objected to was physically present and other evidence collected by him from the members of the household or the neighbours in relation to the claim/objection. The Booth Level Officer must put his full name and signature on the report. The Electoral Registration Officer should decide to accept or reject it with due application of mind.
- (viii) Enquiry into claims & objections:-
- (a) If the Electoral Registration Officer is not satisfied as to the validity of any claim or objection, he shall hold a summary enquiry by holding personal hearing of the claimant. The date, time and place of such hearing shall be mentioned in the list exhibited on the notice board at his office. The Electoral Registration Officer also shall cause issue of individual notice of hearing in Form 12 (**Annexure 16**) and to the claimant (in case of Form 6), in Form 13 and 14 (**Annexures 17 and 18**) to the objector and the person objected to (in case of an objection to the inclusion of name) and Form 15 (**Annexure 19**) to the objector (in case of an objection to a particular in an entry). The notice may be served either personally or sending by post or by affixing it at the residence/last known residence of the person concerned within the constituency.

ERO may hold personal hearing, if –

- not satisfied with BLO report, or
- BLO not able to find applicant at given address despite several visits, or
- applicant is without family link and his identity cannot be established, or
- a first time applicant above 21 years doesn't file age declaration, or
- objector demands for applicants' personal hearing.

ERO may reject application, if -

- it is not within time/in manner/ in Form.
- applicant is already registered at the same address.
- applicant is not eligible – underage/not Indian citizen/not ordinarily resident.
- applicant fails to turn up for personal hearing/cooperate in enquiry/ to produce requisite documents to ERO's satisfaction.
- BLO is not able to complete verification, despite repeated visits..

- (b) The Electoral Registration Officer, under Rule 20 of Registration of Electors Rules, 1960 may take assistance of any person and also may require any person to appear before him or any evidence tendered by any person during the enquiry.
- (c) Electoral Registration Officer should insist on the presence of the claimant at the hearing, if the claim is objected to on any ground like under-age, non-residence, non-existence, etc. because such an enquiry cannot be conducted satisfactorily in his absence.
- (d) In case of applicants of age between 18 and 25 years applying for inclusion for the first time, their claims with regard to age must be thoroughly checked with reference to school/college certificate, birth certificate, and with reference to entries in respect of the other family members. If even after such verification, the Electoral Registration Officer is not satisfied about the minimum qualifying age of the applicant, and the applicant has also not filed a declaration in support of his age, then the Electoral Registration Officer may take the evidence on oath of the applicant as well as of any member of the family (in case of an orphan, of some person to whom the applicant is personally close) and whose name is borne on the electoral roll.

11.3.3.7 Final decision by the Electoral Registration Officer:- After considering the field verification report of Booth Level Officer and summary enquiry, the Electoral Registration Officer will take final decision as regards acceptance or rejection of each claim & objection. He should record not only his decision in each case but also brief reasons for the decision. The gist of the orders passed by the Electoral Registration Officer should be entered just below the entries in the

lists of claims and objections maintained and exhibited in Forms 9, 10, 11 and 11A (**Annexures 12, 13, 14 and 15**) on notice board for general information.

11.3.3.8 Communication of orders of Electoral Registration Officer to the applicants:-Every applicant should be intimated of the decision of the Electoral Registration Officer. For the purpose of reckoning the time period for filing appeals, if any, against the decision of the Electoral Registration Officer, the date on which the Electoral Registration Officer dispatches the intimation to the applicant will be treated as the crucial date. Therefore, the intimation should be dispatched to the applicant within twenty four hours from the date of order of the Electoral Registration Officer. The relevant portion given in Form 6, 7, 8 and 8A for communicating the order of the Electoral Registration Officer can be folded, stapled and posted to the applicant on the address given by him in the said portion. The communication can also be sent to the applicant through the Booth Level Officer. The applicant should be informed by SMS/mail, if his mobile number/email ID is available in electoral database.

11.4 Supervision and Checks:-

- 11.4.1 For the purpose of improving health of electoral roll, the Election Commission has emphasised the need of field verification by the Booth Level Officers. As per the normal practice being followed now a days, the Electoral Registration Officer, after digitization of claims & objections received by him, deputed Booth Level Officer concerned to make field verification in connection with the claim or objection. The Booth Level Officer after on spot verification submits his report to the Electoral Registration Officer.
- 11.4.2 There is a mechanism for supervision and check for enforcing strict accountability of the work performed by the Booth Level Officers. The Supervisor who normally has 10 Booth Level Officers under his charge shall verify 5% of each of the Booth Level Officer's verification work under him.

- 11.4.3 Above the Supervisors, each Assistant Electoral Registration Officer should verify 1% of the entries in the roll randomly selected from different parts under him. He should separately field check 1% of the additions and deletions. Both, accepted as well as rejected cases, should be checked. Assistant Electoral Registration Officer shall field check households with more than 10 electors; abnormal gender ratio, and the first 20 polling stations with highest number of additions or deletions, under his charge.
- 11.4.4 All cases of additions/deletions must be cross verified by Assistant Electoral Registration Officer or equivalent officer if they fall in any of the following categories:-
- 11.4.4.1 Deletions in polling stations where the number of deletions exceeds 2% of the total electors in the voters list of the polling stations.
- 11.4.4.2 Deletions where the same person is the objector in more than 5 cases.
- 11.4.4.3 Additions are more than 4%.
- 11.4.5 Further, Electoral Registration Officer shall test check the quality of disposal of claims & objections by his Assistant Electoral Registration Officers. He shall check 10% of the Forms disposed by Assistant Electoral Registration Officers. Field verification should be carried out where felt necessary. Electoral Registration Officer shall hold regular monitoring meetings with Assistant Electoral Registration Officers, Supervisors and Booth Level Officers and ensure that the work is not being done in perfunctory manner. Delinquent officials should be taken to task and corrective measures taken swiftly because ultimately the accountability stops with Electoral Registration Officer and the Electoral Registration Officer is responsible for delivering an error free roll.
- 11.4.6 Every District Election Officer is also required to be actively involved in the revision exercise. District Election Officer should hold at least a meeting every fortnight and undertake 2% checking of each of the Electoral Registration Officer’s disposal of claims & objections.
- 11.4.7 The Chief Electoral Officer may also designate his own team or request the Election Commission to depute team for further state level checks as felt necessary. Ultimately it is for Chief Electoral Officer to seek the Election Commission’s approval to publishing of rolls and for this the Chief Electoral Officer shall give a detailed report on state wide health

check of the rolls in the prescribed formats (**Annexure 37**), deviations noticed, remedial action taken etc. The Chief Electoral Officer shall also furnish an account of the checks maintained and supervision undertaken during the roll revision process and give a certificate on his/her satisfaction on the quality of roll.

- 11.4.8 To assist the Chief Electoral Officers, the Election Commission deputed Electoral Roll Observers. They are assigned specific districts and constituencies where they are expected to maintain the quality check through constant monitoring and field checks on a random sample basis on the veracity of entries in the roll or disposals made.

11.5 Suo-Moto Action by Electoral Registration Officer during revision period

- 11.5.1 The statements from holders of declared offices in Form 1 (**Annexure 1**) received during the revision period shall be disposed of by the Electoral Registration Officer and their names shall be included in the appropriate parts of the rolls in absence of any evidence to the contrary.
- 11.5.2 To check whether names of any elector have been left out due to inadvertence or error during preparation of draft roll, the Electoral Registration Officer shall scrutinize the draft roll once again and take remedial action for inclusion of the left out electors, wherever necessary. The Electoral Registration Officer shall prepare a list of such left out persons and exhibit the same on the notice board of his office together with a notice under Rule 21 of Registration of Electors Rules, 1960 specifying the time and place at which the inclusion of these names in the roll will be considered. He shall also publish the list and the notice in such other manner as he may think fit. After considering any verbal or written objection that may be preferred, the Electoral Registration Officer shall decide whether all or any of the names should be included in the roll.
- 11.5.3 Similarly, the Electoral Registration officer under Rule 21A of the Registration of Electors Rules, 1960 has power to delete names of dead persons or of persons who have ceased to be, or are not ordinarily resident in the constituency or of persons who are otherwise not entitled to be registered in that roll, inadvertently or erroneously or otherwise included in the draft roll. For this purpose too, the Electoral Registration Officer shall display a list of the names of such ineligible electors on his notice board with a notice specifying the time and place at which the question of deletion of these names from the roll will be considered. He can also

publish the list and the notice in such other manner as he may think fit. After considering any verbal or written objections that may be preferred, the Electoral Registration Officer must decide the question of deletion of these names.

11.5.4 Unexecuted non-bailable warrant (NBW) cases: The Election Commission has taken a view that a person against whom an NBW has remained unexecuted for a period of 6 months or more should be presumed to have ceased to be ordinarily resident at the given address. This is based on the fact that the whereabouts of such a person are not known and therefore the Election Commission has instructed the Electoral Registration Officers that they may take suo-motu action to delete names of those persons against whom NBW cases are pending, from the electoral roll after giving them due notice under Rule 21A of Registration of Electors Rules, 1960 read with Section 22 of the Representation of the People Act, 1950. The police authorities shall be duly intimated and asked to be present during such hearings. The person concerned shall appear before Electoral Registration Officer in person. If the person fails to appear, Electoral Registration Officer will delete his name from the electoral roll.

11.6 Appeal against Electoral Registration Officer's decisions:-

11.6.1 Under the provisions of Rule 23 of Registration of Electors Rules, 1960 an appeal lies against the decision of the Electoral Registration Officer made under Rule 20, 21 and 21A with regard to claims & objections and also inclusion of names inadvertently omitted. Appeal shall be presented to the District Magistrate or Additional District Magistrate or Executive Magistrate or District Collector or an officer of equivalent rank as may be notified in the Official Gazette by the Election Commission. However, appeal will not have the effect of staying or postponing the final publication of the electoral roll.

11.6.2 The appeal cannot be preferred if the appellant has not availed himself of his right to be heard or to make representation to the Electoral Registration Officer.

11.6.3 The appeal should be in the form of a memorandum, signed by the appellant. It can be presented to the Appellate Authority or be sent to him by registered post. In both these cases, the appeal must reach the Appellate Authority within 15 days of the decision by the Electoral Registration Officer becoming known. The Election Commission has

designated the District Election Officer as the appellate authority for this purpose.

- 11.6.4 The Appellate Authority, on receipt of an appeal, should satisfy himself that the appeal has been presented within the prescribed time and in the manner required. The appeals, which are time-barred or are not in the manner prescribed, should be rejected summarily.
- 11.6.5 If the appeal is in order, the Appellate Authority should call for the records of the case from the Electoral Registration Officer. He should give the appellant a reasonable opportunity of being heard before recording his final decision on an appeal.
- 11.6.6 The decision of the Appellate Authority is final.
- 11.6.7 In case an appellate authority either modifies or reverses the decision of the Electoral Registration Officer, the decision of the appellate authority will take effect only from the date on which he makes the decision.
- 11.6.8 The appeal should normally be disposed of within 3 weeks. The Electoral Registration Officer on receipt of orders of the appellate authority shall make amendment to the electoral roll to give effect to the decision.

11.7 Final Publication of Electoral Rolls

- 11.7.1 Final roll will be the draft roll plus the lists of amendments (supplements) to the draft roll. As soon as the claims & objections received after draft publication relating to a part has been disposed of, final lists of amendments (supplements) for that part of the roll should be prepared. The supplements shall have 3 components, namely, Component I - additions, Component II

Final Publication

Made by ERO with notice in Form 16, inviting public to inspect final roll at ERO's office. Final roll shall also be put on CEO's website and copy thereof given to recognized political parties.

- deletions and Component III – corrections. Every part shall have supplements even if there are no amendments. In such parts, the supplements shall provide “nil” information.

- 11.7.2 The supplements shall be prepared in the same format and language in which the draft roll was prepared. The supplements shall be generated using ERMS software. Serial Numbers for general voters and for service voters in Component I (additions) of the supplement will be in continuation of respective last serial number in the previous electoral roll published as

draft. The name and designation of Electoral Registration Officer shall be printed at the end of each of the supplements.

- 11.7.3 The Electoral Registration Officers shall ensure that the electoral roll published has all essential components including AC header page, part header page, sketch map, summary of contents etc.
- 11.7.4 This work of preparation of supplements for the individual parts need not wait until after the disposal of all claims & objections in the constituency. The orders of the Electoral Registration Officer in respect of claims & objections relating to other parts need not be awaited.
- 11.7.5 In case of parts in respect of which no claims & objections have been received and no action under Rules 21 and 21A of Registration of Electors Rules, 1960 is necessary, the Electoral Registration Officer should prepare final lists immediately after the period fixed for receipt of claims & objections is over.
- 11.7.6 Before final publication of the electoral roll, the Chief Electoral Officer of the concerned State sends request for prior approval of the Election Commission for final publication, along with analysis of electors’ data in Formats 1-8(**Annexure 37**). A comparison of electors data prepared in Format 1-8 before draft publication shall be carried out and abnormality therein, if any, be noted and pointed out with explanatory memoranda in the analysis of the Chief Electoral Officer. While preparing final roll, following checks should be run to ensure that:-
- 11.7.6.1 the rolls have been reorganized according to voters’ convenience, and
- 11.7.6.2 each part has been organized neatly into as many sections as are distinct or distinguishable geographical units.
- 11.7.7 As soon as the supplements are prepared, the Electoral Registration Officer generates a PDF copy of supplements along with a summary sheet. Thereafter, a title page with date of publication noted therein, table of contents, the general part and last part of electoral roll, in that order, shall be carefully arranged and stitched together. After obtaining approval for final publication from the Election Commission, the complete set of roll shall be published on the date of final publication vide a public notice in Form 16 (**Annexure 20**), under the provision of Rule 22 of Registration of Electors Rules, 1960, for inspection at the office of Electoral Registration

Officer. The Election Commission has also directed to put the final roll on the Chief Electoral Officer’s website and also to display for public at the concerned polling station for a period of one week. As per Rule 22(c), two copies of the final roll will be given, free of cost, to all the recognized political parties. After final publication, the Electoral Registration Officer shall prepare an authentic copy of the roll, getting each page of the same signed in ink by two officers. The copy of the authentic roll shall be kept in a sealed cover by the District Election Officer for safe custody and record.

11.8 Preparation and Revision of Electoral Rolls in Jammu & Kashmir:-

- 11.8.1 The provision of preparation and revision of electoral rolls in Jammu & Kashmir are slightly different from the provisions in respect of revision of electoral roll in other States of the country, as explained in the preceding paragraphs. While the electoral roll for Parliamentary Constituencies in Jammu & Kashmir are prepared/ revised under the provisions of Constitution of India, the Representation of the People Act, 1950 and Registration of Electors Rules, 1960, the electoral rolls for Assembly Constituencies in Jammu & Kashmir are prepared/ revised as per the provisions of Constitution of Jammu & Kashmir, the Jammu & Kashmir People Act, 1957 and the Jammu & Kashmir Electors Rules, 1966. In Jammu & Kashmir, right of registration in electoral roll for an Assembly Constituency is restricted to only to those Indian citizens who are ‘permanent resident’ of that state or their descendants.
- 11.8.2 Concept of ‘Permanent Resident’:- According to Section 6 of the Constitution of Jammu & Kashmir, a ‘permanent resident’ of the state is that Indian citizen who, either was (a) a state subject of Class I or Class II as per the state notifications No. I-L/84, dated 20th April, 1927 read with state notification No. 13-L/1989 dated 27th June, 1932, or (b) having lawfully acquired immovable property in the state, had been ordinarily resident in the state for not less than 10 years prior to 14th May, 1954.
- 11.8.3 Manner of preparation and revision of electoral roll for Assembly Constituencies in Jammu & Kashmir is the same as in other states of the country. As per Section 138 of the Jammu & Kashmir Constitution, the electoral rolls in the state are also prepared under the superintendence,

direction and control of the Election Commission of India. There is a notified category of ‘migrant voters’ in the electoral roll of Jammu & Kashmir, who are staying at transitory camps outside the constituencies in which they were ordinarily resident before their migration due to certain political reasons. These migrants continue to exist in the electoral rolls both for the Assembly and Parliamentary Constituencies of their native places in the state and the facility of Postal Ballots has been extended to them during several last elections.

CHAPTER 12

CONTINUOUS UPDATION

12.1 Introduction During continuous updation, every claim & objection shall be made under the provisions of Sections 22 or 23 of the Representation of the People Act, 1950, read with Rule 26 of Registration of Electors Rules, 1960. The claim & objection should be made in duplicate in the appropriate Forms 6, 6A, 7, 8 or 8A, as the case may be. The person desirous of getting enrolled as elector must submit his passport size colour photograph (3.5 CM X 3.5 CM). While the deletion, correction or transposition of names can be made either on an application made to the Electoral Registration Officer or on Electoral Registration Officer’s own motion suo-motu, the inclusion of a name can be made only on an application made to him. There is no provision for inclusion of a name by the Electoral Registration Officer suo motu.

12.1.1 During continuous updating, the Electoral Registration Officer does not prepare lists of claims & objections received by him, as done during revision period, under Rule 16, but displays one of the copies of claim & objection received by him in duplicate, on notice board in his office inviting objection to such application within a period of 7 days from the date of posting the form on notice board. After expiry of the prescribed 7 days’ notice period, the Electoral Registration Officer takes up the claims & objections for disposal.

12.1.2 The Electoral Registration Officer shall maintain a set of four separate registers for each constituency in the prescribed format (Annexure 39), one each for keeping account of applications for inclusion (Form 6), objections (Form 7), corrections (Form 8) and transposition (Form 8A). The entry shall be made in the registers in serial order starting from the number following the last serial number in the previous roll published as final electoral roll of that part of the constituency or the last serial number in last supplement to the final electoral roll, as the case may be. The Electoral Registration Officer, while entering the particulars in the register, shall also indicate the section to which the entry pertains within the part of the electoral roll.

12.1.3 Each register shall be serially numbered and on the first page a certificate about the number of pages in the register will be given by the Electoral Registration Officer in his own hand. The entry shall be made in registers in serial order starting from the number following the last serial number

in the previous roll published as final electoral roll of that part of the Assembly Constituency or the last serial number in the last supplement to the roll published as final, as the case may be.

12.1.4 There is no provision of publication of such addition/deletion lists resulting from continuous updating, therefore, the Electoral Registration Officers are required to maintain such lists up-to-date at all times, in the registers respectively. The register of continuous updating will be deemed to be the continuous running supplement for that particular year as and when the programme of next revision is announced.

12.1.5 The Part Number & Section Number should also be clearly indicated on the top right hand corner of the Application Form itself for linkage with the entry in the Register. For the sake of uniformity, first the part no. and then the section no. should be written one after the other with a slash separating them e.g., Part No.23 / Section No.2.

12.2 Data Entry During Continuous Updation:-

12.2.1 All applications received in a calendar month should be disposed of during the next month and the manuscript should be prepared for every part separately, in duplicate, by hand by 25th of that month. The format of the manuscript will be same as that of the text roll's format with 8 column entries.

12.2.2 By 7th of the following month, one copy of the manuscript will be transferred to the District Election Officer for data entry in the computerized working copy of the electoral roll. The data entered will be stored in the computerized data base for printing at the time of next draft publication of electoral rolls or at the time of election in the constituency as the case may be.

12.2.3 The supplement of continuous updation shall be printed as part of the draft roll below the last supplement for that particular year for publication as the draft roll. However, in case of integration, the supplement of continuous updation shall be first printed and then integrated into the draft roll to be published, so that changes made during continuous updation can be tracked.

12.3 Preparation of Supplement for Elections:-

12.3.1.1 In States where general elections/bye elections are due later during that year, it would be necessary to print from the computer

database an additional supplement containing all the changes made during the continuous updation till last day of nomination.

12.3.1.2 The format of supplement of continuous updation would be the same as for the summary revision. The serial number of the supplement shall be indicated on the right hand corner of the Header page for the supplement and would be one more than the serial number of previous supplement. In the title page of such supplement, against the heading “Supplement Process & Year” the words and figures “Continuous Updating <from date> to <to date>” would be indicated.

12.3.1.3 There can be more than one supplement of continuous updation, like, one brought out before a bye-election and another if there are additions, deletions and modifications again after the completion of election till the next draft publication for revision with reference to next qualifying date. Each supplement shall be a new supplement with serial number one more than the existing supplement.

12.3.1.4 The Electoral Registration Officers shall note that in the continuous updation process, the serial numbers of the electors are already communicated to them and most of the time, also used for EPIC generation; hence the serial number should NOT change, and this supplement will NOT be sorted either section wise or house number wise. Only those supplements which are results of claims and objections during a regular or special notified revision exercise should be sorted section wise and then house number wise, since in the regular revision exercise, serial numbers are not communicated to electors or used for EPIC till the supplements actually get printed and published. In continuous updation as and when a name is included, the chronological serial number as is due at that stage should be given and all particulars including ‘section’ is repeated.

12.3.1.5 It should also be noted that when a continuous updation supplementy actually gets integrated, the continuous updation supplements up to that point get cleaned out, and a fresh continuous updation supplement numbering gets started on the date after that.

12.4 Appeal

Appeal during revision and continuous updation

During revision, only one appeal is allowed before the appellate authority who is DM/DC/ADC, while during continuous updation, one can avail two appeals i.e., 1st appeal before 1st appellate authority (DM/DC/ADC) and 2nd appeal before CEO.

12.4.1 An appeal under Section 24 of the Representation of the People Act, 1950 against the order of the Electoral Registration Officer rejecting or allowing an application under Rule 26 of Registration of Electors rules, 1960 shall be presented to the District Magistrate or Additional District Magistrate or Executive Magistrate or District Collector or an officer of equivalent rank as may be notified in the Official Gazette by the Election Commission, within the period of fifteen days of the order appealed against or sent by registered post so as to reach him within that period. The Election Commission has specified that out of the authorities mentioned in Section 24, the authority

who is the District Election Officer would be the appellate authority for this purpose.

- 12.4.2 The appellate authority may condone the delay in presentation of the appeal if he is satisfied that the appellant had sufficient cause for not presenting it within the specified period.
- 12.4.3 The appeal shall be in the form or memo signed by the appellant and accompanied by a copy of the order appealed against.
- 12.4.4 An appeal against the order of the District Magistrate or Additional District Magistrate can be presented to the Chief Electoral Officer within 30 days from the date of order appealed against or sent by registered post so as to reach him within that period.
- 12.4.5 The appeal should be in the form of a memorandum signed by the appellant and accompanied by a copy of the order appealed against.
- 12.4.6 The Chief Electoral Officer has power to condone any delay in the presentation of the appeal, if he is satisfied that the appellant had sufficient cause for not presenting it within the time prescribed.
- 12.4.7 It is sufficient if the appeal is delivered to an officer appointed by the Chief Electoral Officer in this behalf and not necessary that in all cases the appeal should be presented in person to the Chief Electoral Officer.

CHAPTER 13

OTHER IMPORTANT ASPECTS RELATING TO PREPARATION AND REVISION OF ELECTORAL ROLLS

13.1 Introduction

As mentioned in the previous chapter, the electoral registration system in India is always in the nature of continuous updation, except during the period between the last date of nominations and the date of completion of the election process for an election. The manner of lodging claims & objections and disposal thereof during revision period and continuous updation of electoral roll is the same except some minor differences. The Election Commission has issued several clarifications on the issues raised from time to time regarding disposal of applications by the Electoral Registration Officers during revision and period of continuous updation. This chapter contains certain such general clarifications for guidance of the registration authorities.

13.2 Suo-moto Deletions

Rule 21A of Registration of Electors Rules, 1960 provides that the Electoral Registration Officer, before the final publication of electoral roll under his suo-moto powers, can delete names of dead persons or of persons who have ceased to be or are not ordinarily resident in the constituency or of persons who are otherwise not entitled to be registered in that electoral roll. The Electoral Registration Officer shall make every endeavour to give the person concerned a reasonable opportunity to show cause why the action proposed for deletion of his name from the electoral roll should not be taken. Section 22 of the Representation of the People Act, 1950 states that suo-moto action of the Electoral Registration Officer shall be subject to general/special direction of the Election Commission. The Election Commission has directed that suo-moto deletions can be made after following the due procedure during the roll revision exercise. No suo-moto deletion should be allowed/made after the final publication of the roll without the written prior approval of the Election Commission. The instructions further state that no suo-moto deletions should be made during an election year, unless specifically permitted by the Election Commission.

13.3 Disposal of Claims & Objections Received after the Period of Claims & Objections during Revision Process

The Election Commission has clarified that all such applications which have been received after the last date for making claims & objections should be considered by the concerned Electoral Registration Officers after the final publication of electoral rolls in respect of the on-going revision, as part of continuous updation of electoral roll after the final publication.

13.4 Disposal of Claims & Objections and Printing of Supplements for the Constituencies where Bye-elections announced during Revision Process

Sometimes, the Election Commission announces programme of bye-election in some constituencies during the period of summary revision of electoral roll with reference to 1st day of January of a particular year as qualifying date. Though, in such cases the process of summary revision in the constituency is postponed, the electoral roll is required to be prepared for the bye-election by making inclusion, deletion, amendment and transposition in the roll till the last date of making nomination for the said bye-election. The Election Commission has made it clear that whenever a bye-election is announced in the midst of ongoing summary revisions of electoral rolls, the following steps are to be taken in the concerned State/Union Territory –

13.4.1 The ongoing Summary Revision of electoral rolls in respect of P.C/A.C. for which bye-election has been announced shall be suspended immediately and revised schedule for the said ACs falling in P.C/AC, in such manner that remaining unfinished activities of revision therein should start after completion of the bye-election, shall be sent by respective Chief Electoral Officer to the Election Commission for its approval.

13.4.2 As the last finally published electoral rolls shall be used for the above said bye-election, an additional supplement of electoral rolls after disposal of all such claims forms, preferred w.r.t. the qualifying date of the last finally published electoral rolls, during the period of continuous updating between the date of final publication of existing rolls and 10 days before the last date of filing nomination for the bye-election shall be published in accordance with the Election Commission's instructions contained in letter No. 23/2011-ERS, dated 14/11/2011 (a copy enclosed for ready reference) and the same be appended to the final roll mentioned above.

13.4.3 Bye-election shall be conducted on the basis of existing rolls which were prepared and finally published in Polling Stations as approved by the Election Commission for preparation of the last published electoral rolls, subject to the modifications/changes, if any, approved by the Election Commission for conduct of such bye-elections.

13.5 Whether Names can be added and EPIC issued before the Final Publication during a Summary Revision:-

13.5.1 The process of continuous updation does not cease even during the period of summary revision. To obviate any confusion, the Election Commission has clarified that in case of all those applicants who had completed 18 years of age on the earlier qualifying date of existing roll under revision, the applications (Form 6, 6A, 8 and 8A) may be considered by the concerned Electoral Registration Officer as having been filed during the period of continuous updation if any applicant so requests by filing such application in duplicate as required by Rule 26 of Registration of Electors Rules, 1960, and the Electoral Registration Officer can add, modify or transpose their names and can issue EPIC consequent to the changes in the roll without waiting for final publication. In case of Form 6 and 6A filed by the persons who will complete the age of 18 years on the new qualifying date with reference to which the current revision is going on, the Electoral Registration Officer will consider these forms as part of current summary revision and in such case EPIC can be issued only after final publication is made and the name is published in the supplement.

13.5.2 The Election Commission has also clarified that separate supplement is not required to be published for the claims & objections treated as part of continuous updation, unless so directed by the Election Commission in any particular case. These should also be included in the supplement for the summary revision, in such a manner that all claims & objections received and approved by the Electoral Registration Officer subsequent to the draft publication of rolls for summary revision are included in the supplement of that summary revision, whether they have been treated as part of continuous revision or summary revision.

13.6 General Guidelines for Deletion, Inclusions, Transposition & Corrections

13.6.1 Instructions regarding registration of some specific categories of citizens:

13.6.1.1 Safeguard against registration of under-aged persons:-

Adequate care should be taken to ensure that the names of under-aged persons are not included in electoral roll. The responsibility for getting the names of ineligible persons entered in the electoral roll should be placed squarely on the head of the family. He should be made aware of the provisions made regarding making false declaration under Section 31 of the Representation of the People Act, 1950, which lays down that if any person makes in connection with (a) the preparation, revision or correction of an electoral roll, or (b) the inclusion or exclusion of any entry in or from an electoral roll, a statement or declaration in writing which is false and which he either knows or believes to be false or does not believe to be true, he shall be punishable with imprisonment for a term which may extend to one year, or with fine or with both.

13.6.1.2 Enrolment of orphans: There may be four situations with respect to enrolment of an orphan, found to be otherwise eligible and the Electoral Registration Officer has to take action in the following manner:-

- (i) If an orphan is brought up from infancy in an orphanage and is not in a position to give name of either of his parents, his name shall be entered into electoral roll, and under the column meant for father's/mother's/husband's name, the name of the orphanage shall be mentioned.
- (ii) In case the orphan was not brought up in any orphanage but in a family, the name of head of that family shall be mentioned in the column meant for relations name.
- (iii) In case of an orphan who has been legally adopted by a family, the name of the father/mother adopting that orphan should be indicated.
- (iv) In cases, not covered by the above categories, the word “not known” shall be mentioned against the name of

father/mother and in the relationship column of the electoral roll, the word ‘others’ shall be indicated.

13.6.1.3 Enrolment of students living in hostel/lodge: During house to house verification such students should not be enrolled. However, the students residing as tenants at the place of study will have the option to get themselves registered as electors either at their native places with their parents/guardians or at the address of hostel/lodge/landlord where they are residents for the time being for pursuing their studies.

- (i) The Electoral Registration Officer must keep the following points in mind while considering applications of such students. The courses pursued by the said students should be recognized by Central/State Govt. or Boards/Universities/Deemed Universities defined under relevant Acts and such courses should be of not less than one year’s duration.
- (ii) Such students who are either not already registered or do not want to retain their registration at their native place with their parents/guardians but seek to enrol themselves as an elector at the place of their present stay will have to apply for registration to the Electoral Registration Officer of the constituency within which the place of their present stay falls. For that purpose, they will have to apply in Form 6 addressed to the Electoral Registration Officer of the concerned constituency along with a bonafide certificate from the Head Master/Principal/Director/Registrar/Dean of the educational institution (**Annexure 26**). Those who are already registered in the electoral roll at their native place should indicate the full address of such native place and other details of their enrolment in that constituency, in the relevant column of Form 6. Those who are already in possession of an Electoral Photo Identity Card (EPIC) should also attach a photocopy of the same. The onus of presentation of the application in Form-6 and/or the Self-Declaration to the Electoral Registration Officer concerned shall squarely lie on the student.

13.6.1.4 Enrolment of tenants: A tenant living at a particular address is eligible to get enrolled in the electoral roll at the address where he is staying. The inclusion in the concerned part of electoral roll can be done during the period when an intensive revision/house to house verification is undertaken. He can also file an application in Form 6 during revision period/continuous updating. The Electoral Registration Officer has to satisfy himself before taking any final decision in such matter. The onus of proof lies on the applicant seeking registration in the electoral roll for the first time or due to change of residence. The Electoral Registration Officer can ask for any documentary evidence or hold a summary inquiry to satisfy himself. It has to be borne in mind that once the Electoral Registration Officer /Assistant Electoral Registration Officer has ordered inclusion of name in the electoral roll, the onus of proof shifts on the authority or the individual objecting to such inclusion at a later stage due to some reason or the other. Therefore, the Electoral Registration Officer has to take a judicious approach in deciding claims and objections not supported by valid documentary or corroborative evidence.

13.6.1.5 Enrolment of senior citizens in old age home: The Election Commission has directed that senior citizens, who are inmates of old-age homes are eligible to be enrolled in the constituency in which they are ordinarily resident in old-age homes, provided they fulfil the other eligibility criteria prescribed under law for the purpose.

13.6.2 Safeguards to Prevent Wrong Deletions:- The Election Commission has directed that the certain safeguards should be put in place to prevent wrong deletions:

13.6.2.1 Cases of Multiple Entries: - In case of repeated / multiple entries found by de-duplication software, the field verification must be done in each and every case and name of the elector should be retained in electoral roll only at the place where he is found to be ordinarily residing. Entries relating to all other places shall be deleted after obtaining Form 7 from the concerned elector.

13.6.2.2 Cases of shifted Voters: -

- (i) In the cases where the elector has shifted and the Booth Level Officer has been able to trace the shifted voter, a notice should be served upon the voter. Form 7 may be obtained from the elector for deletion of his name from the previous place.
- (ii) If the Booth Level Officer is not able to trace the shifted elector, the notice should be pasted at the address of the elector available in the electoral database in presence of two adult witnesses, one from the family of the shifted elector and one from the immediate neighbourhood. If no family member of the elector is available, then, witness of two persons residing in the immediate neighbourhood be taken. Deletion may be done after expiry of the notice period.

13.6.2.3 Cases of Deceased Electors: In cases of deceased electors, Electoral Registration Officer can make deletion on the basis of death certificate from a competent authority (Registrar of Births & Deaths, Local Bodies, Sarpanch, Ward Member etc.) or Form 7 from immediate relatives/immediate neighbours/friends of the elector concerned or a report duly prepared by the Booth Level Officer with statements of at least two persons residing in the locality. No further enquiry is required in such cases.

13.6.2.4 Electoral Registration Officer must take special care for deletion of names of EPIC holders. If an elector has multiple EPICs, all EPICs relating to the entries which have been deleted should be taken back from him and proper record of the same should be maintained.

13.6.2.5 Intimation about the deletion should be sent to the elector concerned through post or SMS / e-mail, in case mobile number/e-mail ID is available in the electoral database.

13.6.2.6 In addition to the above, the Electoral Registration Officer shall prepare part wise list of names proposed to be deleted from the electoral roll in any of the above grounds and display the same in his office for a period of at least 7 days from the date of pasting of the list. The said list shall be put on Chief Electoral Officer's website for public information and calling objections, if any. The said list also should be shared with recognized political parties.

- 13.6.2.7 After making deletions, the final deletion list should also be furnished to recognized political parties.
- 13.6.2.8 The Electoral Registration Officer shall maintain a daily monitoring register of all deletions made by him or his Assistant Electoral Registration Officers in the constituency during the period of continuous updation.
- 13.6.2.9 The District Election Officers shall monitor the process of deletions made by the Electoral Registration Officers in the assembly constituencies comprised within the districts under their jurisdiction. The Electoral Registration Officers shall submit to District Election Officers a statement of deletions made in their assembly constituencies. The District Election Officers shall compile the information received from all Electoral Registration Officers and send the same to the Chief Electoral Officer for his information. The Chief Electoral Officer shall keep a close watch on the deletions made by the Electoral Registration Officers in the state.

13.7 Preparation of Final Roll in an Election Year

- 13.7.1 The Election Commission has directed that no deletion or modification of entries in the electoral rolls shall be done by the Electoral Registration Officer either suo moto or on the basis of forms received after the announcement of elections. If it becomes necessary to delete or modify certain entries after the announcement of elections, the Electoral Registration Officer shall make a reference to the Election Commission through the District Election Officer and Chief Electoral Officer and the Election Commission shall take an appropriate decision in the matter.
- 13.7.2 Since no deletion or modification shall be done in the electoral roll after ten days of announcement of elections without prior approval of the election commission, the deletion and modification supplementary along with the mother roll reflecting the changes carried out in these supplement can be printed immediately after the tenth day of announcement of election has been made by the Election Commission. The deletion and modification supplement and the mother rolls so printed shall be put on the website of the Chief Electoral Officer as a PDF. Since the First supplement will be printed at the time of final publication of electoral rolls at the end of summary revision, the supplement printed immediately after announcement of elections will be supplement 2. It may be noted that inclusions of names will

carry on till the last date of filing of nominations, therefore, the inclusion supplement shall be printed only after the last date of filing of nominations is over. It may also be noted that no changes are reflected in the mother roll as a result of the inclusions supplement, therefore, printing of mother roll, deletion and modification supplementary shall not be affected by entries by the inclusion supplement.

- 13.7.3 The mother roll, modification and deletion supplement should be printed and kept ready. As soon as the inclusion supplementary is printed after the last date of filing nominations and certainly within 3 days of last date of withdrawal of candidatures, the mother roll along with the modification, deletion and inclusion supplement should be given to the contesting candidates. Only in those polling stations where deletions and modifications have been made subsequent to the announcement of elections on the directions of Election Commission, the deletion and modification supplement and the mother roll reflecting the changes contained therein will have to be reprinted. In case these are reprinted, they will be supplementary 3.
- 13.7.4 In an election year, the authentic copy of the roll shall be computer-generated copy and all the deletions shall be ‘struck- through’ in the mother roll (basic draft) by software. Normally, the ‘strike-through’ should not be manual. In case of photo-roll the word “DELETED” would be imprinted diagonally across the elector’s box to indicate that the entries have been deleted as in the concerned supplement (in the supplement, the alphabets, ‘E’, ‘S’, ‘Q’, ‘R’, ‘M’ shall be prefixed against Sl. No. of each deleted entry to denote the reason for deletion viz. Expired, Shifted, Disqualified, Repeated or Missing. For all ‘corrections’ in the supplement, a hash (#) mark shall be put against the original appearance of the record in draft roll to signify that the entry has some correction in the supplement but no correction actually should be carried out in the reprinted mother roll. In addition, photographs of electors corrected in the supplement of correction will not be added/changed/corrected in the reprinted mother roll. Photograph of an existing elector received/corrected/replaced subsequently, should be retained in correction list, the words ‘photo as in correction list’ shall be printed in the mother roll in the space provided for photograph.
- 13.7.5 In a rare contingency where ‘strike-through’ has to be manual because of insurmountable time constraint or any other problem, prior approval of the Election Commission shall be obtained and such manual ‘strike-through’

shall be authenticated by signature of an authorized person against each such entry on the elector detail box in photo roll. Such markings, wherever allowed by the Election Commission shall be in red ink. In case of photo-roll the “DELETED” would be written/stamped diagonally across the elector’s box whose name figures in the deletion list and shall be authenticated by signature in red ink, of an authorized person against each such entry in the elector’s box.

- 13.7.6 In the election year, there shall be a second supplement (3rd supplement if the deletion and modification supplements are reprinted) to the finally published copy of the roll during continuous updation. Electoral Registration Officer has to hand over this supplement of the roll to the Returning Officer before the date of scrutiny of nomination papers. A copy of this supplement too, has to be preserved in sealed cover in the similar manner as the authenticated copy of roll. Earlier, there were the instructions that the changes arising out of this supplement, viz. deletions and corrections, should be indicated by striking out or marking hash (#) manually through a rubber stamp DELETED with ‘E’, ‘S’, ‘R’, ‘Q’ or ‘M’ written in red ink to indicate the reason in the mother roll and the 1st Supplement since there may not be enough time for a computer generated fresh printout of the entire roll. Similarly, all corrections in supplement 2 shall be indicated by putting a hash (#) sign by hand in red ink on the entries corrected just after the name of the elector concerned. In case of correction/addition of a photograph, the photograph box in the mother roll should be hand written in red ink with ‘Photo as in correction list’. The official entrusted to reflect correction was to put his signature on each correction without fail. The above instructions however, have been modified and the Election Commission has now directed that mother roll shall also be printed along with all supplements, using the software provided for this purpose, at the end of the period of continuous updating after the last date of nominations is over, so that there should be no need to make any corrections in the electoral roll by hand. A copy of this electoral roll with the mother roll and supplements printed by software shall be given free of cost to contesting candidates of recognized political parties and will also be made available for sale by the Electoral Registration Officer to other persons. The same copy shall also be used for preparation of the marked copy of electoral roll to be used in polls.

13.8 Final Roll in Non-election Year

In a non-election year, the final rolls will be published in the same manner as in

election year with the difference that there shall be no need to mark the mother (draft) roll with strike-through or hash (#) to indicate the changes effected in the supplements. It means that the basic roll need not be reprinted at the time of final publication. Therefore, while printing the draft roll, the number of copies required for final publication may also be assessed and printed. The Election Commission has reiterated that even in non-election year complete rolls including all its supplements are to be published and shared with the political parties at the time of final publication.

13.9 Preparation of Electoral Roll for Conduct of Elections by Returning Officer

13.9.1 The electoral roll inclusive of the supplements carrying modifications up to last day of nomination shall be the final roll for the purposes of conduct of election (which Returning Officer should use for scrutiny purpose and also for taking the polls). The mother roll shall be printed along with all supplements at the end of continuous updation till the last date of nominations so that there should be no need to make any correction by hand.

13.9.2 The Returning Officer should allow inspection of the complete roll of the constituency as corrected above, in his office.

13.9.3 The Returning Officer shall provide an identical copy of the final electoral roll to the candidates of recognized political parties of the state concerned within 3 days after withdrawals and finalization of candidature. This is not necessary during bye-elections.

13.9.4 Preparation of ‘Working Copy’ and ‘Marked Copy’ - One copy of such final roll should be set apart for marking the names of voters to whom Postal Ballot (PB) and Election Duty Certificates (EDC) are issued. After the PB/EDC recipients are decided, the Returning Officer shall get the initials ‘PB’ or ‘EDC’ marked against the electors concerned in the copy of the roll set apart for marking by the polling officials on the day of poll.

13.9.4.1 Part-wise proxy voter list in prescribed Format shall also be attached to the copy of the roll set apart for marking. Three (Four in case of simultaneous elections) more copies of the roll shall be prepared which would be IDENTICAL and will be supplied to the presiding officer and the polling team for conduct of elections. These are the working copies of the roll.

13.9.4.2 The copies of electoral roll to be supplied to candidates of

recognized political parties should be IDENTICAL with the working copy of the electoral roll provided to polling parties for conduct of elections except the PB, EDC markings and proxy voter's lists, however, the working copy with PB and EDC markings and 'Proxy Voters' lists may be shown to the agents and candidates present before commencement of poll inside the polling station so that they may compare the entries, deletions and corrections and if necessary note the same in their copies.

13.9.4.3 One of the said three/four sets of working copy should be used by the polling officials at the polling booth for further marking the electors who come and vote. This would be the statutory 'marked copy' that would be sealed in the statutory envelop at the close of the poll and submitted to the Returning Officer for safe custody along with other statutory documents.

13.9.4.4 List in alphabetical order – The Election Commission has directed that for easy identification and search the names of voters at the polling station locations having 3 or more polling stations in one building, over and above the normal electoral roll a copy of the roll with electors arranged in alphabetical order should also be provided for conduct of elections. This however is not statutory and is merely to facilitate voter location and identification quickly on the poll day. The photo of electors need not be printed in this facilitative roll. Such alphabetical roll need not be prepared necessarily for all parts of the roll.

13.10 Custody and Preservation of Electoral Rolls and Connected Papers

13.10.1 Though, the electoral rolls in India, have been computerized long ago, a lot of paper/stationery is used during preparation and revision of electoral roll. These papers are required to be preserved for a specific period by the Electoral Registration Officer who is the custodian of the roll. The records pertaining to electoral roll including forms received, must be kept properly, well indexed and documented for quick and hassle free retrieval, if required.

13.10.2 Retention of authenticated copies of electoral roll:- Rule 32 of Registration of Electors Rules, 1960, states that after the roll for a constituency has been finally published, one authenticated printed copy of the roll shall be retained with the Electoral Registration Officer till at least one year after

such final publication of roll, after the next intensive revision or summary revision as the case may be.

13.10.2.1 One authenticated printed copy of the roll shall be retained with the District Election Officer as a permanent record.

13.10.2.2 One copy of the roll in electronic form shall be retained in the office of the District Election Officer as a permanent electronic record.

13.10.2.3 All other papers relating to revision of the roll, such as the enumeration pads, copies of the roll used for house to house verification, manuscripts prepared on the basis thereof, claims & objections and applications for correction of entries and transposition of entries (Forms 6, 6A, 7, 8 and 8A), and all papers connected with their disposal, shall be retained at least for three years after the completion of the next intensive revision or summary revision, as the case may be.

13.10.3 In the light of above provisions, the Election Commission has clarified the following:-

13.10.3.1 For the period after 2013:- (i) One authenticated printed copy of the roll shall be retained with the registration officer till at least one year after the final publication of roll in the next intensive revision, or summary revision as the case may be, (ii) One authenticated printed copy of the roll shall be retained with the District Election Officer as a permanent record (iii) One copy of the roll in electronic form shall be retained in the office of the District Election Officer as a permanent electronic record.

13.10.3.2 For the period 1987 to 2013:- One complete copy of the electoral roll shall be kept in the office of Electoral Registration Officer or such other place as the Chief Electoral Officer may specify, until the expiration of one year after the completion of the next intensive revision of the roll and one complete copy of the roll for each constituency duly authenticated by the Electoral Registration Officer shall also be kept in such place as Chief Electoral Officer may specify as permanent record.

13.10.3.3 Where authenticated copy/copies of rolls prior to 1987 are available, one copy of such rolls along with another copy in electronic form shall be kept as permanent record in the office of the concerned District Election Officer.

13.10.3.4 The Election Commission further directed that additionally one complete set of electoral roll of previous years for all Assembly Constituencies comprised in the state shall be kept in electronic form in the office of Chief Electoral Officer of the concerned State/ UT also. So far as Jammu & Kashmir is concerned these guidelines apply for electoral rolls of Parliamentary Constituencies only. Extra copies may be destroyed after following the due procedure for destruction of official records.

13.10.5 The Election Commission has also directed that the electoral roll for each polling booth should be kept in a folder in which the mother roll relating to the intensive/summary revision is arranged with supporting duplicate enumeration cards and supplements to the mother roll with the claims and objections forms accepted or rejected in respect of every subsequent revision arranged year-wise, so that each entry in the electoral roll can be properly accounted for. Similarly, the outer cover of the folder should give a description of constituency; part number and the contents of the folder.

13.11 Disposal of Electoral Roll and Connected Papers

13.11.1 Rule 34 of Registration of Electors Rules, 1960 provides that the papers referred to in Rule 32, as mentioned in the preceding paragraphs shall, on the expiry of specified period and subject to such general or special directions, if any, as may be given by the Election Commission in this behalf, be disposed of in such manner as the Chief Electoral Officer may direct.

13.11.2 Extra copies of the roll may be disposed of, with the prior approval of the Election Commission, as soon as may be, after the next revision is completed.

SECTION - V
**ELECTORS PHOTO IDENTITY
CARD (EPIC)**

CHAPTER-14 ELECTORS PHOTO IDENTITY CARD (EPIC)

CHAPTER 14

ELECTORS PHOTO IDENTITY CARD (EPIC)

14.1 Introduction

14.1.1 With a view to preventing impersonation and to establish the identity of genuine elector at the time of poll, the election laws have made a provision

EPICs are issued only to the electors enrolled in the general rolls. Service voters and Overseas Indian electors are not issued EPICs.

of Electors Photo Identity Cards (EPIC) under Rule 28 of Registration of Electors Rules, 1960. After several unsuccessful attempts to introduce EPIC in West Bengal, Sikkim, Meghalaya and Nagaland, the Election Commission, in 1986, made a suggestion to the Union Government that the EPIC issued to electors may be made multipurpose to be used as an

identification document for other purposes also like for opening of bank/post office accounts, public distribution system, health schemes etc. The proposal was again sent to the government in 1992. While the proposal was under consideration of the Government, the Election Commission issued a notification under Rule 28 quoted above, on 28th August, 1993 stating that no polling at election to the House of People or State Legislative Assemblies shall take place after 1st January, 1995, unless all eligible electors had been supplied with EPIC. Certain State Governments went to the High Courts against the Election Commission's decision. The matter was agitated before Supreme Court by the Election Commission. The Supreme Court directed the Election Commission not to withhold election on the ground that the State Governments had failed to issue EPIC to electors by the deadline given by the Election Commission. Gradually, the State Governments began to implement the Election Commission's order and now all the States of the country have issued EPIC to their electors and in majority of the States have achieved target of 100% EPIC coverage.

14.1.2 EPIC is only an identity document and mere holding of an EPIC does not give any individual right to vote. This right is available only to those whose names are found in electoral roll. EPIC only establishes the identity of those whose names are there in the Electoral Roll to ensure that their right to vote is smoothly exercised.

14.2 Rule Position regarding EPIC

14.2.1 Rule 28 of the Registration of Electors Rules, 1960 provides for Identity cards for electors. The rule *inter-alia* states that –

14.2.1.1 The Election Commission, may, with a view to preventing impersonation of electors and facilitating their identification at the time of poll, by notification in the Official Gazette of the State, direct that the provisions of this rule shall apply to any such constituency or part thereof as may be specified in the notification.

14.2.1.2 The registration officer for such notified constituency shall as soon as may be after the issue of the notification under sub-rule (1), arrange for the issue to every elector an identity card prepared in accordance with the provisions of this rule.

14.2.1.3 The EPIC shall –be prepared in duplicate;

- (i) contain the name, age, residence, and such other particulars of the elector as may be specified by the Election Commission;
- (ii) have affixed to it a photograph of the elector which shall be taken at the expense of the Government; and
- (iii) bear the facsimile signature of the registration officer;

14.2.1.4 One copy of the EPIC prepared under sub-rule (3) shall be retained by the registration officer and the other copy shall be delivered to the elector to be kept by him for production at the time of poll.

14.3 Specifications for EPIC – Initially, the Election Commission had issued EPIC with black and white photograph and a hologram with certain specifications. It was contained in a plastic pouch. In 2013, the Election Commission decided to go for a PVC EPIC with colour photograph and new specifications.

14.3.1 Specifications for EPIC:-

14.3.1.1 Card type: All new cards will be printed on PVC sheet with colour photograph.

14.3.1.2 Card size: 8.6 cm vertical and 5.4 cm horizontal with variation, permissible of plus or minus 5 per cent.

14.3.1.3 Thickness: 0.6 mm to 0.8 mm.

14.3.2 Specifications for security printing:-

14.3.2.1 Front:

- (i) Spiral micro letters line (EPIC) in art screen
- (ii) Three colour guilloche design
- (iii) The National Emblem with guilloche design for invisible printing which can be seen by ultra violet light
- (iv) The National Emblem printed on the upper left hand corner and Election Commission of India logo printed on the upper right hand corner in colour.

14.3.2.2 Back:

- (i) Relief tint of “Election Commission of India” in bilingual, i.e. English and Hindi

14.3.3 Personalisation:-

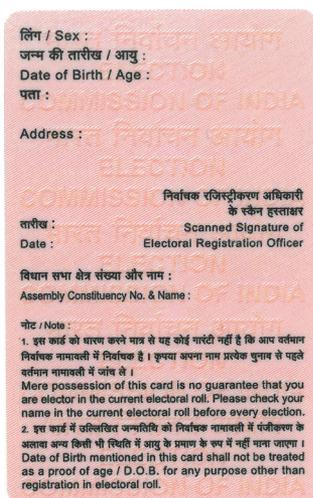
14.3.3.1 Front:

- (i) Election Commission of India in English and regional language of the State on the top
- (ii) Elector Photo Identity Card in English and regional language of the State below Election Commission of India



- (iii) Colour photo of the elector
- (iv) EPIC number of the elector printed in alphabets and numbers and also as a bar code
- (v) Name of the elector, in English and regional language of the State
- (vi) Relation name, printed in English and regional language of the State

14.3.3.2 Back:



- (i) Sex, printed in English and regional language of the State
- (ii) Date of birth/age printed, in English
- (iii) Address, printed in English and regional language of the State
- (iv) Number and name of Assembly Constituency, printed in English and regional language of the State
- (v) Part number and name, in English and regional language of the State
- (vi) Scanned signature of Electoral Registration Officer
- (vii) Note: The following notes printed in English and regional language of the State:-
 - (a) Mere possession of EPIC is no guarantee of name being present in electoral roll. Please check your name in the current electoral roll before every election.
 - (b) Date of birth mentioned in this card shall not be treated as proof of age or date of birth for any purpose other than registration in electoral roll.

14.3.4 Hologram:-

With security features given above, there will be no need of affixing a hologram on the **card**.

14.4 Functional Unique Serial Number (FUSN):

14.4.1 Every EPIC is issued under a unique EPIC Number. EPIC Number is an alphanumeric string with 3 alphabetical codes followed by a seven-digit number. While the first 3 alphabetical Codes, called the Functional Unique Serial Number (FUSN) code is unique for every Assembly Constituency and is provided by the Election Commission, the numeric code that follows the FUSN code is a six digit running serial number followed by one digit checksum making a total of seven digits.

14.4.2 New FUSN codes have been allotted to all newly delimited Constituencies in the country. However, the ECI has reiterated that the same EPIC number shall be given to Duplicate EPICs to be issued to the electors to whom EPICs have been issued under old EPICs series before delimitation. An EPIC once issued to an elector shall remain valid during the lifetime of the elector even if he/she shifts his/her residence.

14.5 Specification of Digital Photograph for EPIC

14.5.1 EPICs will be prepared using digital photographs which are stored in the elector database only. The digital photographs should be stored in JPEG format in binary form in the elector table, using 320x240 pixels (standard e-mail mode of Digital Cameras) in Colour Portrait mode. The photograph should be of size 3.2 cm (vertical) x 2.4 cm (horizontal) and of resolution 320x240 pixel.

14.5.2 The print of the photograph on the EPIC should be of size 3.2 cm (vertical) by 2.4 cm (horizontal). While a variation in size of plus or minus 10% will be permissible, the relative proportions (aspect ratio) of the photograph should not be changed under any circumstances.

14.5.3 It is necessary that the photographs of electors in the specified digital format must be mentioned as one of the deliverables in contracts whenever photography or EPIC contracts are awarded either directly or through an intermediate agency to SLA, vendor or sub-vendor.

14.6 Standards of Photography for EPIC

14.6.1 The photograph shall show a close-up of the applicant's head and the top of the shoulders. The face shall take 75% of the vertical dimension of the picture.

14.6.2 The photograph shall be in sharp focus, of high quality with no creases and ink marks with appropriate brightness and contrast and showing natural skin tones of the elector's face and features clearly recognisable.

14.6.3 It shall show the elector looking directly at the camera with a neutral expression and the mouth closed. The photograph shall be showing the elector with the eyes open and clearly visible with no hair/cap/hat/headgear/veil/cover/shadow/reflection etc. obscuring the eyes. If the elector wears

glasses, the photograph must show the eyes clearly with no lights reflected in the glasses. The glasses should not have tinted lenses and it shall be ensured that the frames of the glasses do not cover any part of the eyes of the elector.

- 14.6.4 The photograph must have a plain, light coloured background and there must be no other people or object visible with the elector.
- 14.6.5 Since the contrast visible on-screen is usually higher than in a printed form, before each session of photography, a test photograph should be taken and printed. The lighting conditions should be changed in order to meet the above requirements. Where necessary, the location of taking the photograph should be moved closer to a window or source of natural light or artificial lighting used.

14.7 Procedure of Preparation of EPIC

- 14.7.1 EPIC to be made only from Electoral Roll Database - EPIC shall be prepared only from the electoral roll database. Thus EPIC will only be made after the name of the elector is already included in the concerned part of the electoral roll. Similarly EPIC will only be made after the photograph of the elector has been merged in the electoral roll database. No correction in electoral roll entries is to be done at the time of making of EPIC. If any correction in electoral roll entry is required, it should be done by taking a form-8 for modification of entries in electoral rolls and after following the statutory process. However, minor corrections i.e. transliteration errors or spelling errors may be corrected without insisting for Form-8.
- 14.7.2 EPIC to be made only online - EPIC must be made online by connecting to the electoral roll database. Under no circumstances EPIC will be made off-line. EPIC can be prepared at any location authorized by the Electoral Registration Officer provided that the Electoral Registration Officer has authorized password protected access to the person making the EPIC and there is adequate Internet connectivity at that location.
- 14.7.3 New EPIC - A new EPIC shall be made without any application from the elector and delivered to the elector free of cost, whenever a name is included in the electoral roll for the first time. When a new EPIC is made a new EPIC number will be generated and assigned to that elector by following the prescribed numbering scheme.

14.7.4 Security of data:- For reasons of security of data and to maintain integrity of database, the following instructions shall be followed, while giving access to vendors or officers engaged for the job of making EPIC –

14.7.4.1

- (i) Data shall be kept in a central database with full access control.
- (ii) The database can either be kept on a single server or on multiple servers, or even on the cloud.
- (iii) No backend access will be given to any person except to the database administrator (DBA) authorized by the Chief Electoral Officer.
- (iv) Data will be kept in a database using RDBMS. Front end access will also be password protected. For operations which require updating of electoral database, digital signature security shall be required in addition to password protection.
- (v) Care should be taken to maintain the data centre under fully secure conditions following the norms of data centre security and physical access control.
- (vi) Care must also be taken to maintain a disaster recovery site for the database.

14.7.4.2 A Unique EPIC Number is allotted to every elector whenever EPIC is issued to an elector for the first time. If replacement EPIC is issued to any elector for any reason, the replacement card will continue to bear the unique number assigned to the elector in the original EPIC i.e. which was made for the elector for the first time. Even when the elector ceases to be enrolled in the Electoral Roll, the aforesaid unique EPIC number will not be allotted to any other elector.

14.7.4.3 Photographs of electors are kept in .jpg format in the elector table itself as binary data. Whenever the EPIC is to be printed, the photograph and other demographic data should be read from the elector tables i.e. master /control tables and used to print the EPIC.

14.7.5 Depending on the conditions of an individual state, the concerned Chief

Electoral Officer shall decide whether to outsource the work of preparation and distribution of EPIC to vendors or to get it done in-house by his own officers. VRCs, Common Service Centres etc. will also be allowed to make EPIC. In either case, the software for making of the EPIC shall be part of the overall Electoral Roll Management System (ERMS) being followed in the State. ERMS developed by the Election Commission already has a module for making of EPIC. Under no circumstances vendors will be allowed to use any software other than the EPIC module in ERMS to make EPIC.

14.8 Replacement EPIC

- 14.8.1 Replacement EPIC will continue to have the EPIC number originally assigned to the elector, when EPIC for the elector was made for the first time. EPIC number assigned once continues for life. Whenever a replacement EPIC is made, the original EPIC number should be read from the database and used to make the Replacement EPIC.
- 14.8.2 Earlier, there were instructions to print the word “Duplicate” on the Replacement EPIC. Several requests were made to the Election Commission that the word “Duplicate” should not be printed because electors find that EPIC with the words “DUPLICATE” superscripted on it is not accepted as an identity proof in many situations. The Election Commission has considered this request and has decided that the word “Duplicate” shall not be printed on replacement EPIC.
- 14.8.3 The replacement EPIC will continue to have the EPIC number originally assigned to the elector when EPIC was made for the first time for that elector.
- 14.8.4 A replacement EPIC will be made without any application and delivered to the elector free of cost in all of the following cases: -
- 14.8.4.1 When modification is made in any entry in the electoral roll pertaining to that elector.
- 14.8.4.2 When name of an elector is transposed from one part of any constituency to another part of the same constituency or from one constituency to another constituency.
- 14.8.5 A replacement EPIC can be made at any time if an elector makes an application for a replacement EPIC for the reason that the EPIC has been lost, on payment of a fee of Rupees 25. However no fee will be charged

if the EPIC has been lost for reason beyond the control of the elector like floods, fire, other natural disaster etc. The fee can also be waived off by a special or general order of the Chief Electoral Officer of the state/UT for reasons to be recorded. No police report is needed in case of loss.

- 14.8.6 A replacement EPIC has to be made and delivered to the elector without any application from the elector in all cases except where original EPIC has been lost. Whenever EPIC is made consequent to inclusion, transposition or modification, EPIC should be issued and delivered to the elector within 15 days of the inclusion, transposition or modification order being made by the concerned Electoral Registration Officer.
- 14.8.7 In cases where a replacement EPIC is made on application from an elector for loss of original EPIC, it should be made and delivered to the elector within 7 days of the application being made.
- 14.8.8 Application for issue of a replacement EPIC for loss of original EPIC will be made to the registration officer in Form-EPIC-1, (**Annexure 40**). Facilities for collection of applications in Form-EPIC-1 should be provided in offices of EROs, Voter Registration Centres, Common Service Centres, etc. These forms should also be available with BLOs, who can be asked to collect filled up forms from electors whenever required and deliver them to the concerned Electoral Registration Officer. Form-EPIC-1 should also be available on-line.

14.9 Delivery/Distribution of EPIC

Delivery of EPIC will be made to the elector by any one of the following ways:-

- 14.9.1 To the elector personally, at the Voter Registration Centre, Common Service Centre etc. The elector should be asked to check that all entries in his EPIC are correct. If any corrections are needed, then it should be given after necessary corrections are done.
- 14.9.2 By post, if a self-addressed stamped envelope has been furnished by the elector with the application form.
- 14.9.3 By the concerned Booth Level Officer.
- 14.9.4 By some other Government employee authorized by the Electoral Registration Officer.
- 14.9.5 The application form in Form-EPIC-1 will have the option for the elector to indicate whether the elector wants to collect the EPIC himself from the

Voter Registration Centre, Common Service Centre etc., or would like the EPIC to be delivered by post. In case the elector wants the replacement EPIC to be delivered by post, the elector will be required to include a self-addressed, stamped envelope with the application form in Form-EPIC-1.A proper record of issue/dispatch of the EPIC shall be kept in every case, without fail. Fee for issuing Replacement EPIC shall be deposited in district Treasury in the govt. account regularly.

14.10 Undistributed EPICs

In case the officials are not able to deliver an EPIC due to the reasons the concerned elector was not found to be residing at the given address or is returned undelivered when sent by post, the same should be destroyed by the Electoral Registration Officer under secure conditions after two years, but only after three attempts to get it delivered. However a record of such undelivered EPIC destroyed shall be maintained. The list of undistributed EPICs shall be given to local unit of recognized political parties as well as RWAs and similar bodies.

14.11 Maintenance and Preservation of Miniature Sheets

- 14.11.1 Rule 28 of the Registration of Electors’ Rules, 1960 provides that the Identity Card shall be prepared in duplicate. One copy of the Identity Card shall be retained by the concerned Electoral Registration Officer and the other copy shall be delivered to the elector for being produced at the time of poll.
- 14.11.2 The Election Commission had prescribed that the duplicate EPICs should be maintained by the Electoral Registration Officers in miniature form of EPIC in a Miniature Sheet. Some 80 to 100 EPICs in miniature form should be printed on an A4 size paper (both sides) and laminated with durable plastic sheets. These miniature sheets should be kept polling station wise. Miniature sheets of each polling station should be kept in one folder for that polling station, and all such folders of the polling stations of a constituency should be kept in the folder for the constituency.
- 14.11.3 These miniature sheets should be kept in proper custody of the Electoral Registration Officer and necessary precautions taken by him to ensure safety and security. The Chief Electoral Officer and Electoral Registration Officers should periodically review the status of storage of these miniature sheets and prepare a detailed report whether the complete set of miniature sheets for EPICs issued till date is available in the Office of the Electoral Registration Officer.

- 14.11.4 Earlier, authenticated office copies of these miniature sheets were required to be supplied to respective Presiding Officers. This is now no longer necessary in view of the availability of Photo Electoral Rolls.
- 14.11.5 Whenever a replacement EPIC is issued, a copy of it should be made and stored as part of the miniature sheet. Thus the duplicate card would be treated at par with a fresh card issued for storage in a miniature form.
- 14.11.6 Now as, photo electoral rolls are prepared and printed with photograph of the electors in all States, it shall not be necessary to prepare miniature sheets of the EPICs separately. In such cases, keeping a certified copy of each of the Photo Electoral Roll in the custody of the Electoral Registration Officer and District Election Officer concerned shall be deemed to serve the purpose of duplicate copy of the EPICs under the provisions of sub-rule (4) of the Rule 28 of the Registration of Electors Rules, 1960. It should be certified that the images in the Photo Electoral Roll and EPIC issued to the electors are identical. The miniature sheets already prepared shall be kept in safe custody. It shall be ensured that digital data (in CD as well as hard disk, preferably with a magnetic tape back as well) is kept at the level of District Election Officer and Chief Electoral Officer.

SECTION - VI
**CATEGORIES OF ELECTORS WITH
SPECIAL PROVISIONS**

CHAPTER – 15 REGISTRATION OF SERVICE VOTERS

CHAPTER – 16 REGISTRATION OF OVERSEAS INDIAN ELECTORS

CHAPTER 15

REGISTRATION OF SERVICE VOTERS

15.1 Introduction

Under the provisions of Section 19 of the Representation of the People Act, 1950, ordinary residence in a constituency is one of the basic conditions for registration in electoral roll. However, Section 20(3) provides for an exception to the said condition which says any person having a service qualification shall be deemed to be ordinarily resident on any date in the constituency in which but for his having such service qualification, he would have been ordinarily resident on that date.

15.2 Who is a Service Voter:-

15.2.1 Service voter is a person having service qualification. Section 20(8) of the Representation of the People Act, 1950, defines 'service qualification' with reference to sub-section 3 mentioned above –

- (i) Being a member of the armed Forces of the Union; or
- (ii) Being a member of a force to which provisions of the Army Act, 1950 (46 of 1950), have been made applicable whether with or without modification;
- (iii) Being a member of an Armed Police Force of a State, and serving outside that state; or
- (iv) Being a person who is employed under the Government of India, in a post outside India.

15.2.2 Plainly speaking, following categories of personnel/government employees have service qualification and thus eligible to be registered as service voters:-

- (i) Members of Indian Army, Navy and Air Force,
- (ii) personnel of those Central Para-military Forces who are governed by the provisions of the Army Act, 1950, namely, General Reserve Engineer Force (GREF) (Border Road Organization), Border Security Force (BSF), Indo Tibetan Border Police (IBP), Assam Rifles, National Security Guards (NSG), Central Reserve Police Force (CRPF), Central Industrial Security Force (CISF) and Sashastra Seema Bal (SSB),

- (iii) Members of State Armed Police Force of a State, serving outside that state and
 - (iv) Persons employed under Government of India in a post like Indian Missions outside India.
- 15.2.3 Persons having a service qualification can get enrolled as ‘service voters’ at their native places even though they actually may be residing at the place of posting which is different from their native place. They have, however, an option to get themselves enrolled as general elector at the place of their posting if that is a peace station where they factually, at the point of time, are residing ordinarily with their family for a sufficient span of time. But a person possessing service qualifications cannot be enrolled as a general elector at his native place. Once included in the general part of the roll there is no distinction between an ordinary elector and service voter.
- 15.2.4 The wife of a service voter shall, if she is ordinarily residing with him, be also deemed to be a service voter in the constituency specified by that person provided in case of service voter, a declaration in Form 2, 2A and 3 (**Annexure 2 - 4**) that his wife ordinarily resides with him has to be made. This facility is available only to the wife of a male service voter and is not available to the husband of a female service voter. His children of 18 years of age and above or his other relations or his domestic servants staying with him are not entitled to be registered as service voters. They can get themselves enrolled in their ordinary place of residence if they satisfy the conditions of registration just like any other eligible citizen of India.
- 15.2.5 The declaration made by a male service voter in Form 2, 2A or 3 as the case may be, will include the declaration in respect of his wife also. The wife is not required to file a separate application form or sign a separate declaration in that Form.
- 15.2.6 A person having service qualifications and his wife, if she is ordinarily residing with her husband at the place of his posting should not to be enumerated as general elector during intensive revision or house to house verification alongside their other eligible family members, even if they are members of the household and incidentally happen to be present in the house at the time of enumeration/house to house verification.
- 15.2.7 A person having service qualifications can be registered as a general voter at his place of posting through application made in Form 6 if he is not already enrolled in the last part of electoral roll of the constituency of his native place

and has remained in the place of his present posting at a peace station. In such case, a declaration should be obtained from the service voter and the spouse in the prescribed format (**Annexure 40**).

15.2.8 No EPIC is to be issued to a service voter enrolled in the last part of the electoral roll. As service voters are entitled to postal ballot papers and they do not visit to polling station, EPIC is not required in their case. However, the service personnel registered as general electors are entitled to get EPICs.

15.3 Who is a ‘Classified Service Voter’:-

A service voter belonging to Armed Forces or forces to which provisions of Army Act, 1950 are applicable, has the option of voting through postal ballot or through a proxy, duly appointed by him. The aforesaid service voter who opts for voting through proxy is called ‘Classified Service Voter’.

15.3.1 What is a ‘Proxy’:- Under Rule 27N of Conduct of Election Rules, 1961, a service elector may appoint (by applying to the Returning Officer in Form 13F of Conduct of Election Rules, 1961) any person as his proxy to give vote on his behalf and in his name. The proxy shall have to be ordinarily resident of that constituency. He need not be a registered voter but he must not be disqualified to be registered as a voter.

15.3.3.1 A ‘proxy’ can be appointed in the following two ways:-

- (i) If a service voter is at the place of his posting, he has to put his signature in Form 13F before the Commanding Officer of the Unit and then to send the Form to his proxy for affixing his signature before a Notary / First Class Magistrate. Thereafter, the proxy can submit the Form to the Returning Officer concerned.
- (ii) If a service voter is at his native place, both he and his proxy can sign Form 13 F before a Notary / First Class Magistrate and then send to the Returning Officer concerned.

15.3.3.2 The provision for voting through proxy is only valid till one is a service voter. Once appointed, the proxy will continue, until revoked by the service voter. The facility of service voter can be revoked and the proxy changed at any time for any number of times by the Classified Service Voter. Thus a Classified Service Voter can revoke and opt back for postal ballot option or even substitute the proxy by intimating the Returning Officer in Form 13G of Conduct of Election Rules, 1961. Revocation

will become effective from the date duly filled Form 13G is received by the Returning Officer.

15.3.3.3 Application for appointment of proxy voter received after the last date of nomination cannot be considered for the election in progress. It will be valid for subsequent elections unless revoked/changed.

15.3.3.4 Classified Service Voters shall not be issued postal ballots by the Returning Officer. All Classified Service Voters shall be added as sub-list at the end of the part of the electoral roll pertaining to that polling station which covers the Classified Service Voter’s home address. Thus the Classified Service Voter list shall be maintained polling station wise. The appointed proxy shall physically visit and vote at the said polling station.

15.4 Structure and Layout of the Last Part (List of Service Voters) in Electoral Rolls

15.4.1 The list of the service voters is prepared separately for an Assembly Constituency as a whole and all service voters are registered at the end of the electoral roll of the constituency as a separate ‘last’ part(**Annexure 36**). All service voters belonging to an Assembly Constituency are listed together, irrespective of the place of residence in this last part of the roll for the Assembly Constituency. As they exercise their franchise through postal ballots and not required to visit polling station personally, they are not assigned any specified polling station.

15.4.2 The details of service voters are captured in the following columns of the last part:-

- (i) S. No.
- (ii) Name of Elector
- (iii) Elector type
- (iv) Rank/service/buckle number
- (v) Husband’s S. No.
- (vi) Regimental address for despatch of ballot paper
- (vii) House address

15.4.3 The last part containing the list of service voters is prepared in English and has three sub-parts -‘A’, ‘B’ and ‘C’. [‘A’ is for Armed Forces; ‘B’ is for Armed Police Force of the States serving outside respective states; and ‘C’ is for persons

employed under Government of India in a post outside India.] In all the sub-parts ‘A’, ‘B’ and ‘C’ the name of wife should be entered immediately after the name of the husband in cases where applications are made in the same Form. For the purpose of identification the additional entry “w” should be entered in the elector type column to denote wife of a service elector and husband’s serial number should be indicated in the column provided for the purpose. The electors in Service Voter Roll shall be arranged in fresh series beginning with serial number 1 in each of the sub-parts ‘A’, ‘B’ and ‘C’ in the order in which statements of the service voters have been received and accepted. Serial number in component I (additions list) of the supplementary will be in continuation of the last serial number in the corresponding sub-part.

- 15.4.4 Even if there is no service voter in any or all of these sub-parts in any constituency, a ‘Nil’ electoral roll for each of the sub-parts should be prepared.
- 15.4.5 The last part of the roll containing Service Voter’s list shall have a title page followed by elector’s details (**Annexure 36**).

15.5 Preparation of Last Part of Electoral Roll

- 15.5.1 The Election Commission may update the list/roll by way of summary revision or order a de-novo preparation of last part of the roll. In the first mode, the last part of electoral roll is updated twice in a year and two supplements are prepared. Names of all such service voters who submitted their application and which have been received till 31st December are incorporated in the 1st supplement, brought out on 31st January. Similarly, the service voters whose applications received after 31st December and till 30th June will be incorporated in the 2nd supplement which will be brought out on 31st July.
- 15.5.2 The Electoral Registration Officer shall bring out the supplements twice in a year and immediately thereafter send the extracts of the last part, in duplicate, to the officer in-charge in the respective force.
- 15.5.3 In order to facilitate the enrolment of service voters, a communiqué is sent to Ministry of Defence, Ministry of Home Affairs, Ministry of External affairs and the Directorate General of Border Roads intimating them of the commencement of summary revision of service electors in December and updating of last parts in June each year. The communiqué invites applications from persons with service qualification for registration as service electors. A list of Chief Electoral Officers of all states is also sent to them for their information and reference. These parent organizations are expected to widely disseminate the information and the processes involved in registration of service electors.

15.5.4 In case of an election intervening between 31st January and 31st July, all the applications received up to the last date of nomination shall be processed by the Electoral Registration Officer and published as a supplement, additionally.

15.6 Manner and Procedure of Registration of Service Voters

15.6.1 As per Rule 7 of Registration of Electors Rules, 1960, a person having service qualifications and desirous of getting registered as service voter at his native place shall submit a statement in following Forms:-

- (i) Members of Armed Forces (3 wings of Defence and CPMFs mentioned in para above) – Form 2,
- (ii) Members of Armed Police Force of a State, serving outside that State – Form 2 A, and
- (iii) Persons employed under Government of India on post outside India – Form 3

15.6.2 Two copies of the Form (as applicable) have to be submitted. The Forms (Form 2, 2A or 3 - as **Annexures 2, 3, 4** as the case may be) should be filled up by the individual concerned for himself and his wife, if she is staying ordinarily with him at his place of posting and handed over to the officer-in-charge of the concerned record office/unit/nodal authority in Ministry of External Affairs.

15.6.3 The persons who are already enrolled as service voters or who have submitted such statements during the earlier revision and do not desire to amend any particulars in their statement to send fresh statements are not required to file Forms, unless the Election Commission so directs in respect of any revision (like in case of de-novo preparation).

15.6.4 Each Form 2 or 2A (not for Form 3) shall be accompanied with a declaration in a prescribed Format (**Annexure 41**) to the effect that the applicant has not already got himself enrolled as ordinary elector in any constituency. The declaration need not be in duplicate.

15.6.5 The officer in-charge/Ministry of External Affairs nodal authority will check the forms and the declaration to ensure that particulars given by the applicant are correct and the full address including hometown or village and district is filled in, so that his district and constituency in which his native place is located, can be easily determined.

15.6.6 The officer-in-charge, after careful verification, shall sign the verification certificate provided in the form itself, bunch together all duly filled applications along with

declarations attached, pertaining to a state and collectively forward the same to the Chief Electoral Officer of the State mentioned in the address by the applicant with a covering letter and a list in duplicate of the statements being forwarded (**Annexure 42**).

- 15.6.7 The Chief Electoral Officer must acknowledge the receipt of these forms by returning one copy of the statement after preliminary checking of received forms, to the sender. For facilitating this acknowledgement, the forwarding officers in Ministry of Defence, Ministry of External affairs etc. must give their full and complete postal address on the communication. The Election Commission will quarterly monitor the receipt and processing of service voter applications. Simultaneously, Chief Electoral Officer will identify the concerned District Election Officer and send the forms to him for further processing.
- 15.6.8 The record offices/units or Ministry of External Affairs nodal authority should not send the forms (& Declarations) to the Election Commission.

15.7 Process by Electoral Registration Officer

- 15.7.1 District Election Officer shall acknowledge the receipt of applications to the Chief Electoral Officer and send individual application to the Electoral Registration Officer concerned, who shall process the application and prepare the last part of electoral roll.
- 15.7.2 The statement of any person having service qualification made in the statutory forms and verified in the prescribed manner shall in the absence of evidence to the contrary, be accepted as correct. In other words, the Electoral Registration Officer need not make any enquiry as to the place of ordinary residence in respect of a person having service qualification.
- 15.7.3 As soon as the statements have been accepted, counter-foils with particulars of the voter including serial number of the voter is returned to the officer-in-charge/record office. The Electoral Registration Officer need not wait, after accepting the names, for the service elector’s supplement to come out before sending these counter-foils back to the senders.
- 15.7.4 The officer-in-charge will retain one copy in his office arranged Assembly Constituency-wise and return the other copy of the extracts after making necessary corrections, if any, in them to the Electoral Registration Officer for updation and corrections. While returning the extracts as mentioned above, the authorized officers will indicate names of persons who have been transferred to reserve and action has to be taken by the Electoral Registration Officer to have the names

of such persons deleted from the last part of the electoral rolls. On transfer to ‘reserve’ or discharge/retirement from service the person concerned ceases to belong to the Armed Forces and as such his name and his wife’s name, if entered in the last part, should be deleted forthwith therefrom. On receipt of the extract back with corrections, the Electoral Registration Officer will update the last part.

- 15.7.5 The Electoral Registration Officer shall carry out the corrections directly in the main list and no supplement of corrections will be made. The Electoral Registration Officer will prepare the copy of the extract after verification and corrections and on which basis the roll has been corrected and updated.
- 15.7.6 However, for a person employed under the government of India in a post outside India, Electoral Registration Officer, need not send the extract of last part to each Head of the Mission abroad from whom he had received the statements in Form 3. It will be sufficient if the statements are sent in duplicate to the Ministry of External Affairs (nodal officer), who will do the necessary checking with reference to latest posting of the officers and return a copy to the Electoral Registration Officer for further processing.
- 15.7.7 The updation (changes) in the last part shall be maintained in supplements as in case of general voters. When the roll is integrated, the last part of the roll shall also get integrated at that stage or if the Election Commission expressly so directs. The list of amendments to the last part of the roll (supplements) should also be maintained in the same manner as in case of the basic roll and in each sub-part, additions and deletions should be printed one after the other. The format for addition and deletion is the same as for the basic roll.
- 15.7.8 The main purpose of keeping the last part pertaining to service electors up-to-date is to enable the Returning Officers to dispatch the postal ballot papers to the electors at the correct address and to receive them back with the votes duly recorded thereon before, the commencement of counting. Great care has, therefore, to be taken to avoid errors relating to Name of the elector, Service ID and the Address for the dispatch of postal ballots.

CHAPTER 16

REGISTRATION OF OVERSEAS INDIAN ELECTORS

16.1 Introduction

India has a large diaspora in the foreign countries. Among the overseas Indians a large number continues to have Indian citizenship and they are regularly in contact with their families, friends and relatives in India. However, on account of the basic condition of ‘ordinary residence’ for registration in electoral roll, earlier, they were not able to participate in the electoral process in the country. The Indian Parliament made an amendment in the Representation of the People Act, 1950 in 2011 by the Representation of the People (Amendment) Act, 2010, adding Section 20A in the said Act, creating a new category of electors, namely, ‘Overseas Indian Electors’.

16.2 Who is an Overseas Indian Elector

As per Section 20A of the Representation of People Act, 1950, an overseas Indian elector is a citizen of India, absenting from his place of ordinary residence in India owing to his employment, education or some other reason and who has not acquired citizenship of any other country and who is otherwise eligible to be registered as an elector in the electoral roll of the constituency in which his place of residence in India as mentioned in his passport is located.

16.3 Manner and Procedure of Registration of Overseas Indian Electors

16.3.1 According to Rule 8B (1) of Registration of Electors Rules, 1960, an eligible overseas elector, desirous of being registered in the roll for the constituency pertaining to the locality in which his place of residence in India as mentioned in his passport is located, may make an application in Form 6A (**Annexure 8**) to the concerned Electoral Registration Officer directly or electronically or send the application by post. Rule 8B (2) provides that as in the case of other general electors, overseas electors shall also use Form 7, 8 and 8A (**Annexure 9 -11**) for the purpose of objection to inclusion of a name in the roll or correction or transposition of an entry from one part to another part of the roll of the constituency, respectively.

- 16.3.2 If the application for the inclusion is made by post it should be accompanied by one recent passport size coloured photograph, duly affixed in Form 6A and photocopy of the relevant pages of the passport containing photograph, his address in India and all other particulars of the applicant and also the page of passport containing the valid visa endorsement. These photocopies should be duly self-attested by the applicant. Application without the attested photocopies of these documents will be liable to be summarily rejected.
- 16.3.3 If the application is submitted in person before the Electoral Registration Officer, the same should be accompanied by a photocopy of the relevant pages of the passport mentioned above. The applicant should produce his original passport along with the application for verification by the Electoral Registration Officer. The Electoral Registration Officer shall keep copies of relevant pages of the passport in the case file after due verification and attestation and return the passport to the applicant.
- 16.3.4 The overseas elector should surrender EPIC, if already issued to him as a general elector in India before going abroad, along with submission of Form 6A.
- 16.3.5 In order to facilitate the overseas electors and improve their enrolment in the electoral rolls, Form 6A shall be distributed among the family members of overseas electors, residing in India, through the Booth Level Officer. The Booth Level Officers shall prepare a list of such households in their polling area in which member(s) of the family reside(s) abroad. The name of Assembly Constituency and the postal address of the Electoral Registration Officer should be filled up in Form 6A by the Booth Level Officer before its distribution. Booth Level Officer may be advised to request the member of such households to send Form 6A to the member of his family living abroad for sending it back to the Electoral Registration Officer at the address already provided in the Form. Booth Level Officer shall be kept abreast of the rules and regulations for the registration of overseas electors properly so that they can give suitable reply to the queries/doubts raised by any person at the time of distribution of Form 6A.

16.4 Process by Electoral Registration Officer on Receiving Application in Form 6A

- 16.4.1 The Electoral Registration Officer shall prepare a list of claims & objections received from overseas electors and display the same on the notice board

at his office. It shall also be available on the website of the Chief Electoral Officer of the State concerned. The Electoral Registration Officer has to keep a separate register for applications received in Form 6A. All applications received in Form 6A should be entered in this register.

- 16.4.2 The Electoral Registration Officer shall ask the Booth Level Officer concerned to visit the home address mentioned in the passport of the overseas electors. The Booth Level Officer shall ask relatives of the applicant, if any, to verify the self-attested copies of documents and give a declaration (**Annexure 43**) to this effect. In those cases, where no relatives are available or relatives are not willing to give the declaration for verification of documents or the Electoral Registration Officer is not satisfied with verification of documents by relatives, documents will be sent for verification to the concerned Indian Mission in the foreign country where the applicant resides.
- 16.4.3 The decision of the Electoral Registration Officer should be communicated to the applicant by post on the address of the applicant in the country of his residence given by the applicant in his application in Form 6A and also be sending an SMS on the cell phone number given by the applicant in his application in Form 6A.
- 16.4.4 Personal hearing on application by an overseas elector - If personal hearing is necessary in respect to any claim or objection to the inclusion of name in the roll as overseas elector, the Electoral Registration Officer shall designate and authorize an officer from the Indian Mission at that particular country where the concerned applicant stays to hear the applicant for the objection raised. If the objector is also available there then both the parties are heard. The designated officer will send a report to the Electoral Registration Officer to enable him to take decision in the case. In no case, the personal appearance of the applicant/objector living abroad shall be required by the Electoral Registration Officer in India. The Election Commission has asked the Ministry of External Affairs to designate one officer in each Indian Mission abroad. The names of such officers who can be so designated by the Electoral Registration Officer shall be sent to the Electoral Registration Officers through the Chief Electoral Officer by the Election Commission in consultation with Ministry of External Affairs.

16.5 Inclusion of Names of the Overseas Indian Electors in the Roll

Name of Overseas elector is to be included in the relevant part of the roll of the constituency in which the place of his residence in India as mentioned in his passport is located. A separate section named “Overseas Electors” which is the last section of the roll of that particular part shall be created in which the said overseas elector is registered and name of the overseas elector will be kept in this section.

16.6 Intimation about Change in Address

It is the responsibility of the overseas elector to keep the Electoral Registration Officer informed of the change in residential address in the country of his residence. He must also inform when he returns to India and becomes ordinarily resident in India so that his name in electoral roll as an overseas Indian elector can be deleted and on application in Form 6, he can be registered as a general elector at the place where he is ordinarily resident in India.

16.7 Identification of Overseas Indian Elector at Polling Station

An overseas elector is not issued EPIC. The identification of overseas elector at the time of casting of vote at polling station shall be done only on the basis of his original Passport. For this purpose, he shall be required to bring his original Passport to the polling station.

SECTION - VII

IT INNOVATIONS

CHAPTER – 17	COMPUTERIZATION OF ELECTORAL ROLLS
CHAPTER – 18	ELECTORAL ROLL MANAGEMENT SYSTEM (ERMS)
CHAPTER – 19	NATIONAL VOTER SERVICE PORTAL (NVSP)
CHAPTER – 20	ERO NET

CHAPTER 17

COMPUTERIZATION OF ELECTORAL ROLLS

17.1 Historical Background For the purpose of managing the vast number of electors during regular revisions, the Election Commission decided in August 1997 to take-up a nation-wide comprehensive programme for computerization of electoral roll.

17.1.1 Apart from the high volume of data of 620 million plus electors at that time, the IT solution had also used to contend with the challenge of handling multiple Indian languages in which electoral roll was required to be printed. At the time of initiating the programme for computerization of electoral rolls, there was no precedent of a nation-wide standard IT solution for management of data of such massive size and in multiple scripts in Indian languages. After having several detailed discussions with Chief Electoral Officers and IT professionals, the Election Commission prepared a draft standard and took up prototyping of the software solution in Gurgaon with the help of Haryana Electronic Corporation (HARTRON).

17.1.2 As mentioned above, specific standards were developed for implementing the Indian language components with facilities for sharing data across geographic, administrative and linguistic boundaries. For this purpose, the Election Commission prescribed adoption of standards of the Bureau of Indian Standards, namely, ISCII (Indian Standard Core for Information of Interchange) and INSCRIPT Key Board. The Election Commission also indicated clear standards for operating system, data storage in the relational database model. As for the data content, the Election Commission provided in its standard documents, a complete list of tables with various data elements clearly defined. An important feature of the data content was a comprehensive coding strategy for various geographical and administrative units in as much as this impacted the electoral rolls management system at various levels.

17.1.3 The computerization of electoral roll was designed from the initial stage with a view to manage it in a decentralized manner at the districts. With this objective, small Local Area Network (LAN) were established at offices of District Election Officers for the operation and maintenance of the roll.

17.1.4 The key change introduced by the Election Commission in its approach was to look at the electoral rolls not as a simple printed text but as a database which could be regularly updated through a computer-based

solution, while maintaining security, integrity and continuity of data from one revision to another revision. For this purpose, format and layout of the electoral roll was clearly defined. The Election Commission prescribed a standard format for printing of electoral roll by processing the data available in the database. Essentially, the printed electoral roll was now a computerized report rather than simply a printed text. A title page and a header portion were provided at the Assembly level and polling station level respectively. The title page of Assembly Constituency contains the area covered by the constituency as per the delimitation order and nomenclature of administrative and geographic units along with a summary of gender-wise electors’ details and number of parts in the constituency. Another important innovation was to provide for scoring out names of deleted electors through the computerized system reducing the scope of any mischief by way of arbitrary or unauthorized manipulation particularly, on the eve of an election.

17.1.5 The Election Commission, while formulating the programme for computerization of electoral roll, took a historic decision to add EPIC details in electoral roll against the electors to harmonize the two programmes – those of electoral roll management and electors’ photo identity cards. This took care of another important dimension of the EPIC programme in as such as the cards issued in one constituency, could also be made use of in another constituency where the elector was currently listed. The Election Commission, thus, took the first step to make EPICs valid throughout the country with a unique number for an elector for his lifetime.

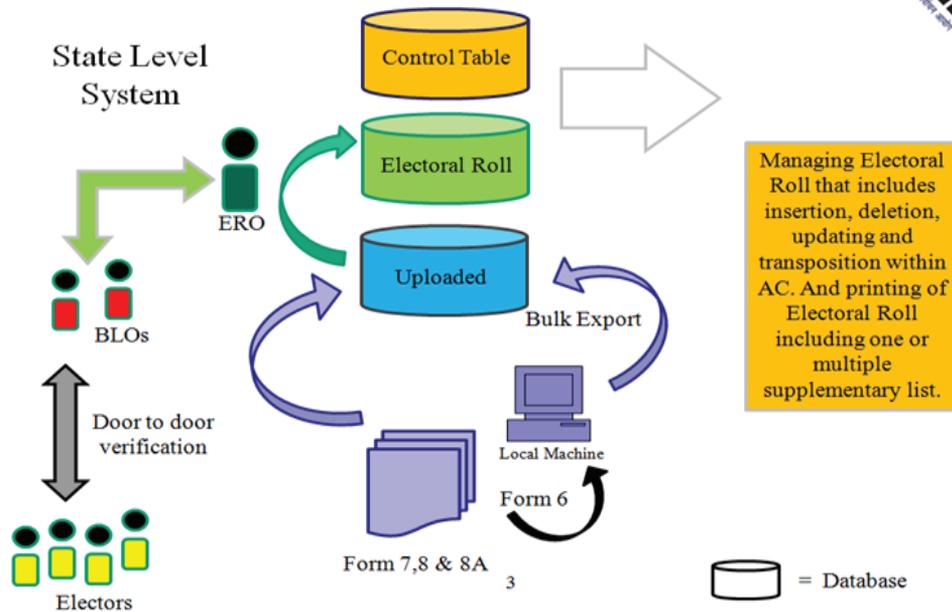
17.2 Present Status:- As mentioned above, initially, the computerized electoral roll was maintained at district level. Gradually, it shifted to state level, however, the Election Commission has still not been able to take full advantage of computerization because electoral database is maintained in different states in different formats and follows different standards. The Election Commission has been issuing guidelines from time to time for standardization of electoral roll database. Most of the states have achieved standardization at state level, however, a standardized Electoral Roll Management System (ERMS) is still a far cry. At present, 24 states follow ECI model ERMS while other states have their own ERMS. Besides, the Election Commission has taken certain IT initiatives for providing citizen centric services and also for managing electoral rolls in a improved manner. In this connection, National Voter Service Portal (NVSP) and ERO-net have been launched offering interface between the Election Commission and the citizen at one level and at the other level, between the Election Commission and Election officials in the States.

CHAPTER-18

ELECTORAL ROLL MANAGEMENT SYSTEM (ERMS)

18.1 Introduction ERMS is a conglomeration of several applications for various activities such as preparing electoral roll, printing of electoral roll, preparation of EPIC, maintenance of electoral roll and generation of various MIS reports relating thereto. It enables the Chief Electoral Officer to maintain the complete electoral roll of state. By ERMS additions, deletions and modifications required in electoral roll can be easily managed in accurate and time bound manner. It reduces the manual work involved in storing, sharing and publishing of electoral roll and streamlines the operation by increasing efficiency, transparency and productivity.

Architecture of ERMS



18.2 The ERMS (Electoral Roll Management System) will cover the entire process of Electoral Roll preparation for the state from Electoral Roll Revision data management to final Electoral Roll publishing.

18.3 Process of Registration in Electoral Rolls:- All the application forms received online or offline are uploaded on the ‘**Uploaded Database**’. The applications received offline are first digitized and then uploaded on the ‘Uploaded Database’. Then, the Electoral Registration Officer appoints Enquiry Officer or assigns duty of field verification to the concerned Booth Level Officer. The report of Enquiry Officer/Booth Level Officer is also uploaded in the ‘Uploaded Database’ after conducting hearing, if necessary. The form finally disposed of and the application accepted by the Electoral Registration Officer is sent to ‘Electoral Database’ for updation of electoral roll. While the ‘Uploaded Database’ is protected only by password, the write privilege in ‘Electoral Database’ requires digital signature verification along with password protection. Only Electoral Registration Officers and Assistant Electoral Registration Officers have write permission in the ‘Electoral Database’ for their own Assembly Constituencies. While off line data entry and batch upload is allowed in the ‘Uploaded Database’, entries in electoral database can only be made by the Electoral Registration Officer/Assistant Electoral Registration Officer, one record at a time, with digital signature verification for each record. After finalization of electoral roll, there is a provision for roll printing and EPIC preparation in ERMS.

18.4 Various Applications of ERMS:- Following are the main applications of ERMS:-

18.4.1 Application for data entry:- This application is designed for data entry at the Booth Level Officer level. The application is supported by prescribed formats for inclusion of name (Form 6), objection to inclusion of name (Form 7), objection to particulars entered (Form 8) and transposition of entries (Form 8A). The Booth Level Officers, after field verification, enter the basic data captured in the given fields of relevant application form into the client software by the office of Electoral Registration Officer. Besides, the Electoral Registration Officer also has option to enter the electoral details suo-moto. After completion of data entry, the data is transmitted to the server.

18.4.2 Electoral Registration Officer’s Application:- For approval of updation in electoral roll by the Electoral Registration Officer. The Electoral Registration Officer takes the following actions by this application:-

- (i) Appointment of Enquiry Officer/identification of Booth Level Officer for assigning the duty of verification of claims & objections received.
- (ii) Saving report received from Enquiry Officer/Booth Level Officer.

- (iii) Option to give approval/disapproval on Enquiry Officer's/Booth Level Officer's report.
 - (iv) Option to approve/disapprove without appointing Enquiry Officer/ Booth Level Officer.
 - (v) Option to correct clerical mistakes in the records saved at the database.
 - (vi) Option to delete duplicate records.
 - (vii) Upload records to the database.
- 18.4.2 Considering the sensitivity of the decisions to be made by Electoral Registration Officer, this application is provided additional security of digital signatures for authentication. Authorized users i.e., the Electoral Registration Officers will be provided Digital certificates that will be verified on logins.
- 18.4.4 Integration and Roll Printing Application:- For integration of mother roll and all supplements of electoral roll, if required, generating lists of supplements and generating and printing electoral roll with photograph/without photograph and printing of other MIS reports.
- 18.4.5 Photo Merging Application:- To merge photographs of the electors received with claims & objections with electoral roll. Photographs in jpeg file format of file size below 20 KB are selected and uploaded through this software. Uploaded file is saved in database. Besides, this application provides for deletion of the existing incorrect photographs.
- 18.4.6 Electors' Photo Identity Card Preparation and Printing Application: Electoral Registration Officer can create EPIC for electors using this application. The main functionalities of this application are:
- (i) Verifying the data available in the server and to make correction, if needed.
 - (ii) Generation of EPIC in pdf format.
 - (iii) Printing and lamination of EPIC.
 - (iv) Provision of duplicate EPIC.

18.5 Electoral Roll Database and its Components

- 18.5.1 The electoral roll, in the entire country, is being maintained in a relational database which is updated during every revision. The database is organized into the tables in the prescribed structure. The electoral roll database is stored in two sets of tables- (i) Control/Master tables and (ii) Electors' details table.

18.5.2 Control Tables:-

18.5.2.1 The Control Tables are, in fact, lists of names of different electoral units, such as parliamentary constituencies, assembly constituencies, parts, sections and the administrative units like states, districts, sub-divisions, tehsils, police stations, post offices, development blocks, villages, panchayats, municipalities etc. in the country. The Control Tables define the relationship between these electoral units and administrative units. As administrative setup in each state varies, the Control Tables are required to link them with electoral units. The details in the Control Tables are needed for printing the details on the part header. But, more importantly, they are required to enable the data integration of database of all electors in the State.

18.5.2.2 For proper generation of electoral roll, it is of utmost importance that the Control Tables are populated with extreme care and diligence. After rationalization/modification of polling stations, the Control Tables are required to be updated. The very purpose of having a clean electoral roll can be defeated if the Control Tables are not filled up timely and correctly. The Electoral Registration Officer, District Election Officer and the Chief Electoral Officer should keep a close eye on this aspect and must not allow any mistakes therein.

18.5.2.3 Every state has some variation in this aspect but it is important that there is close coordination between the SLA, who is the technical guide, the District Election Officer, who collects and passes the specific information and the Vendor, who is actually undertaking the data entry work.

18.5.2.4 The Election Commission has identified and laid down the structure of the control tables. Major Control Tables are listed below:

- | | | |
|--------|--------------|--|
| (i) | STUTLIST | List of States/ UTs |
| (ii) | AC_LIST | List of Assembly Constituency and Parliamentary Constituency |
| (iii) | DISTRICTS | List of Revenue / Election Districts |
| (iv) | AC_PART | No of Parts (AC wise) |
| (v) | DIVISIONS | List of Divisions (State wise) |
| (vi) | BLOCKS | List of Blocks (District wise) |
| (vii) | PANCHAYATS | List of Panchayats (District wise) |
| (viii) | SUBDIVISIONS | List of Subdivisions (District wise) |

(ix)	TEHSILS	List of Tehsils (District wise)
(x)	RIS	List of RIs (Tehsil wise)
(xi)	PATWARI CIRCLE NOS (Tehsil wise)	List of Patwari Circle
(xii)	NNN(Town)	List of Towns (District wise)
(xiii)	WARDS	List of Wards (Town wise)
(xiv)	VILLAGES	List of Villages (Tehsil wise)
(xv)	POST_OFF	List of Post Offices (District wise)
(xvi)	POLICEST	List of Police Stations (District wise)
(xvii)	SEC_DETAIL	List of Sections (Part wise)
(xviii)	NEW PART LIST	List of Parts (AC wise)
(xix)	PS BUILDINGS	List of Polling Station Location (AC wise)

18.5.2.5 The Control Tables can be categorized into the three types of tables:-

- (i) Following 3 tables out of 19 from Control Table set given above, refers to set of information as below:-
 - (a) STUTLIST List of States/ UTs
 - (b) AC_LIST
List of Assembly Constituency and Parliamentary Constituency
 - (c) DISTRICTS List of Revenue / Election District
(Further details can be seen at **Annexure 44**)
- (ii) Following 3 tables out of 19 from Control Table set given above, refers to set of information as below:-
 - (a) NEW PART LIST Parts / Polling Stations in
Assembly Constituencies
 - (b) PS BUILDINGS
Polling Station Locations (Buildings i.e. school or

college building etc.)

- (c) SEC_DETAIL
Smallest geographic unit within the area
corresponding to a Part

(Further details can be seen at **Annexure 44**)

(iii) Following 10 tables out of 19 from Control Table set given above, refers to set of information as below:-

- (a) SUBDIVISIONS List of Sub-Divisions
- (b) TEHSILS List of Tehsils
- (c) NNN List of Towns administered by Notified Area Councils or Municipalities
- (d) VILLAGES List of Villages
- (e) BLOCKS List of Development Blocks. These may correspond to the Panchayat Samiti. Also known as Taluka in some States.
- (f) PANCHAYATS List of Panchayats
- (g) POLICE ST List of Police Stations in Districts. Also known as Thanas.
- (h) POST_OFF List of Post Offices in Districts
- (i) PATWARI CIRCLE NOS List of Patwari Circles in Tehsils
- (j) RIS List of Revenue Inspectors/Kannungo Circles in Tehsils

(Further details can be seen at **Annexure 44**)

18.5.3 Elector Details' Tables

The Elector Details' Tables, as the name suggests, capture information about individual electors. Electors Details' Tables are the list of general voters wherein, the data pertaining for every voter in the 8 column format is stored providing linkage to the corresponding assembly constituency, part and section within the constituency. There are Assembly Constituency wise database and Part wise tables that contain the list of electors. The mother roll as well as all part-

wise supplementary is maintained in a single table. The data regarding service electors is maintained Assembly Constituency wise meaning thereby that in every Assembly Constituency database there is one table for service electors.

18.6 General Instructions Regarding Data Entry

- 18.6.1 During every revision, the list of amendments (i.e. additions, deletions, modifications and corrections) are entered into a computerized database, using a ‘software’, usually provided by the State level Agency in the Chief Electoral Officer’s office or provided by the Election Commission. The arrangements for data entry may be made locally or in a centralized manner through vendors. Since the data being entered is the one which will come out as the published roll, it is necessary to give utmost care and observe faultless rigour in ensuring error free entries. For the purpose, the Electoral Registration Officers (through BLOs etc.) must ensure that the manuscripts of additions, deletions and modifications are being entered timely and correctly. Each Booth Level Officer should certify that the corrections made by the Electoral Registration Officer in the roll belonging to his/her part of the roll have been correctly entered in the database.
- 18.6.2 The data-entry work should be undertaken in a secured environment with least disturbance. Care should be taken that no other work is simultaneously going on within the same space to avoid chances of papers getting mixed up and errors in data entry. So a safe and exclusive space for this work should be provided by the Electoral Registration Officer/District Election Officer.
- 18.6.3 In no case the data and the equipment for data-entry should go out from the custodian control of the District Election Officer/Electoral Registration Officer. Care should be taken to ensure that no unauthorized copies of the data is made and taken out by the vendors for any unapproved private use. All data entry work should be done under direct supervision and control of Electoral Registration Officer or an official authorized by him in writing. The keys to the premise, where the data is being handled shall be in the custody of the official. He will be responsible for safety of data. The Election Commission has issued elaborate guidelines for data safety and security and the same must be strictly adhered to by the Electoral Registration Officer.
- 18.6.4 Mistakes and confusion have arisen because of different versions of data being worked upon by the data entry operators and vendors in the field. Therefore after one revision or photography cycle is completed (photography because, for merging the images in photo-electoral roll or for EPIC purposes too, the database is handled by vendors/data entry operators) the database should be frozen till

that work in hand is completed. It implies that once the manuscript updating of database or photo/EPIC merging works in the database has started, no work should, in parallel, go on that will alter the serial number etc. of voters in the database.

- 18.6.5 It also implies that once the data entry work (or the photo/EPIC merging work) is completed, the centralized data base should be frozen completely. Vendor or any individual worker of the vendor should not be able to access centralized database without allowing permission again. Extreme care should be taken to keep this database carefully in properly labelled hard disk as a backup and other electronic medium because this is the electoral roll.

18.7 Guidelines on Maintenance of Electoral Roll Database and Data Security

The Election Commission have prescribed detailed guidelines on maintenance of electoral database and data security:-

- 18.7.1 The database structure must be as prescribed by the Election Commission’s ERMS.
- 18.7.2 Only an RDBMS is used for the database. SQL Server 2008 is recommended.
- 18.7.3 Electoral roll database must be kept at State level in custody of the Chief Electoral Officer in one or more servers with a disaster recovery mechanism, with a replica of the entire database at a different location. The server should be kept in the data centres with proper firewall and data security.
- 18.7.4 The electoral database must be fully secure and protected with password.
- 18.7.5 Only Electoral Registration Officer/Assistant Electoral Registration Officer will have ‘write’ permission on the main electoral roll database.
- 18.7.6 ERMS should provide a mechanism of maintaining the digital signature database of all Electoral Registration Officers and Assistant Electoral Registration Officers for verification at the time of updating of electoral database. Nobody except the authorized Database Administrator should have access to the backend of the database.
- 18.7.7 A complete history of all transactions with a date and time stamping and proper audit trail must be maintained.
- 18.7.8 There should also be provision to print electoral roll in vernacular as well. Only Unicode (UTF-8 character set) should be allowed to use English and multiple vernacular languages in the electoral roll.

- 18.7.9 Provision should be made in ERMS software to ensure that no bulk entries are allowed.
- 18.7.10 The Control Tables are maintained in a separate database. Every table should have fields for sharing names of electors. All information should be in control tables in English and at least five vernacular languages.
- 18.7.11 When data is sent from the uploaded database (application forms database) to the electoral roll database, it should not get automatically integrated with the mother roll table. This data should be maintained in the supplementary tables for addition, deletion and modification.
- 18.7.12 Photographs of electors should be kept in the elector table as binary data. Only JPEG format of photograph is prescribed.
- 18.7.13 EPIC should be made only after photograph has been merged in the database table as binary data.
- 18.7.14 The data for making EPIC should be read from the electoral roll database and then the data including the photograph should be stored into EPIC table of EPIC database from which EPIC should be printed. Replacement EPICs should be printed from EPIC database directly.
- 18.7.15 The EPIC number should be generated by the computer according to the instructions of the Election Commission issued in this regard.
- 18.7.16 It is necessary to keep the entire information printed on the prepared EPICs in a separate EPIC table because the information in the electoral database tables may undergo changes subsequent to printing and issue of EPIC.
- 18.7.17 EPIC should be printed online only from the electoral database used for ERMS.
- 18.7.18 No record should be physically deleted from electoral roll database. The deletion of electors' should be maintained by flagging only.

18.8 Reports

After every revision, there is a need to verify the integrity of the data to ensure that it reflects the correct administrative and electoral position. For the purpose, following reports have been prescribed. These should be prepared from the database (by the SLA/ Chief Electoral Officer) and verified against the actual position in the field by the District Election Officer/Electoral Registration Officer. Any changes made during a revision process should be incorporated in these reports for being entered into the system at the appropriate place. Therefore, during every revision process, the Chief Electoral Officer

shall get these reports generated. Reports pertaining to the State as a whole, shall be verified, corrected and updated at the Chief Electoral Officer's level. Reports that pertain to a district, shall be verified, corrected and updated at the District Election Officer's level and reports that pertain to assembly constituencies, shall be verified, corrected and updated at the Electoral Registration Officer's level. Any change, should be reflected in all reports concerned, for example if new parts have been created it should be reflected in reports related to number and details of parts.

Sl. No. Report Name

1. Summary Information on Administrative Units
2. List of ACs and their corresponding Districts
3. List of ACs and their corresponding Districts & Tehsils
4. AC wise No. of Parts and Polling Station Locations
5. AC and Part wise list of Polling Station
6. AC wise number of Villages/ Towns/Forests/Metros
- 7a. AC and part wise list of Villages/ Towns/Forests/Metros
- 7b. Block and Panchayat wise villages
- 7c. District, Tehsil and Police Station wise Villages
- 7d. District and Tehsil wise Towns
8. AC and part wise number of Sections

CHAPTER - 19

NATIONAL VOTERS SERVICE PORTAL (NVSP)

The IT initiatives in ERMS envisage a blend of improved management of electoral rolls as well as extending prompt and quality services to the citizens. To achieve the above objective, the Election Commission launched National Voter Service Portal (NVSP) on its website for the citizens on the occasion of National Voters’ Day, i.e. 25th January, 2015. National e-Services provided on NVSP offers interface between the Election Commission and the citizens and at the same time increases easy access of information to the citizens at national level. National e-Services have been broadly classified into two major categories i.e. (a) services for citizens and (b) for election officials for monitoring, analysis and reporting. These software services are being offered through a common portal which can be accessed by the users from public and election officials through internet. With the availability of UNICODE for use of handling Indian languages, it was introduced in all applications by upgrading the necessary infrastructure and software. The single stop online e-services currently offered at NVSP are as listed below:-

(i) Search your name in electoral roll:-

Elector can search his name and particulars in electoral roll, polling station details, Parliamentary Constituency wise or District wise by providing his name and relatives name or EPIC No.

(ii) Locate your polling station:-

Elector can locate his polling station by providing EPIC No. or through search by name, relative name and age etc.

(iii) Search Polling Station details on Google map:-

User can view his polling station on Google map for navigation by providing electors’ details.

(iv) Know your BLO, ERO and DEO:-

User can get particulars of Booth Level Officer/Electoral Registration Officer/Assistant Electoral Registration Officer/District Election Officer/Chief Electoral Officer by providing details of State, District, Assembly Constituency, Polling station.

(v) Access to e-roll in pdf format:-

User can get access and view electoral roll of his part in pdf format along with details of Parliamentary Constituency, Assembly Constituency, polling station, section, sketch of polling station area, total number of electors - male, females, third gender, address of polling station buildings etc. and also total additions, modification, deletion during summary and continuous revision.

- (vi) Apply on-line for registration as new elector/ modification/ deletion/ transposition:-

A user can register/modify/delete/transpose his name online through this service. The service also gives facility of uploading of scanned copies of documents and photograph.

- (vii) Track status of application:-

An applicant can track his application already submitted online or know status by providing registration ID provided to him at the time of online registration.

- (viii) Access to application forms:-

User can download/print Form 6, 6A, 7, 8, 8A from the portal for offline submission of the Form.

- (ix) Fix an appointment with Booth Level Officer:-

An applicant can fix appointment with Booth Level Officer as per his convenience.

- (x) Public Grievances Redressal:-

Citizens can lodge complaints for EPIC, electoral roll, Form submission (6, 6A, 7, 8 and 8A) etc.

- (xi) Dashboard and MIS reports for officials:-

Dashboard facility has been provided to the election officials to check number of total citizens enrolled, new enrolments, deletions, transpositions, or grievances received.

CHAPTER-20

ERO NET*

20.1 Introduction

ERO Net has been created to provide a platform to Electoral Registration Officers and other officials under them to process claims & objections received online/offline. It is a complete and full proof network of all officials of the election machinery from the Election Commission to Chief Electoral Officers, District Election Officers and Electoral Registration Officers all over the country for close monitoring of the enrolment process as per the schedules announced by the Election Commission. ERO Net is a web based system which also provides quality services with regard to status of the applications submitted by the citizens/users.

20.2 Main functionalities - Main functionalities of ERO Net are as given below

20.2.1 Processing of claims & objections -

- (i) View dashboard for overall processing
- (ii) Digitization and scanning of claims & objections
- (iii) Assignment of part number and BLO
- (iv) Generation of checklist for Field verification
- (v) Data entry of field verification report
- (vi) Fixing of date of hearing with electors/objectors or field Re-verification
- (vii) Obtaining report from ERO of previous AC
- (viii) Sharing outcome of possible repeat entries with EROs concerned.
- (ix) Final decision by ERO – ‘Accept form’ / ‘Reject form’

20.2.2 Maintenance of electoral rolls

- (i) Addition and EPIC generation
- (ii) Migration (shifting of address)
- (iii) Deletion

*Yet to be launched formally

- (iv) Modification
- (v) Generation of lists of claims & objections and MIS Formats (Format 1 - 8)

20.2.3 Polling Stations management

- (i) GIS Location of Polling Stations
- (ii) Part and section boundaries on GIS
- (iii) Part and section optimisation
- (iv) AMF mapping

20.3 Citizen Centric Services through ERO Net – The citizens/users can get following services by using web portal (NVSP), mobile app (android, iOS, window), SMS gateway, email etc. –

- (i) Search name in electoral roll -

Elector can search his name and particulars in electoral roll, polling station details, Parliamentary Constituency wise or District wise by providing his name and relatives name or EPIC No.
- (ii) Locate polling station -

Elector can locate his polling station by providing EPIC No. or through search by name, relative name and age etc.
- (iii) Reach Polling Station using on GPS, Google earth view, Map view and Key map.
- (iv) Know details of BLO, ERO and DEO –

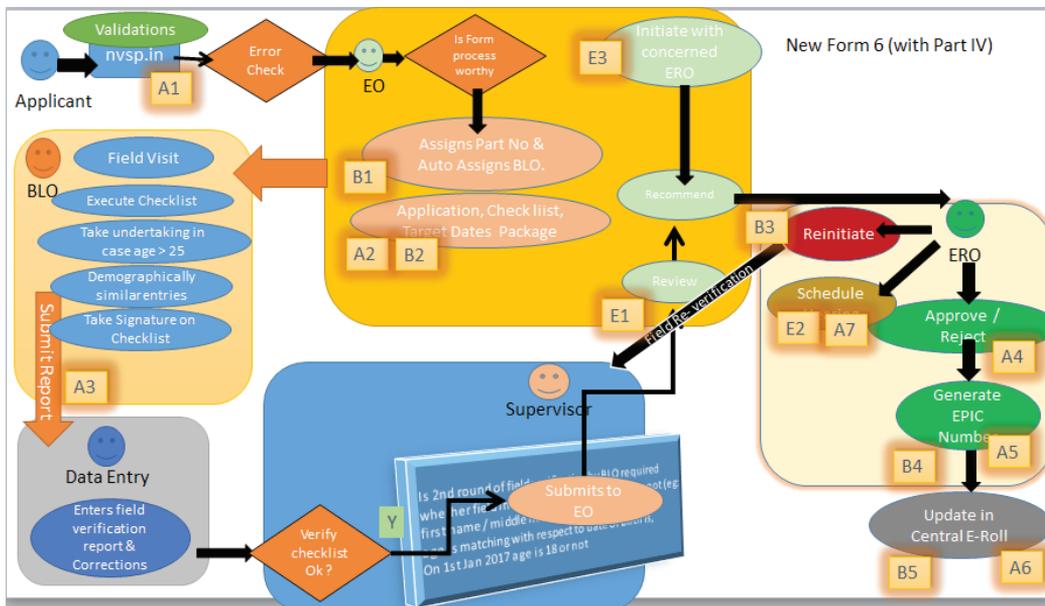
User can get particulars of Booth Level Officer/Electoral Registration Officer/Assistant Electoral Registration Officer/District Election Officer/Chief Electoral Officer by providing details of State, District, Assembly Constituency, Polling station.
- (v) Apply on-line for registration as new elector/ modification/ deletion/ transposition – A user can register/modify/delete/transpose his name online through this service. The service also gives facility of uploading of scanned copies of documents and photograph.

- (vi) Track status of application –
An applicant can track his application already submitted online or know status by providing registration ID provided to him at the time of online registration.
- (vii) Details of Assured Minimum Facilities (AMF)
- (viii) Step by step Guide and legal provisions on enrolment process
- (ix) Frequently Asked Questions (FAQ) on enrolment process.
- (x) Furnishing of information such as contact details linking family members, unenrolled family members, prospective electors, details of ASD voters etc., on voluntary basis.

20.4 The Process Flow In ERO Net will be as under –

- (i) Submission of online/offline application.
- (ii) Basic validation done.
- (iii) Scanning and digitization of claims & objections and supporting documents, received offline.
- (iv) SMS sent to user/applicant. (**Annexure 45**)
- (v) Checks undertaken – if already enrolled and previous address mentioned in part IV of Form 6 then alert generated to ERO/AERO of AC in which previous address is located.
- (vi) Field verification by BLO of previous address within seven days.
- (vii) Furnishing of report by ERO of previous AC within fourteen days. If applicant found shifted from earlier address, then report with marking ‘For Migration’ to new ERO.
- (viii) Generation of checklist for field verification by BLO of present address.
- (ix) Alerts sent to user/applicant, BLO/Supervisor. (**Annexure 45**)
- (x) Field verification by BLO, collection of supporting documents, if not received or earlier.
- (xi) BLO sends information by SMS/Mobile app and also furnishes filled in checklist electronically.
- (xii) Data entry of BLO’s report by Data entry operator.

- (xiii) Checking and submission of BLO's report by supervisor to AERO.
- (xiv) Recommendation by AERO on the basis of documents submitted, verification reports, objection, if any and report of ERO of previous address.
- (xv) Decision by ERO – he may either accept, reject, fix a hearing or order re-verification.
- (xvi) SMS sent to user/applicant informing ERO's decision. (**Annexure 45**)
- (xvii) If ERO accepts claim then updation done in electoral database with addition of new entry and generation of new EPIC no./migration of old entry with existing EPIC no. to new place.
- (xviii) If new EPIC no. generated, link to printer activated – alert goes to elector/user and printer. (**Annexure 45**)
- (xix) After printing of EPIC, SMS is sent to elector/user for collection of EPIC from registration center/to await delivery by BLO.
- (xx) In case of appeal, entire data moves to new level and process repeated.



Process Flow Chart

20.5 Election officials involved in ERO Net -

- (i) State Level - CEO
- (ii) District Level - DEO
- (iii) AC Level - ERO
- (iv) Election In-charge level - AERO EO
- (v) Field officer to oversee BLO activities - Supervisor
- (vi) Booth/PS Level - BLO
- (vii) Data Entry Operator
- (viii) Service Providers

20.6 Roles and Responsibilities of Election Officials in ERO Net

20.6.1 ERO / AERO ((Officer 1- Statutory Authority to dispose of claims & objections)

- (i) Accept claims & objections
- (ii) Reject claims & objections
- (iii) Schedule (fixing) hearing
- (iv) Order re-verification
- (v) Monitoring and permission of migration of entries

20.6.1.1 The home page for ERO login will be as shown below



State : Uttar Pradesh District: Ghaziabad AC: Ghaziabad

	Form 6	Form 6A	Form 7	Form 8	Form 8A
Total Forms					
No of forms at EOR desk					

Form Processing

ERO Order Accept/Reject Contact link for form 6 DSE View Dashboard

Scheduled Hearing

20.6.1.2 The list of claims & objections will be shown as below. A form can be searched by name/EPIC no/form reference number. The list can also be filtered by form type, form state, part no. and date range.

State : Uttar Pradesh District: Ghaziabad AC: Ghaziabad

Pending for ERO Order Approve/Reject

Search by Name Or EPIC No. Or Form No.

Form Type: Form State: Part No.:

From Date: To Date:

Sr. No	Ref No.	Name	Age	Gender	Part No.	Action	Action	Action	Received for passing order
1	VB63219653	Kapil Kumar	21	M	12	View Form	View Checklist Report	Process	07-08-2016
2	TR132119356	Manish Paul	19	M	18	View Form	View Checklist Report	Process	08-08-2016

Back

20.6.1.3 The process panel for each of the claims & objections will show the details of applicant/user, verification report status, BLO's remarks, AERO's remarks and buttons for taking necessary actions.

Form 6 **Form for Migration**

Application Details

Name : Kapil Kumar Age: 21 Gender: M

RLN Name: Deepak Kumar RLN Type : F

Address : 3, Uttam Nagar, Sangavi, Pune

Part No. : 12 Section No. : 1

Family Details:

Name	RLN Type	Age	EPIC No
1. Deepak Kumar	F	46	PNA62159631
2. Aarti Kumar	M	42	PNA62159652

Part IV details:

Previous EPIC: RNK1263573 State: UP AC: 12

Address : **Deletion Pending with other AC ERO**

Field report Status:

BLO Name : Rajesh Field verification completion date : 22-08-2016

--- BLO Checklist report will be shown here when completed (please refer slide 16) ---

[View Scanned Form](#) [View Age Proof](#) [View Address Proof](#) [View Declaration](#)

AERO/EO Remarks :

Objection received through form 7 : [ORT876894858](#)

Reason :

Date:

Reason :

ERO Order :

20.6.1.4 Monitoring Progress (Dashboard)

| In Progress
In Progress (Timeout)
Details ▾ |
|---|---|---|---|---|
| - New Forms 0 | + New Forms 0 |
| + BLO assigned 0 |
| + BLO verification done 0 |
| + Pending for hearing 0 |
| + Pending with other ERO for decision 0 | + Approved 0 | + Approved 0 | + Approved 0 | + Approved 0 |
| + Rejected 0 |
| + Objection by applicant 0 | | + EPIC Deleted 0 | + EPIC record modified 0 | + EPIC record transposed 0 |
| + EPIC Generated 0 | | | | |

20.6.1.5 Generation of EPIC No.

New EPIC no. will be generated in case of additions.

State : Uttar Pradesh
District: Ghaziabad
AC: Ghaziabad

Form Processing

Search by Name Or EPIC No. Or Form No.

Form Type: Form State: Part No.:

From Date: To Date:

Sr. No	Ref No.	Name	Age	Gender	Order date	Action
1	VB63219653	Kapil Kumar	21	M	2-08-2016	<input type="button" value="Generate EPIC"/>
2	TR132119356	Manish Paul	19	M	2-08-2016	<input type="button" value="Generate EPIC"/>

Generated EPIC details :

EPIC No : RNK1263573

20.6.2 AERO/Election Officer/ Election Naib Tehasildar / Election Deputy Tehsildar/ Election Kanungo- Officer 2 (Incharge of elections in Tehsildar office)

- (i) Digitization/scanning of claims & objections received offline.
- (ii) Integration in ERO Net.
- (iii) Assignment of Part/PS and BLO.
- (iv) Checklist generation.
- (v) Sending request for simultaneous deletion to ERO of earlier AC.
- (vi) Scrutiny of BLO's/supervisors verification reports.
- (vii) Submission of verification reports with comments to ERO for final decision.
- (viii) Monitoring of EPIC printing & delivery.

20.6.2.1



20.6.2.2

AERO Form Process Panel

Applicant Details		Form 6		Form for Migration	
Name :	Kapil Kumar	Age:	21	Gender:	M
RLN Name:	Deepak Kumar	RLN Type :	F		
Address :	3, Uttam Nagar, Sangavi, Pune				
Part No. :	<input type="text" value="12"/>	<input type="button" value="Assign"/>	<input type="button" value="Locate"/>	Section No.	<input type="text" value="1"/>
				<input type="button" value="Assign"/>	
Family Details:					
1. Deepak Kumar	46	PNA62159631			
2. Aarti Kumar	42	PNA62159652			

Part IV details:
Previous EPIC: RNK1263573 State: UP AC: 12
Address :
<input type="button" value="Request for deletion"/>

Field report Status:
BLO Name : Rajesh
<input type="button" value="De-Assign BLO"/> <input type="button" value="Generate Checklist"/>
--- BLO Checklist report will be shown here when completed (please refer slide 16) ---

Supervisor Remarks : Verified

Remarks : <input type="text"/>
<input type="button" value="Submit to ERO"/>

20.6.3 Supervisor (Officer 3)

Checking BLO's verification report and submitting the same to AERO with recommendation

Supervisor Form Process Panel

<u>Applicant Details</u>	Applicant No:
Name : Kapil Kumar Age: 21 Gender: M	
RLN Name: Deepak Kumar RLN Type : F	
Address : 3, Uttam Nagar, Sangavi, Pune	

<u>Field report Status:</u>	Field verification completion date : 22-08-2016
BLO Name : Rajesh	
--- BLO Checklist report will be shown here when completed (please refer slide 16) ---	

Supervisor Remark :	<input type="text" value="Details are verified"/>	<input type="button" value="Forward to AERO"/>
----------------------------	---	--

20.6.3.1BLO Check List

BLO Check List-Fresh addition

BLO Checklist		
Application No : OBX237893099	Form 6 – Fresh inclusion	Form Type : Online
Name : Praveen Gupta/ प्रवीण गुप्ता Age : 18 DOB : 24/6/1998 Gender : M RLN Name : Suresh Gupta/ सुरेश गुप्ता RLN Type : F AC : 7 Part No : 1 Mobile : 96789596 Address : 52, Rajiv Nagar, Bawana, New Delhi – 110086		 Applicant Signature
Checklist for BLO/ designated officer		
If Proofs are ok	Address Confirmed <input type="checkbox"/>	Age Proof ok <input type="checkbox"/> Photo collected (if not as per specification) <input type="checkbox"/>
On Field Visit, applicant is found	Absent <input type="checkbox"/> Shifted <input type="checkbox"/>	Already Enrolled <input type="checkbox"/> No such Person <input type="checkbox"/> Under Age <input type="checkbox"/> Verified <input type="checkbox"/>
No of applications already applied	<input type="text"/>	
BLO Comments	Applicant details are correct <input type="checkbox"/>	Applicant details are not correct <input type="checkbox"/>
Typing mistakes	Correct spellings <input type="checkbox"/>	Wrong spellings <input type="checkbox"/>
(In case of wrong spellings)	Name <input type="text"/>	Age <input type="text"/> Gender <input type="text"/>
	RLN Name <input type="text"/>	RLN Type <input type="text"/>
	Address <input type="text"/>	
BLO Remarks	<input type="text"/>	
If age > 25, declaration received	Yes <input type="checkbox"/>	No <input type="checkbox"/>

20.6.3.2 BLO Check List-Migration

BLO Checklist						
Application No : OBX237893099	Form 6 – Migration	Form Type : Online				
Name : Praveen Gupta/ प्रवीण गुप्ता Age : 28 DOB : 24/6/1988 Gender : M RLN Name : Suresh Gupta/ सुरेश गुप्ता RLN Type : F AC : 7 Part No : 1 Mobile : 96789596 Address : 52, Rajiv Nagar, Bawana, New Delhi - 110086		 Applicant's Signature				
Part IV details:						
Previous EPIC: RNK1263573	State: UP	AC: 12				
Address:						
NVSP demographically similar entries						
EPIC NO	Name	Relation Type	Relation Name	DOB	Address	AC/Part No
TRC1234567	Praveen Gupta	F	Suresh C Gupta	24/6/1988	7, Amristar East, Amristar, Punjab	Amristar East, 93
Checklist for BLO/ designated officer						
If Proofs are ok	Address Confirmed <input type="checkbox"/>	Age Proof ok <input type="checkbox"/>	Photo collected (if not as per specification) <input type="checkbox"/>			
On Field Visit, applicant is found	Absent <input type="checkbox"/> Shifted <input type="checkbox"/>	Already Enrolled <input type="checkbox"/>	No such Person <input type="checkbox"/> Under Age <input type="checkbox"/> Verified <input type="checkbox"/>			
No of applications already applied	<input type="text"/>					
BLO Comments	Applicant details are correct <input type="checkbox"/>	Applicant details are not correct <input type="checkbox"/>				
Typing mistakes	Correct spellings <input type="checkbox"/>	Wrong spellings <input type="checkbox"/>				
(In case of wrong spellings)	Name <input type="text"/>	Age <input type="text"/>	Gender <input type="text"/>			
	RLN Name <input type="text"/>	RLN Type <input type="text"/>				
	Address <input type="text"/>					
BLO Remarks	<input type="text"/>					
In not fresh inclusion, previous details	Part No <input type="text"/>	AC No <input type="text"/>	State <input type="text"/>			

20.6.3.3 BLO Check List-deletion

BLO Checklist		
Application No : TRC244593069	Form 7	Form Type : Offline
Name : Praveen Gupta/ प्रवीण गुप्ता Age : 28 DOB : 24/6/1988 Gender : M RLN Name : Suresh Gupta/ सुरेश गुप्ता RLN Type : F AC : 7 Part No : 1 Mobile : 96789596 Address : 52, Rajiv Nagar, Bawana, New Delhi – 110086		 Applicant's Signature
Checklist for BLO/ designated officer		
BLO Comments	Applicant details are correct <input type="checkbox"/>	Applicant details are not correct <input type="checkbox"/>

20.6.3.1 BLO Check List-modification

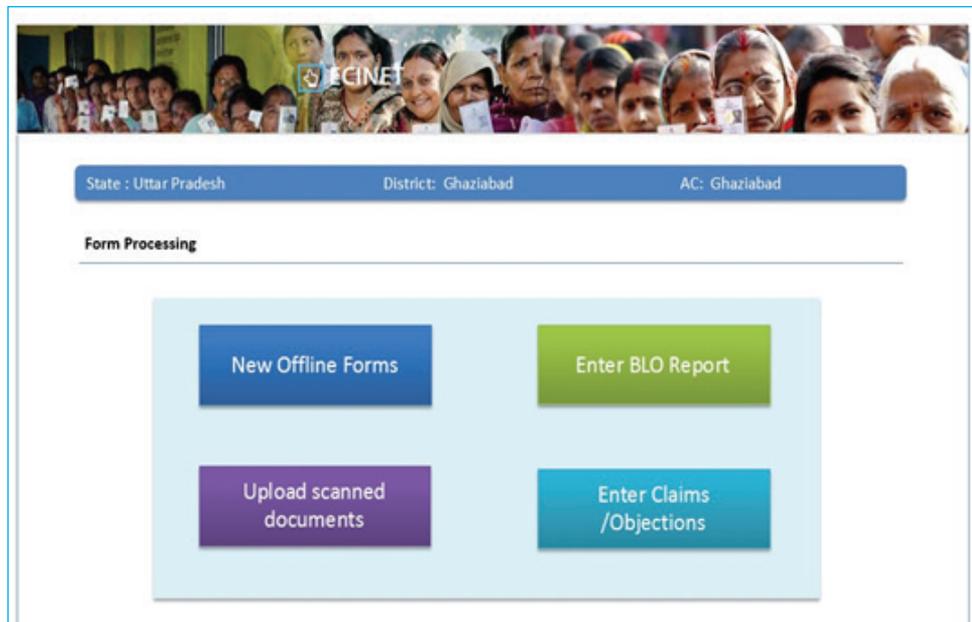
BLO Checklist		
Application No : OBX237893099	Form 8	Form Type : Online
Name : Praveen Gupta/ प्रवीण गुप्ता Age : 28 DOB : 24/6/1988 Gender : M RLN Name : Suresh Gupta/ सुरेश गुप्ता RLN Type : F AC : 7 Part No : 1 Mobile : 96789596 Address : 52, Rajiv Nagar, Bawana, New Delhi – 110086		 Applicant's Signature
Checklist for BLO/ designated officer		
If Proofs are ok	Address Confirmed <input type="checkbox"/>	Age Proof ok <input type="checkbox"/> Photo collected (if not as per specification) <input type="checkbox"/>
On Field Visit, applicant is found	Absent <input type="checkbox"/> Shifted <input type="checkbox"/> Already Enrolled <input type="checkbox"/> No such Person <input type="checkbox"/> Under Age <input type="checkbox"/> Verified <input type="checkbox"/>	
No of applications already applied	<input type="text"/>	
BLO Comments	Applicant details are correct <input type="checkbox"/>	Applicant details are not correct <input type="checkbox"/>
Typing mistakes	Correct spellings <input type="checkbox"/>	Wrong spellings <input type="checkbox"/>
(In case of wrong spellings)	Name <input type="text"/>	Age <input type="text"/> Gender <input type="text"/>
	Address <input type="text"/>	
BLO Remarks	<input type="text"/>	

20.6.3.2 BLO Check List-transposition (migration within AC)

BLO Checklist		
Application No : OBX237893099	Form 8A	Form Type : Online
Name : Praveen Gupta/ प्रवीण गुप्ता Age : 28 DOB : 24/6/1988 Gender : M RLN Name : Suresh Gupta/ सुरेश गुप्ता RLN Type : F AC : 7 Part No : 1 Mobile : 96789596 Address : 52, Rajiv Nagar, Bawana, New Delhi – 110086		 Applicant's Signature
Checklist for BLO/ designated officer		
If Proofs are ok	Address Confirmed <input type="checkbox"/>	Age Proof ok <input type="checkbox"/> Photo collected (if not as per specification) <input type="checkbox"/>
On Field Visit, applicant is found	Absent <input type="checkbox"/> Shifted <input type="checkbox"/> Already Enrolled <input type="checkbox"/> No such Person <input type="checkbox"/> Under Age <input type="checkbox"/> Verified <input type="checkbox"/>	
No of applications already applied	<input type="text"/>	
BLO Comments	Applicant details are correct <input type="checkbox"/>	Applicant details are not correct <input type="checkbox"/>
BLO Remarks	<input type="text"/>	

20.6.3.3 Data Entry Operator (Officer 4)

- (i) Data entry of offline forms to digitize it and filling preliminary scrutiny format.
- (ii) QR code Generation and handing over to Vendor.
- (iii) Upload scanned documents
- (iv) Enter BLO field verification report
- (v) Upload scanned copy of corrected applications and additional support documents collected by BLO.
- (vi) Data entry of corrections.



BLO Report Entry

Applicant Details		Applicant No:	
Name :	Kapil Kumar	Age:	21
		Gender:	M
RLN Name:	Deepak Kumar	RLN Type :	F
Address :	3, Uttam Nagar, Sangavi, Pune		

BLO Checklist report	
If Proofs are ok	Address Confirmed <input type="checkbox"/> Age Proof ok <input type="checkbox"/> Photo collected (if not as per specification) <input type="checkbox"/>
On Field Visit, applicant is found	Absent <input type="checkbox"/> Shifted <input type="checkbox"/> Already Enrolled <input type="checkbox"/> No such Person <input type="checkbox"/> Under Age <input type="checkbox"/> Verified <input type="checkbox"/>
No of applications already applied	<input type="text"/>
BLO Comments	Applicant details are correct <input type="checkbox"/> Applicant details are not correct <input type="checkbox"/>
Typing mistakes	Correct spellings <input type="checkbox"/> Wrong spellings <input type="checkbox"/>
(In case of wrong spellings)	Name <input type="text"/> Age <input type="text"/> Gender <input type="text"/>
	Address <input type="text"/>
BLO Remarks	<input type="text"/>
In not fresh inclusion, previous details	Part No <input type="text"/> AC No <input type="text"/> State <input type="text"/>

Submit

20.7 Process of claims & objections received offline –

- 20.7.1 Hard copies of form received at Electoral Registration Officer office from different locations.
- 20.7.2 Entry of forms in register (online) - Assistant Electoral Registration Officer /Election Officer monitors entry of various forms.
- 20.7.3 Allocation of jobs to data entry operator.
- 20.7.4 Digitization of forms by data entry operator and generation of QR code.



Generate QR Code

Select Form Type :

Form 6

Select Start Date:

01-08-2016

Select End Date:

16-08-2016

Generate QR Code

20.7.5 Assistant Electoral Registration Officer /Election Officer can view status of forms filled by data entry operator on dashboard.

20.7.6 Assistant Electoral Registration Officer / Election Officer generates “QR code data file”.

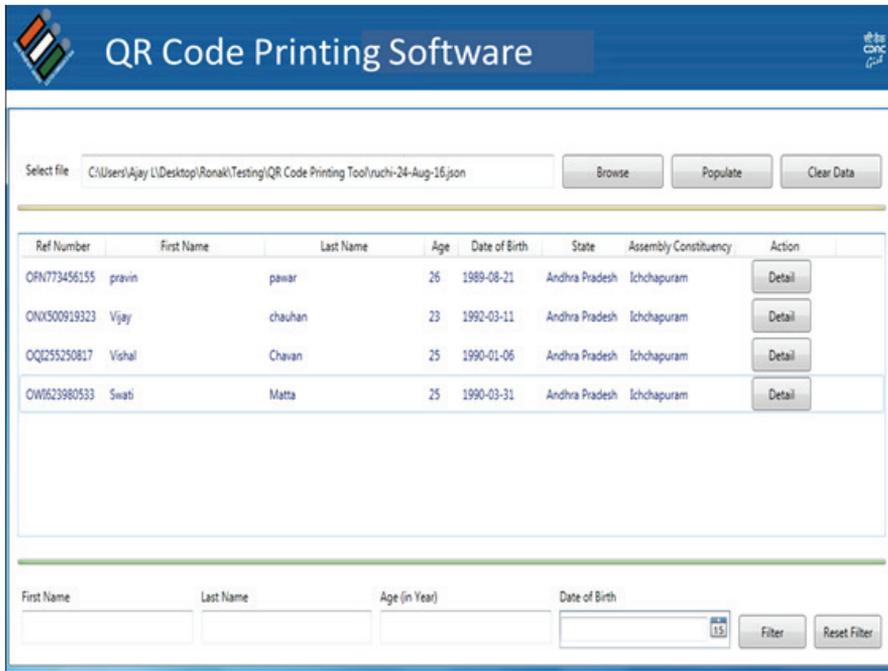
DownloadQRCodeFile

JSON File ID	SLA Name	Assign SLA	Download
ONC372846251-16-08-2016-17-36-56	<input type="text"/>	<input type="button" value="Assign SLA"/>	<input type="button" value="Download JSON"/>

20.7.7 Assistant Electoral Registration Officer /Election Officer hands over “QR code data file” and hard copies of forms to SLA for printing of QR codes.

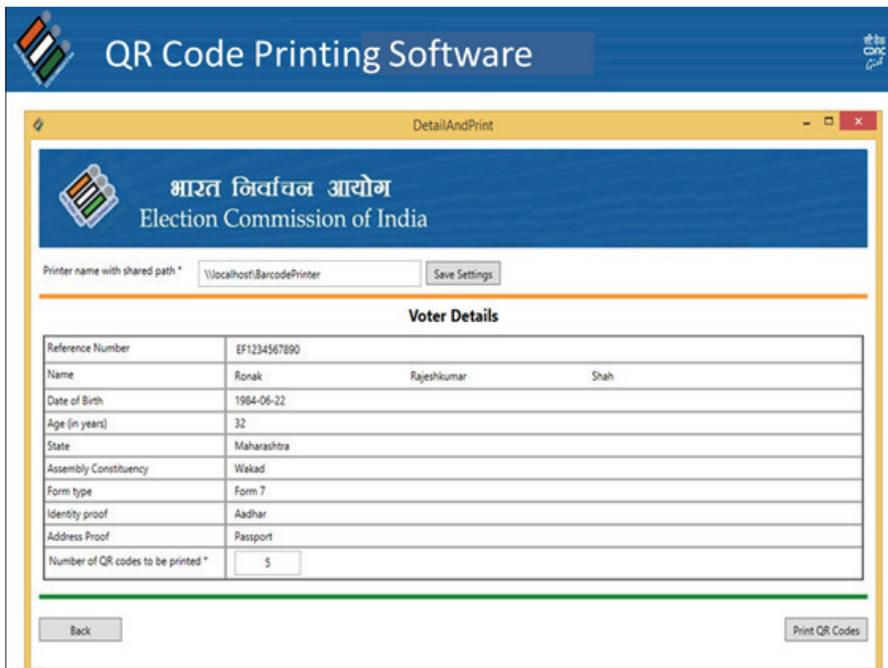
20.7.8 SLA/ERO prints QR code and affix the same on bottom right on hard copy of form using “QR code printing tool”

- (i) Browse “QR code data file” and populate data
- (ii) Search the form detail using filter
- (iii) Click on “Detail” button that shows Voter detail for cross validation with hard copy of form
- (iv) If printer name is not provided then set the printer and save changes.
- (v) If voter detail is valid then click “Print QR Codes” button that prints required number of QR codes.
- (vi) Affix the QR code on each page of form (right hand side bottom)
- (vii) Click “Back” button to go back on previous screen.
- (viii) And repeat the process for each form.



The screenshot shows the main interface of the QR Code Printing Software. At the top, there is a header with the Indian flag logo and the text "QR Code Printing Software". Below the header, there is a "Select file" field containing the path "C:\Users\Ajay L\Desktop\Ronak\Testing\QR Code Printing Tool\ruchi-24-Aug-16.json", with "Browse", "Populate", and "Clear Data" buttons. A table lists voter records with columns for Ref Number, First Name, Last Name, Age, Date of Birth, State, and Assembly Constituency. Each row has a "Detail" button. Below the table, there are input fields for "First Name", "Last Name", "Age (in Year)", and "Date of Birth", along with "Filter" and "Reset Filter" buttons.

Ref Number	First Name	Last Name	Age	Date of Birth	State	Assembly Constituency	Action
OFN773456155	pravin	panar	26	1989-08-21	Andhra Pradesh	Ichchapuram	Detail
ONX500919323	Vijay	chauhan	23	1992-03-11	Andhra Pradesh	Ichchapuram	Detail
OQZ55250817	Vishal	Chavan	25	1990-01-06	Andhra Pradesh	Ichchapuram	Detail
OW623980533	Swati	Matta	25	1990-03-31	Andhra Pradesh	Ichchapuram	Detail



The screenshot shows the "DetailAndPrint" window of the QR Code Printing Software. The window title is "DetailAndPrint". At the top, there is a header with the Indian flag logo and the text "भारत निर्वाचन आयोग Election Commission of India". Below the header, there is a "Printer name with shared path" field containing "\localhost\BarcodePrinter" and a "Save Settings" button. A section titled "Voter Details" contains a table with the following information:

Reference Number	EF1234567890		
Name	Ronak	Rajeshkumar	Shah
Date of Birth	1984-06-22		
Age (in years)	32		
State	Maharashtra		
Assembly Constituency	Wakad		
Form type	Form 7		
Identity proof	Aadhar		
Address Proof	Passport		
Number of QR codes to be printed *	5		

At the bottom of the window, there are "Back" and "Print QR Codes" buttons.

QR Code Printing



(GH1234567890)-(F8-3)
 (UniqueReference Number)-(DocType)
 (UniqueReference Number)- (Form 8- Page number 3)



Sample Form 6

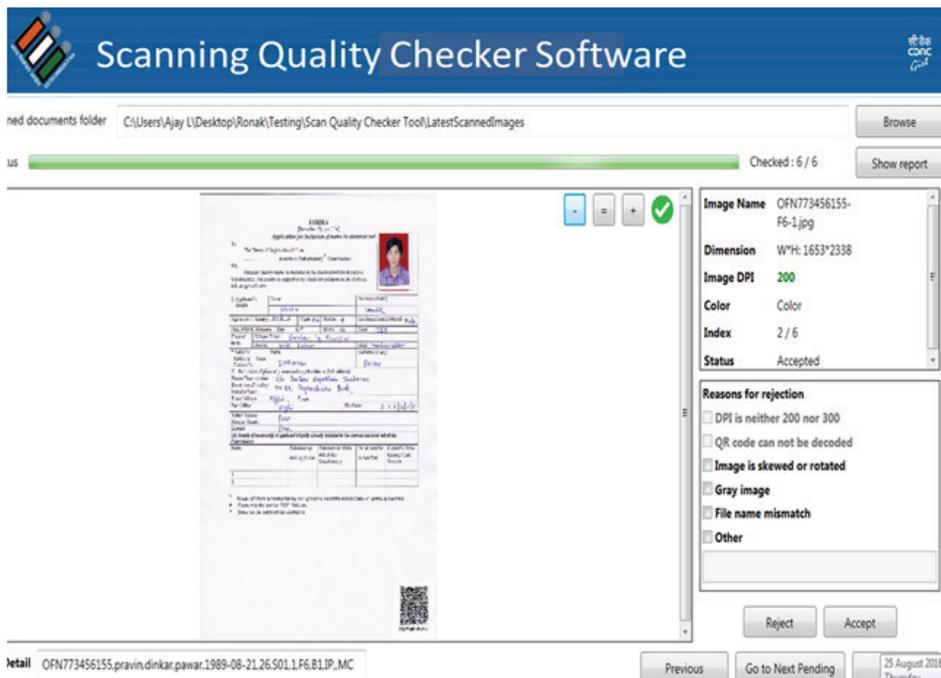
FORM 6
 [See rules 13(1) and 24]
Application for inclusion of name in electoral roll

To The Electoral Registration Officer Assembly/ Parliamentary ⁴ Constituency.				
Sir, I request that my name be included in the electoral roll for the above Constituency. Particulars in support of my claim for inclusion in the electoral roll are given below:				
I. Applicant's details				
Name	VISHAL PRAKASH CHAVAN	Surname (if any) CHAVAN		
Age as on 1 st January 2016	# Years: 28 Months: 15	Sex (male/female/other): MALE		
Date of birth, if known	1 Day: 04	Month: 03 Year: 2010		
Place of birth	Village/Town: 24 PEAJ District: 252611	State: MAHARASHTRA		
* Father's/ Husband's Name	Name: PRAKASH DINKAR CHAVAN	Surname (if any) CHAVAN		
II. Particulars of place of present ordinary Residence (Full address)				
House/Door number	326			
Street/Area/Locality/ Municipality/Post	GH180L, KANNAD ROAD			
Village/Village/ Post Office	KUTWAD KUTWAD	Pin Code: 461610		
Taluka/Taluka/ Mandal/Thana	GH180L			
District				
III. Details of member(s) of applicant's family already included in the current electoral roll of the Constituency:				
Name	Relationship with applicant	Part number of the roll of the Constituency	Serial number in that Part	Elector's Photo Identity Card Number
1.				
2.				

⁴ In case of Union territories having no Legislative Assembly and the State of Jammu & Kashmir.
[#] Please give the year i.e. 2007, 2008, etc.
^{*} Strike out the inappropriate alternative



- 20.7.9 QR code affixed forms given to the SLA for scanning.
- 20.7.10 SLA scans all the forms as per Scanning Guidelines.
- 20.7.11 SLA crops the photograph using suggested software as per guideline (Photo crop guideline)
- 20.7.12 SLA hands over scanned forms softcopy to the supervisor
- 20.7.13 Data entry operator checks the quality of scanned document using “Scan Quality Checker Software” and prepare report for Assistant Electoral Registration Officer /Election Officers scrutiny. sends report of rejected files and hard copies of forms to the SLA for rescanning.



- 20.7.14 Data entry operator uploads the forms one by one by manually verifying the forms data
- 20.7.15 QR code validation by system in back-end for cross-validation.
- 20.7.16 Dashboard based status of form processing for Supervisor
- 20.7.17 Once the offline forms are uploaded and status updated, further processing of forms are as per online form processing.

SECTION – VIII

**PREPARATION AND REVISION OF
ELECTORAL ROLLS FOR COUNCIL
CONSTITUENCIES**

- CHAPTER – 21 CONSTITUTIONAL AND LEGAL FRAMEWORK OF
LEGISLATIVE COUNCILS
- CHAPTER – 22 ADMINISTRATIVE MACHINERY AND OTHER KEY
FEATURES RELATING TO PREPARATION AND
REVISION OF ELECTORAL ROLLS FOR COUNCIL
CONSTITUENCIES
- CHAPTER – 23 PREPARATION AND REVISION OF ELECTORAL ROLLS
FOR COUNCIL CONSTITUENCIES

CHAPTER 21

CONSTITUTIONAL AND LEGAL FRAMEWORK OF LEGISLATIVE COUNCILS

21.1 Introduction

At present States of Andhra Pradesh, Telangana, Bihar, Karnataka, Maharashtra and Uttar Pradesh, have Legislative Councils in addition to the Legislative Assemblies. Jammu & Kashmir also has Legislative Council but in the state the preparation of electoral rolls and conduct of elections are held as per Jammu & Kashmir Constitution & the Jammu & Kashmir Representation of People Act, 1957.

21.2 Composition of Legislative Councils and Allocation of Seats

The total number of members in the Legislative Council of a State having such a Council shall not exceed one-third of the total number of members in the Legislative Assembly of that State, provided that the total number of members in the Legislative Council shall, in no case, be less than forty except, the Legislative Council of Jammu & Kashmir has only 36 members.

21.2.1 The allocation of seats in the Legislative Council of Andhra Pradesh, Telangana, Bihar, Karnataka, Maharashtra and Uttar Pradesh is given in **Annexure 46**. Composition of Legislative Council of Jammu & Kashmir is given in Section 50 of the Constitution of Jammu & Kashmir.

21.2.2 Members of the Legislative Council are elected from 3 types of electors – MLAs of the Legislative Assembly elects some members and the remaining are elected by Local Authorities representatives, graduates and teachers for which Legislative Council constituencies are carved out by the President. The elections to the State Legislative Councils from Council Constituencies as well as by MLAs shall be held in accordance with the system of proportional representation by means of the single transferable vote.

21.2.3 For the purpose of elections to the Legislative Council of a State in any Local Authorities' Constituency, the electorate shall consist of members of the local authorities exercising jurisdiction in any place or area within the limits of that Constituency as are specified in relation to that State in **Annexure 47**.

- 21.2.4 The President has already determined the territorial constituencies into which each State having a Legislative Council shall be divided for the purpose of elections to that Council by the Local Authorities', Graduates and Teachers' Constituencies, the extent of each such Constituency and the allocated number of each such category of council constituencies. The President may, from time to time, after consulting the Election Commission, by an order alter or amend any order made by him for the delimitation of Council Constituencies.
- 21.2.5 The number of seats to be filled by persons elected by MLAs and from Graduates', Teachers' and Local Authorities' Constituencies and by nomination is also indicated in the aforesaid **Annexure 46**.
- 21.2.6 Legislative Council of a State shall not be subject to dissolution, but as nearly as possible one-third of the members thereof shall retire as soon as may be on the expiration of every second year in accordance with the provisions made in that behalf by Parliament by law.
- 21.2.7 The Parliament may, by law, provide for abolition of Legislative Council of a State having such a Council or for creation of such a Council in a State having no such Council, if the Legislative Assembly of the State passes a resolution to that effect by a majority of total membership of the Assembly and by a majority of not less than two-thirds of the members of the Assembly present and voting.

21.3 Constitutional Provisions

- 21.3.1 As per clause (3) of Article 171 of the Constitution of India, the composition of the Legislative Council of a State will be as under:-
- 21.3.2 As nearly as may be, one-third of the total members shall be elected by electorates consisting of members of municipalities, district boards and such other local authorities in the State as Parliament may, by law, specify;
- 21.3.3 As nearly as may be, one-twelfth of the total members shall be elected by electorates consisting of persons residing in the State who have been for at least three years graduates of any university in the territory of India or have been for at least three years in possession of qualifications prescribed by or under any law made by Parliament as equivalent to that of a graduate of any such university;
- 21.3.4 As nearly as may be, one-twelfth of the total members shall be elected by electorates consisting of persons who have been for at least three years engaged in teaching in such educational institutions within the State, not lower in standard than that of a secondary school, as may be prescribed by or under any law made by Parliament ;

21.3.5 As nearly as may be, one-third of the total members shall be elected by the members of the Legislative Assembly of the State from amongst persons who are not members of the Assembly ;

21.3.6 The remainder of the total members shall be nominated by the Governor and shall consist of persons having special knowledge or practical experience in respect of such matters as the following:—Literature, Science, Art, Co-operative Movement and Social Services.

21.3.7 It is clear from the above, that there are three types of constituencies of Legislative Councils for which electoral rolls are prepared. These are: -

- (i) Local Authorities' Constituency
- (ii) Graduates' Constituency
- (iii) Teachers' Constituency

21.3.8 For election to Legislative Council by MLAs, the list of such MLAs needs to be kept updated and the same is used as electoral roll for the election. This list should include the name of the nominated members, if any, of the Legislative Assembly.

21.4 Legal Provisions

21.4.1 The relevant legal provisions for preparation and revision of electoral rolls for Legislative Council are provided in Sections 27 of Representation of the People Act, 1950 and Rules 30 and 31 of Registration of Electors Rules, 1960.

21.4.2 Local Authorities' Constituencies –

According to Section 27 (2) (a) of Representation of the People Act, 1950 the electorate shall consist of members of such local authorities exercising jurisdiction in any place or area within the limits of that constituency as are specified in relation to that State in the Fourth Schedule of the said Act.

21.4.2.1 Clause (b) of Section 27 (2) provides that every member of each such local authority within a Local Authorities' constituency shall be entitled to be registered in the electoral roll.

21.4.2.2 Clause (d) of Section 27 (2) provides that in order to enable the Electoral Registration Officer to maintain the electoral roll corrected up-to-date, the chief executive officer of every local authority (by whatever designation such officer may be known) shall immediately inform the Electoral Registration Officer about every change in the membership of that local authority ;and the Electoral Registration Officer shall, on receipt of the information , strike off from the electoral roll the names of persons who have ceased to be, and include therein the names of persons who have become, members of that local authority.

21.4.2.3 Clause (e) of Section 27 (2) provides that the provisions of Sections 15, 16, 18, 22 and 23 of Representation of the People Act, 1950 shall apply in relation to Local Authorities constituency as they apply in relation to assembly constituencies.

21.4.2.4 Rule 30 (1) of Registration of Electors Rules, 1960 provides that the roll for every Local Authorities constituency shall be prepared and maintained in such form, manner and language as the Election Commission may direct.

21.4.2.5 Rule 26 [except sub-rules (3) and (4)] and Rule 27 of Registration of Electors Rules, 1960 shall apply in relation to Local Authorities constituency as they apply in relation to assembly constituencies provided that an application for inclusion of name in the roll of Local Authorities Constituency shall be made in Form-17.(**Annexure 21**)

21.4.3 Graduates’ Constituencies –

According to Section 27 (5) (a) of Representation of the People Act, 1950, a person must fulfil the following conditions for being entitled to be registered in electoral roll of a Graduates’ Constituency –

21.4.3.1 Should be ordinarily resident in the Graduates’ Constituency.

21.4.3.2 Should have, for at least three years before the qualifying date, been either a graduate of a University in the territory of India or in possession of any of the qualifications specified under clause (a) of sub-section (3) of Section 27 of Representation of the People Act, 1950, by the State Government concerned as qualifications which shall be deemed to be equivalent to that of a graduate of a University in the territory of India.

21.4.3.3 Section 27 (6) of Representation of the People Act, 1950 stipulates that the qualifying date shall be the 1st day of November of the year in which the preparation or revision of the electoral rolls is commenced.

21.4.3.4 The provisions of Sections 15, 16, 18, 21, 22 and 23 of Representation of the People Act, 1950 shall apply in relation to Graduates’ Constituency as they apply in relation to assembly constituencies.

21.4.3.5 Rule 31 of Registration of Electors Rules, 1960 provides that the roll for every Graduates’ Constituency shall be prepared in such form, manner and language as the Election Commission may direct.

21.4.3.6 The provisions of Rules 10 to 27 except clause (c) of sub-rule (1) and clause (c) of sub-rule (2) of Rule 13 of Registration of Electors Rules, 1960 shall apply in relation to Graduates’ Constituency as they apply in relation to assembly constituencies. The claim application for inclusion in the roll of a Graduates’ Constituency shall be made in Form 18. (**Annexure 22**)

21.4.4 Teachers’ Constituencies –

21.4.4.1 According to Section 27 (5) (b) of Representation of the People Act, 1950, a person must fulfil the following conditions for being entitled to be registered in electoral roll of a Teachers’ Constituency-

21.4.4.2 Should be ordinarily resident in the Teachers’ Constituency.

21.4.4.3 Within the six years immediately before the qualifying date, for a total period of at least three years, should have been engaged in teaching in any of the educational institutions specified under clause (b) of sub-section (3) of Section 27 of Representation of the People Act, 1950 by the State Government concerned as educational institutions within the State not lower in standard than that of a secondary school.

21.4.4.4 Section 27 (6) of Representation of the People Act, 1950 stipulates that the qualifying date shall be the 1st day of November of the year in which the preparation or revision of the electoral roll is commenced.

21.4.4.5 The provisions of Sections 15, 16, 18, 21, 22 and 23 of Representation of the People Act, 1950 shall apply in relation to Teachers’ constituency as they apply in relation to assembly constituencies.

21.4.4.6 Rule 31(1) of Registration of Electors Rules, 1960 provides that the roll for every Teachers’ Constituency shall be prepared in such form, manner and language as the Election Commission may direct.

21.4.4.7 Under Rule 31(5), the provisions of Rules 10 to 27 except clause (c) of sub-rule (1) and clause (c) of sub-rule (2) of Rule 13 of Registration of Electors Rules, 1960 shall apply in relation to Teachers’ Constituency as they apply in relation to assembly constituencies. The claim application for inclusion in the roll of the Teachers’ Constituency shall be made in Form 19. (**Annexure 23**)

21.5 Constitutional and Legal Framework of Legislative Council of Jammu & Kashmir

21.5.1 Composition of Legislative Council – As per Section 50 of the Constitution of Jammu & Kashmir, the Legislative Council of the state shall consist of thirty six members. The composition of Legislative Council will be as under:-

21.5.1.1 Eleven members shall be elected by members of Legislative Council from amongst persons who are residents of the Province of Kashmir and are not members of the Legislative Assembly. Provided that of the members so elected, at least one shall be a resident of Tehsil Ladakh and at least one shall be a resident of Tehsil Kargil.

21.5.1.2 Eleven members shall be elected by the members of the Legislative Assembly from amongst persons who are residents of the Province of Jammu and are not members of the Legislative Assembly. Provided that of the members so elected, at least one shall be a resident of Doda District and at least one shall be a resident of Poonch District.

21.5.1.3 One member shall be elected by each of the following electorates, namely:-

- (i) The members of Municipal Council, Town Area Committees and Notified Area Committees in the Province of Kashmir.
- (ii) The members of Municipal Council, Town Area Committees and Notified Area Committees in the Province of Jammu.

21.5.1.4 Two members shall be elected by each of the following electorates:-

- (i) The members of the Panchayat and such other local bodies in the Province of Kashmir as the Governor may, by order, specify.
- (ii) The members of the Panchayat and such other local bodies in the Province of Jammu as the Governor may, by order, specify.

21.5.1.5 Eight members shall be nominated by the Governor not more than three of whom shall be persons belonging to any of the socially or economically backward classes in the State, and the others shall be persons having special knowledge or practical experience in respect of matters such as literature, science, art, co-operative movement and social service.

21.5.2 It is clear from the above provision that in Jammu & Kashmir, there are two types of Council Constituencies – ‘Local Authorities’ Constituency’ and ‘Panchayats’ Constituency’ and there is no concept of ‘Graduates’ Constituency’ and ‘Teachers’ Constituency’ in Jammu & Kashmir, like other states.

21.5.3 The relevant legal provisions for electoral roll for Legislative Council of Jammu & Kashmir are provided in Section 21 of the Jammu & Kashmir Representation of the People Act, 1957 and Rule 28 of the Jammu & Kashmir Registration of Electors Rules, 1966.

21.5.3.1 Local Authorities’ Constituencies –

- (i) According to Section 21 of the Jammu & Kashmir Representation of the People Act, 1957, the electorate shall consist of members of Municipal, Town Area Committees and Notified Area committees within the limits of that constituency.
- (ii) Every member of each such local authority within a Local Authorities' Constituency shall be entitled to be registered in the electoral roll for that constituency.
- (iii) The Electoral Registration Officer for each Local Authorities' Constituency shall maintain in his office in the prescribed manner and form the electoral roll for that constituency corrected up-to-date.
- (iv) In order to enable the Electoral Registration Officer to maintain the electoral roll corrected up-to-date the Chief Executive Officer of each local authority (by whatever designation such officer may be known) shall immediately inform the Electoral Registration Officer about every change in the membership of that local authority and the Electoral Registration Officer shall, on receipt of the information, strike off from the electoral roll the names of persons who have ceased to be, and include therein the names of persons who have become, members of that local authority.
- (v) The provisions of Section 11, 12, 14, 18 and 19 of Jammu & Kashmir of the Jammu & Kashmir Representation of the People Act, 1957 shall apply in relation to Local Authorities' Constituencies as they apply in relation to Assembly Constituencies.
- (vi) Rule 28 of the Jammu & Kashmir Registration of Electors Rules, 1966 provides that the roll for every Local Authorities' Constituency shall be prepared and maintained in such form, manner and language or languages as the Election Commission may direct.
- (vii) The provisions of Rule 26 except sub-rules (3) and (4) thereof and Rule 27 shall apply in relation to Local Authorities' Constituencies as they apply in relation to Assembly Constituencies. Provided that an application for inclusion of name shall be made in Form 17:

- Where an application referred to in sub-rule (1) of Rule 26 is received by the Chief Electoral Officer, he shall direct the Electoral Registration Officer to refer, and
 - Where such application is received direct by the Electoral Registration Officer, he shall refer,
- (viii) Such application to the Chief Executive Officer of the Local Authority concerned and on receipt of information in relation thereto from the Chief Executive Officer, the Electoral Registration Officer shall act in accordance with clause (d) of sub-section (2) of Section 21.

21.5.3.2 Panchayats' Constituencies –

- (i) According to Section 21 of the Jammu & Kashmir Representation of the People Act, 1957, the electorate shall consist of members of Panchayat and such other local bodies, if any, within the limits of the constituency as the Governor may by order specify under sub-section (5) of Section 50 of the Constitution.
- (ii) Every member of the Panchayat and of such local body, if any, within a Panchayats' Constituency as referred to in clause (a) of Section 21 shall be entitled to be registered in the electoral roll of that constituency.
- (iii) The Electoral Registration Officer for the each Panchayats' Constituency shall maintain in his office in the prescribed manner and form the electoral roll for that constituency corrected up-to-date.
- (iv) In order to enable the Electoral Registration Officer to maintain the electoral roll corrected up-to-date the Panchayat Officer of the Province of Jammu and of the Province of Kashmir shall immediately inform the Electoral Registration Officer about every change in the membership of each Panchayat and of such local body, if any, within the Panchayats' Constituency as referred to in clause (a) Section 21 and the Electoral Registration Officer, shall on receipt of the information, strike off from the electoral roll the names

of persons who have ceased to be, and include therein the names of persons who have become, members of that Panchayat or local body.

- (v) The provisions of Section 11, 12, 14, 18 and 19 of the Jammu & Kashmir Representation of the People Act, 1957 shall apply in relation to Panchayats’ Constituency as they apply in relation to Assembly Constituency.
- (vi) The roll for every Panchayat Constituency shall be prepared and maintained in such form, manner and language or languages as the Election Commission may direct.
- (vii) The provisions of Rule 26 of Jammu & Kashmir Registration of Electors Rules, 1966 except sub-rules (3) and (4) thereof and Rule 27 shall apply in relation to Panchayat Constituencies as they apply in relation to Assembly Constituencies. Provided that an application for inclusion of a name shall be made in Form 18:-
 - Where an application referred to in sub-rule (1) of Rule 26 is received by the Chief Electoral Officer, he shall direct the Electoral Registration Officer to refer, and
 - Where such application is received direct by the Electoral Registration Officer, he shall refer such application to the Panchayat Officer of the Province of Jammu and of the Province of Kashmir and on receipt of the information in relation thereto from the Panchayat Officer, the Electoral Registration Officer shall act in accordance with clause (d) of sub-section (4) of Section 21 of the Jammu & Kashmir Representation of the People Act, 1957

21.6 Statutory Form for Registration (claims & objections) (These forms are available in para 2.5 of Chapter 2 - Constitutional And Legal Framework)

CHAPTER-22

ADMINISTRATIVE MACHINERY AND OTHER KEY FEATURES RELATING TO PREPARATION AND REVISION OF ELECTORAL ROLLS FOR COUNCIL CONSTITUENCIES

22.1 Administrative Machinery – As in case of preparation and revision of electoral rolls for assembly constituencies, a well-defined administrative machinery exists for preparation of electoral rolls for the Council Constituencies, which consists of the following officials-

- 22.1.1 Electoral Registration Officer – There shall be one separate Electoral Registration Officer for each Local Authorities’, Graduates’ and Teachers’ constituency. Electoral Registration Officer shall be officer of the State Government not below the rank of an Additional District Magistrate. Generally, the Divisional Commissioners/Deputy Commissioners are appointed as Electoral Registration Officers for Council Constituencies.
- 22.1.2 Assistant Electoral Registration Officer - There shall be as many Assistant Electoral Registration Officers for each Graduates’ and Teachers’ constituency as may be required. Electoral Registration Officers and Assistant Electoral Registration Officers of all the assembly constituencies falling within the concerned Graduates’ /Teachers’ constituency shall be designated as the Assistant Electoral Registration Officers for said Council Constituency. There shall be at least one Assistant Electoral Registration Officer at Tehsil / Taluka level. The Assistant Electoral Registration Officer shall be an officer of the State Government not below the rank of a Tehsildar in rank. Generally, no Assistant Electoral Registration Officer is appointed in Local Authorities’ constituencies.
- 22.1.3 Designated Officers – Electoral Registration Officer shall appoint one Designated Officer for each polling station of Graduates’ and Teachers’ constituency during the period of receiving claims & objections or verification of applications or for authentication of the documents to be submitted. Designated Officer will be of the rank of a Deputy Collector / Sub Division Officer / Revenue Officer / Block Development Officer within the limits of the Constituency. The Designated Officer will be assigned a PIN No. and this will be mentioned by him in all correspondence with the Electoral Registration Officer as well as on the copies of the applications where verification has been done by him. The names of the Designated Officers along with the offices where they will be located and the days

on which they will be present to receive applications in person shall be notified by the Electoral Registration Officers as part of the notice issued under Rule 31 (3) of the Registration of Electors Rule, 1960 in the First Schedule, to that notice. All Designated Officers shall, without fail, attend to the duties from the time of issue of public notice under Rule 31 (3) up to the last date of receipt of applications. The Designated Officer will do supervisory checks with regard to status of ordinary residence of an elector during the period of disposal of claims and objections. Assistant Electoral Registration Officers and Electoral Registration Officers will make further supervisory check by conducting visits to offices of the Heads of Institutions/households of the applicants as the case may be. These supervisory checks shall not be less than 12%, 8% and 4% respectively of the verifications made by the respective field officers.

- 22.1.4 Additional Designated Officers: Electoral Registration Officers can appoint Additional Designated Officers for the purpose of attesting the documents of the electors. The officers of the following ranks can be appointed as the Additional Designated Officer : - (a) Tehsildars; (b) Principal of the Govt. Degree Colleges / inter Colleges; (c) Principals of the Govt. Girls Degree Colleges / Girls Inter Colleges; (d) Joint Block Development Officers of all Blocks; and (e) Executive Officers (Gazetted) of Nagar Palikas / Nagar Panchayats. Post Masters of Post Offices also can be appointed as Additional Designated Officers for the purpose of attesting the documents of the electors of the district in which the post office is situated.
- 22.1.5 Booth Level Officers– Electoral Registration Officers can use Booth Level Officers of polling areas in assembly constituencies for verification of entries of Graduates’ and Teachers’ constituencies including the status of ordinary residence of electors with regard to their respective areas.

22.2 Format of Electoral Rolls of Council Constituencies

- 22.2.1 According to Rules 30(1) and 31(1) of the Registration of Electors Rules, 1960 the electoral rolls of Local authorities’, Graduates’ and Teachers’ constituencies shall be prepared and maintained in such form, manner and language as the Election Commission may direct.
- 22.2.2 Format of electoral roll: -
- 22.2.2.1 The electoral roll shall be photo electoral rolls for Local Authorities’, Graduates’ and Teachers’ constituencies.
- 22.2.2.2 The electoral rolls for Local authorities’, Graduates’ and Teachers’ constituencies shall be maintained electoral part wise. One electoral part will have 800 to 1400 electors. Each electoral part will have one polling station.

22.2.2.3 The part will be further divided into sections. Each section will ordinarily have 70 to 100 electors.

22.2.2.4 The rolls of Local Authorities’ constituencies should be prepared different Local Authorities wise, each section covering one Local Authority. Each section should be printed on different page depending upon different types of Local Authorities comprised within that part whose members take part in the elections to Legislative Council.

22.2.2.5 The names of members of each local authority should be arranged in alphabetical order. The Local Authorities in each page should be given serial number in one continuous series for the entire section. This number should be entered along with the name of the Local Authority at the top of the page relating to that Local Authority.

22.2.2.6 The electoral rolls of Local Authorities’, Graduates’ and Teachers’ constituencies shall be printed in the formats given as **Annexures 48, 49 and 50** respectively.

(NOTE It may be seen that in the formats of rolls, fields such as serial no. of elector, name of relation, date of birth, photo, EPIC number, no. and name of part, no. and name of assembly constituencies and name of state have been provided. For collecting information for these additional fields, amendments in Forms 17, 18 and 19 would be required and for this purpose, the proposal has already been sent to the Ministry of Law & Justice.)

22.3 Language of the Electoral Rolls:- The electoral rolls of council constituencies shall be printed in the following languages: -

- (a) Andhra Pradesh and Telangana – Telugu and English
- (b) Bihar and Uttar Pradesh – Hindi and English
- (c) Karnataka – Kannada and English ; and
- (d) Maharashtra – Marathi and English

To sort out technical problems in converting the names in various languages, Unicode font should be used for electoral data base.

22.4 Polling Stations

22.4.1 Place of Poll for Election by Members of Legislative Assemblies

22.4.1.1 Under Section 29(1) of the Representation of the People Act, 1951, the Returning Officer is required to fix, with the prior approval of the Election

Commission, the place at which the poll will be taken for election by Members of Legislative Assembly and to notify the place so fixed in the manner directed by the Election Commission.

22.4.1.2 A suitable hall or room in the precincts of the Legislative Assembly building is normally fixed as such place of poll. The Election Commission obtains (through the Chief Electoral Officer) the information with regard to the place of poll while considering the programme for the election and conveys its approval in the matter along with its approval of the election programme. While conveying such approval in respect of the place of poll, the Election Commission also sends a draft notice to be issued by the Returning Officer.

22.4.1.3 Accordingly, Returning Officer should issue a notice in that format and display it on the notice board of the Legislative Assembly as per the direction of the Election Commission as soon as may be after the notification calling for the election has been issued.

22.4.2 Polling Stations for Council Constituencies

22.4.2.1 Under Section 25 of the Representation of the People Act, 1951, it is the responsibility of the District Election Officer to provide, with the previous approval of the Election Commission, a sufficient number of polling stations for the Council Constituency.

22.4.2.2 The District Election Officer is to provide polling stations for the Constituency the whole or greater part of which lies within his jurisdiction. Where a Constituency extends to two districts, the Chief Electoral Officer shall decide as to in which district the greater part of the Constituency lies and the District Election Officer of such district shall provide polling stations for the whole Constituency including the areas falling in the other district. Where, however, a Constituency extends over more than two districts of which neither the whole nor the greater part of the Constituency lies within the jurisdiction of any one District Election Officer, the District Election Officer of every district will provide polling stations for the areas falling within the territorial jurisdiction of his district. 10.

22.4.2.3 As mentioned above, the polling stations have to be provided with the previous approval of the Election Commission. There is no provision for ex post facto approval and any change in the approved list of polling stations without the prior approval of the Election Commission to such

changes would tantamount to non-compliance with the provisions of Section 25 which may vitiate the election.

- 22.4.2.3 The draft list of polling stations must be forwarded to the Election Commission for scrutiny and approval through the Chief Electoral Officer at least two weeks before the last date for withdrawal of candidatures.
- 22.4.3 Basic guidelines for preparation of lists of Polling Stations for Graduates’ and Teachers’ Constituencies -
 - 22.4.3.1 For an area to be eligible for use as a polling station, there should be a minimum of 30 electors (Teachers and Graduates Constituencies taken together). It may be necessary to set up a polling station even for a fewer number in a particular area, if these electors have otherwise to travel long distances to reach the polling station. The polling stations should be located, as far as possible, within easy reach of every elector. Ordinarily, the distance to be travelled by a voter to reach his polling station should not exceed 16kms.
 - 22.4.1.2 Separate polling stations shall be provided for elections from Graduates’ and Teachers’ Constituencies even when held simultaneously. A common polling station may, however, be provided, in exceptional cases if the number of electors is small or considered convenient for the electors concerned as many electors may be common for both the elections.
 - 22.4.1.3 The assignment of electors to polling stations may be made groupwise or individually, as may be considered convenient and practicable. It should, however, be ensured that every elector is assigned to the polling station nearest to his place of residence and no elector is left out from being allotted to any polling station.

(For detailed guidelines, please refer to Handbook for Returning Officers for Elections to the Council of States & State Legislative Councils and Manual on Polling Stations, available on the Election Commission’s website.)

CHAPTER-23

PREPARATION AND REVISION OF ELECTORAL ROLLS FOR COUNCIL CONSTITUENCIES

23.1 Introduction – The electoral rolls for Council Constituencies are prepared

Forms of Claims & Objections

- Application for new addition in Local Authorities Constituency – Form 17
- Application for new addition/shifting from one Graduates Constituency to another Constituency – Form 18
- Application for new addition/shifting from one Teachers Constituency to another Constituency – Form 19
- Application for objecting inclusion or seeking deletion of existing entry – Form 7
- Application for correction – Form 8
- Application for transposition/shifting within same constituency – Form 8A

and revised by the Electoral Registration Officers as per the provisions mentioned in CHAPTER 21 and detailed instructions issued by the Election Commission under the said provisions –

23.2 Local Authorities' Constituencies –

23.2.1 Qualifying date:- In the case of Local Authorities' Constituencies, there is no qualifying date.

23.2.2 Electoral Rolls of Local Authorities' constituencies are not revised. But they are kept up to date by the Electoral Registration Officer concerned, by making such corrections in mother list as are brought to his notice by the Executive Officers of the Local Authorities concerned. In order to enable the Electoral Registration Officer to maintain electoral rolls corrected up-to-date, the Chief Executive Officer of every local authority (by whatever designation such officer may be known) shall inform the Electoral Registration Officer each change in the membership of that local authority immediately after its occurrence. The Electoral Registration Officer shall, on receipt of the information, strike off from the electoral rolls the names of persons who have ceased to be, and include therein the names of persons who have become, members of that local authority.

- 23.2.3 Electoral Registration Officer should obtain, once in a quarter by the 15th January, 15th April, 15th July and 15th October, from the Chief Executive Officers of the local authorities in his jurisdiction, a certificate to the effect that all corrections have been duly intimated by them. The format of the certificate is given at **Annexure 51** .
- 23.2.4 Conditions for enrolment: -
- 23.2.4.1 Ordinary residence is not a condition for being an elector in elections to local authorities’ constituencies.
- 23.2.4.2 All ex-officio and nominated members, if any, of the Local Authorities are entitled to be included in the Electoral Rolls along with elected members. In the case of members of one Local Authority some of whom are ex-officio members of other Local Authorities; their names should appear only once where they are members. However, the facility of being enrolled in electoral rolls and voting in elections extended to the ex-officio and nominated members is subject to the conditions provided in the state laws pertaining to the said Local Authorities in the concerned state.
- 23.2.5 Manner of lodging claims & objections:- According to Rule 30 of Registration of Electors Rules 1960, a person can apply for enrolment in a Local Authorities’ constituency in Form 17 (**Annexure 21**).
- 23.2.6 Disposal of claims & objections:-
- 23.2.6.1 When an application for inclusion (Form 17), deletion (Form 7 as **Annexure 9**), or correction of entries (Form 8 as **Annexure 10**) is received by the Electoral Registration Officer, he shall refer such application to the Chief Executive Officer of the local authority concerned and on receipt of information relating thereto from the Chief Executive Officer of the said local authority, Electoral Registration Officer shall take further necessary action for inclusion / deletion / correction of entries. Every subsequent correction in the rolls, whether by way of addition / deletion / modification shall be authenticated by full signature of the Electoral Registration Officer.
- 23.2.6.2 Before every election from a Local Authorities’ constituency, the electoral rolls shall be published by the Electoral Registration Officer in his office and also in the offices of the Local Authorities comprised in the said Local Authorities’ constituency, immediately inviting claims and objections by giving a minimum of seven days for the purpose. Any claims (in Form 17) and objections (in Form 7) received within the time fixed shall be disposed of by the Electoral Registration Officer within a period of three days and the roll shall be again published after incorporating the claims and objections accepted within three days after referring it to the Chief Executive Officers of the local authorities concerned. On receipt of information relating thereto from the Chief Executive Officer of the said local authority, Electoral Registration Officer shall take further necessary action for inclusion / deletion / correction of entries. Every subsequent correction in the rolls, whether by way of addition /

deletion / modification shall be authenticated by full signature of the Electoral Registration Officer. The roll shall be again published after incorporating the claims and objections accepted within three days thereafter and in any case before the last date for filing of nominations for election. The provisions of Section 23(3) of Representation of the People Act, 1950 will also apply in this case, i.e. no addition/deletion/amendment shall be made in the electoral roll after 3.00 P.M. on the last date for filing of nominations for election.

23.3 Graduates' Constituencies –

De-novo revision schedule of Graduates' and Teachers' constituencies with broad timelines

- The tentative schedule is of around 90 days.
- ✓ Public notice(1st Oct)Day 1
- ✓ 1st Re-publication of notice (15th Oct) - Day 1 + 14
- ✓ 2nd Re-publication of notice (25th Oct) – Day 1 + 24
- ✓ Last date of receipt (5th Nov) – Day 1 + 35
- ✓ Preparation of manuscript (19th Nov) – Day 1 + 49
- ✓ Draft publication (23rd Nov) – Day 1 + 53
- ✓ Claims & objections (23rd Nov – 8th Dec) – Day 1 + 53 to Day 1 + 68
- ✓ Disposal – (by 26th Dec) – Day 1 + 82
- ✓ Final publication(30th Dec) – Day 1 + 86

23.3.1 Qualifying date:- The qualifying date for being enrolled in Graduates' Constituencies is 1st day of November of the year in which the preparation or revision of the electoral rolls is commenced.

23.3.2 The electoral rolls for Graduates' Constituencies shall be prepared afresh in the prescribed manner, with reference to qualifying date before every biennial election / bye- election to fill a casual vacancy.

23.3.3 Accordingly, Chief Electoral Officer should prepare draft schedule for revision of electoral rolls for Graduates' Constituencies well before the date of publication of notice for enrolment on 1st October of the year in which denovo revision of the rolls of the Graduates constituency is to be undertaken and send it for approval of the Election Commission.

23.3.4 Before denovo preparation and revision of electoral rolls in the year in which the election is due from the constituency, the Chief Electoral Officer should obtain a copy of all Notifications issued by the State Government under Section 27 (3) (a) of Representation of the People Act, 1950 specifying the qualifications which shall be deemed to be equivalent to that of a graduate of a University in the territory of India. The Chief Electoral Officer should then prepare an updated list of such specified qualifications and send a copy of the list to every Electoral Registration Officer. Wide publicity should be given to the list of specified qualifications for information of the public.

23.3.5 Conditions for enrolment:-

23.3.5.1 Should be ordinarily resident in the Graduates' Constituency.

23.3.5.2 Should have, for at least three years before the qualifying date, been either a graduate of a University in the territory of India or in possession of any of the qualifications specified under clause (a) of sub-section (3) of Section 27 of Representation of the People Act, 1950, by the State Government concerned as qualifications which shall be deemed to be equivalent to that of a graduate of a University in the territory of India.

23.3.6 Manner of lodging claims & objections:-

23.3.6.1

- (i) According to Rule 31 of Registration of Electors Rules, 1960, the Electoral Registration Officer shall issue a public notice (**Annexure 52**) on or before 1st October calling upon every person entitled to be registered in that roll to send to or deliver at his office before the 7th day of November next following an application in Form 18 (**Annexure 22**) for inclusion of name. The said notice shall be published in two newspapers having circulation in the constituency and republished in them once on or about 15th October and again on or about 25th October in a summarized format given as **Annexure 53**.
- (ii) Care should be taken that this abstract notice is printed in a separate box column in an attractive and prominent manner, preferably colour shaded inside a box so as to draw attention of readers to it.
- (iii) In addition to this, the public notice should be displayed at some specified places also for knowledge of public and other stakeholders.
- (iv) Copies of the notice should be circulated to all recognized and registered political parties. Electoral Registration Officers of Graduates' Constituency should send letters to all educational institutions, officers' associations, banks, firms, clubs, etc. located in the constituency requesting for full cooperation in the matter.
- (v) A copy each of the public notice published in newspapers should also be forwarded to the Election Commission.

23.3.6.2 When a person applies (in Form 18 **Annexure 22**) for the first time for enrolment in Graduates’ constituency, in addition to verification of the ordinary resident status of the applicant, it is necessary to verify that the applicant is in possession of the required educational qualifications for at least three years prior to the qualifying date. The three year period for which a person should be a graduate before registration will count from the date on which the result of the qualifying degree examination was declared and published by the university or an authority concerned and not from the date of convocation. The applicant shall have to submit documentary proof of having such an educational qualification to the satisfaction of the Electoral Registration Officer or the Assistant Electoral Registration Officer concerned. The Electoral Registration Officer or the Assistant Electoral Registration Officer concerned should make such verification of the documentary proof as he considers necessary. A copy of degree or mark-sheet of the required educational qualification attested by a gazetted officer should normally be considered adequate documentary proof of possessing that educational qualification.

23.3.6.3 As the electoral rolls for the Graduates’ constituencies are required to be prepared afresh every time before a biennial/bye-election, all persons whose names are included in the existing rolls should also submit fresh application in the prescribed Form.

23.3.6.4 The eligible persons should apply for enrolment of their names in the prescribed Form 18 (**Annexure 22**) along with any of the documents listed below-

- (i) The degree/diploma certificate, in original, issued by the University or Institution concerned or a copy thereof, duly authenticated by the Designated Officer/Additional Designated Officer/ Gazetted Officer of the District concerned, after due verification of the same with the original degree/diploma certificate; or
- (ii) A copy of an entry in the Government record or a certificate issued to a Graduate employee by the Gazetted Head of Offices/Institutes on the basis of entries in Government records in his custody or a copy of an entry in the record of Statutory Bodies, Corporations or Public undertakings specifying the degree, diploma or certificate possessed by the claimant, duly attested by the Head of the office concerned ; or

- (iii) An attested copy of the card of registration as Registered Graduate issued by the University, a certified copy of the relevant entry in the list of Registered Graduates’, the Roll of Advocates, the Register of Medical Practitioners, the Register of Chartered Accountants, the Register of Engineers maintained by Institute of Engineers, etc.; or
- (iv) An Affidavit by the claimant, supported by certificate from the Registrar of a University, or the Principal of a College affiliated to University or from the Head of the Department of such College under whom he had studied; or
- (v) The mark sheet, in original, issued by the University or Institution concerned or a copy thereof, duly authenticated by the Additional Designated Officer/Gazetted Officer of the District concerned/Notary Public, after due verification of the same with the original mark-sheet, provided that there is a clear indication that the claimant has passed the relevant examination.

23.3.6.5 The applications can also be sent by post to the Electoral Registration Officer/Assistant Electoral Registration Officer / Designated Officer, enclosing a copy of applicants’ degree / diploma certificate/mark sheet or other requisite document, duly authenticated by the Designated Officer /Additional Designated Officer/ Gazetted Officer of the district concerned / Notary Public, after due verification of the same with the original degree/ diploma certificate/mark-sheet, other requisite document.

23.3.6.6 In case the applicant submits his application in person before the Electoral Registration Officer/ Assistant Electoral Registration Officer or Designated Officer, duly appointed for the purpose, he will produce the original degree/diploma certificate/mark sheet before them. The officer will scrutinize the degree/diploma certificate/ mark sheet or requisite document submitted with the application and after satisfying himself and record either “Verified with original and found correct” or “Verified with original and found not correct – Rejected”. He will then-affix his signature, full name and PIN number (in case of Designated Officer) on the application as mark of a summary enquiry and forward the application to the Electoral Registration Officer, in case it is presented to Assistant Electoral Registration Officer/ Designated Officer.

23.3.6.7 As Rules 15 and 16 of Registration of Electors Rules, 1960 also apply in case of electoral rolls for Graduates’ constituencies, lists of claims & objections shall be maintained, in duplicate, in Forms 9,10,11 and 11A and exhibited on notice board in the office of Electoral Registration Officer. These lists shall also be put on the website of Chief Electoral Officer.

23.3.7 Disposal of claims & objections:-

23.3.7.1 Any application where the above procedure is not followed will summarily be rejected by the Electoral Registration Officer as incomplete.

23.3.7.2 Every application in prescribed Form 18 by a person seeking enrolment in Graduates’ constituency shall be accompanied by requisite documents/certificate. It may be noted that mere reference to an entry in the existing electoral roll will not be repeat will not be taken into account for determining the eligibility of a person for enrolment in the electoral rolls.

23.3.7.3 Section 20(4) of the Representation of the People Act, 1950 does not apply for this purpose of electoral rolls for Graduates’ Constituency. Therefore, the facility of enrolment of declared office holders in native place by the declaration in Form 1 is not available in the case of Graduates’ constituency. They can get their name enrolled, if eligible, in the place where they are ordinarily resident for the time being.

23.3.7.4 Bulk Applications:- Applications in bulk whether submitted in person or by post, shall not be considered for inclusion by the Electoral Registration Officer. However, the Head of the Institutions may forward the applications of all his eligible staff together. Similarly, a person may also submit Form 18 in respect of other eligible members of his family, residing at the same address and may get the certificate verified by producing original certificates in respect of each member. Any bulk applications submitted by political parties, Booth Level Agents or Resident Welfare Associations shall not be considered.

23.4 Teachers’ Constituencies –

23.4.1 Qualifying date:- The qualifying date for being enrolled in Teachers’ Constituencies is 1st day of November of the year in which the preparation or revision of the electoral rolls is commenced.

- 23.4.2 The electoral rolls for Teachers’ Constituencies shall be prepared afresh, in the prescribed manner, with reference to the qualifying date before every biennial election/ bye-election to fill a casual vacancy.
- 23.4.3 Accordingly, Chief Electoral Officer should prepare draft schedule for revision of electoral rolls for Teachers’ Constituencies well before the date of publication of notice for enrolment on 1st October of the year in which de-novo revision of the rolls of the constituency is to be undertaken, and send it for approval of the Election Commission.
- 23.4.4 Before de-novo revision of electoral rolls in the year in which the election is due from the constituency, the Chief Electoral Officer should obtain a copy of all Notifications issued by the State Government under Section 27 (3) (b) of Representation of the People Act, 1950, to specify the educational institutions within the State not lower in standard than that of a secondary school. The Chief Electoral Officer should then prepare an updated list of such specified educational institutions and send a copy of the list to every Electoral Registration Officer. Wide publicity should be given to the list of specified educational institutions for information of the Public.
- 23.4.5 As soon as Electoral Registration Officer receives list of specified educational institutions obtained by the Chief Electoral Officer from State Government he should collect information about all persons who are eligible for enrolment in Teacher’s Constituency; from heads of specified educational institutions, to check whether all such eligible persons are enrolled in the electoral rolls or not. If the Electoral Registration Officer finds that an eligible person is left out, he should send a blank Form 19 (**Annexure 23**) to the concerned person with a request to fill the application form and send it to Electoral Registration Officer through the head of the institution, in which the applicant has been working.
- 23.4.6 Conditions for enrolment:-
- 23.4.6.1 Should be ordinarily resident in the Teachers’ Constituency.
- 23.4.6.2 Within the six years immediately before the qualifying date, for a total period of at least three years, should have been engaged in teaching in any of the educational institutions specified under clause (b) of sub-section (3) of Section 27 of Representation of the People Act, 1950 by the State Government concerned as educational institutions within the State not lower in standard than that of a secondary school.

23.4.6.3 Every person applying for enrolment (in Form -19 as **Annexure 23**) in Teachers’ constituency must submit documentary proof of having been engaged in teaching in any of the specified educational institutions for a total period of at least three years within six years immediately before the qualifying date.

23.4.7 Manner of lodging claims & objections:-

23.4.7.1 According to Rule 31 of Registration of Electors Rules, 1960, the Electoral Registration Officer shall issue a public notice (**Annexure-54**) on or before 1st October calling upon every person entitled to be registered in that roll to send to or deliver at his office before the 7th day of November next following an application in Form 19 (**Annexure 23**), for inclusion of name. The said notice shall be published in two newspapers having circulation in the constituency and republished in them once on or about 15th October and again on or about 25th October in a summarized format given as **Annexure 55**.

23.4.7.2 Care should be taken that this abstract notice is printed in a separate box column in an attractive and prominent manner, preferably colour shaded inside a box so as to draw attention of readers to it.

23.4.7.3 In addition to this, the public notice should be displayed at some specified places also for knowledge of public and other stakeholders.

23.4.7.4 Copies of the notice should be circulated to all recognized and registered political parties. Electoral Registration Officers of Teachers’ Constituency should address a letter to all educational institutions whose teachers are qualified for registration as elector in Teachers’ Constituency for their cooperation in the matter.

23.4.7.5 A copy of the public notice published in newspapers should also be forwarded to the Election Commission.

23.4.7.6 As the electoral rolls for the Teachers’ constituencies are required to be prepared afresh every time before a biennial/bye-election, all persons whose names are included in the existing rolls should also submit fresh application in the prescribed Form.

23.4.7.7 Every application in prescribed Form 19 by a person seeking

enrolment in Teachers’ constituency shall be accompanied by requisite documents/certificate. It may be noted that mere reference to an entry in the existing electoral roll will not be repeat will not be taken into account for determining the eligibility of a person for enrolment in the electoral rolls.

23.4.8 As Rules 15 and 16 of Registration of Electors Rules, 1960 also apply in case of electoral rolls for Teachers’ constituencies, lists of claims & objections shall be maintained, in duplicate, in Forms 9,10,11 and 11A and exhibited on notice board in the office of Electoral Registration Officer. These lists shall also be put on the website of Chief Electoral Officer.

23.4.9 Disposal of claims & objections:-

23.4.9.1 Enrolment in Teachers’ constituency requires that the elector should have, within the six years immediately before the qualifying date for a total period of at least three years, been engaged in teaching in any of the specified educational institutions.

23.4.9.2 The engagement of a person in teaching in the specified educational institutions for at least three years within the preceding six years may be either in one continuous spell or in broken spells and further, may be either in one institution or more institutions, but all such institutions must be specified by the State Government. Therefore, it is immaterial whether a person, who has been so engaged in teaching for a total period of three years in one or more specified educational institutions, has been employed in those institutions as teacher on regular basis or on ad-hoc basis but he should be whole time teacher (even if there is no sanctioned post) and not engaged on a part-time basis as the condition for three years engagement in teaching cannot be fulfilled by a part-time teacher. Part-time teachers are not eligible for enrolment in the electoral rolls of Teachers’ Constituency.

23.4.9.3 In the light of the order of the Hon’ble High Court of Allahabad (Lucknow Bench) dated 5th March 2008, in Writ Petition No. 1269 (M/B) of 2008 (Madhyamik Vitta Viheen Vidyalaya Prabandhak Mahasabha Vs State of Uttar Pradesh), the name of such teacher of unaided private school (if it is covered by the list of specified educational institutions) shall also be included in the electoral roll who intends to get his/her name enrolled in the voter list (i.e.

electoral roll) of the Teachers’ Constituency and approaches the ERO, after getting a certificate/counter signature from the District Inspector of Schools that he/she is a bonafide teacher of the specified educational institution having the required length of service and , whose standard is not below the standard of the secondary school. The above scheme has been extended in case of aided school also by the Election Commission.

23.4.9.4 Every person applying for enrolment (in Form -19) in Teachers’ constituency must submit documentary proof of having been engaged in teaching in any of the specified educational institutions for a total period of at least three years within six years immediately before the qualifying date. Electoral Registration Officer / Assistant Electoral Registration Officer concerned should make such verification of the documentary proof as he considers necessary. A certificate by the Head of the teaching institution should normally be considered adequate documentary proof of possessing that teaching qualification. If any person, who has applied for inclusion of his name in a teachers’ constituency, has been engaged in teaching in more than one specified educational institutions in the last six years, the certificate from the Head of institution of each of such educational institution will be required for the period for which he was engaged in teaching in that educational institution. The certificate from the Head of the Institution shall be in the format as **Annexure 56**.

23.4.9.5 If any person, who has applied for inclusion of his name in a teachers’ constituency, has been engaged in teaching in more than one specified educational institutions in the last six years, the certificate from the Head of institution of each of such educational institution will be required for the period for which he was engaged in teaching in that educational institution.

23.4.9.6 It is not necessary that the educational institution in which an eligible elector is employed should also fall within the same Teachers’ constituency. The eligibility to be enrolled in a particular Teachers’ constituency should be determined on the basis of the applicants’ place of ordinary residence and not on the basis of his place of work.

23.4.9.7 Section 20(4) of the Representation of the People Act, 1950 does not apply for this purpose of electoral rolls for Teachers’ constituency. Therefore, the facility of enrolment of declared office holders in native place by the declaration in Form I is not available in the case of Teachers’ constituency. They can get their name enrolled in the place where they are ordinarily resident for the time being.

23.4.9.8 Bulk Applications:- Applications in bulk whether submitted in person or by post, shall not be considered for inclusion by the Electoral Registration Officer. However, the Head of the Institutions may forward the applications of all his eligible staff together. Similarly, a person may also submit Form 19 in respect other eligible members of his family, residing at the same address and may get the certificate verified by producing original certificates in respect of each member. Any bulk applications submitted by political parties, Booth Level Agents or Resident Welfare Associations shall not be considered

23.5 Special Efforts to Enroll all Eligible Persons

- 23.5.1 Chief Electoral Officers must make all efforts including the following to ensure that each and every eligible person is duly enrolled and no eligible person is left out from enrolment: -
- 23.5.2 Adequate publicity should be given to the process of revision of electoral rolls through print and electronic media in addition to the newspapers advertisements which are mandatory under the rules.
- 23.5.3 Special counters for collection of Forms should be arranged at every tehsil, block office, office of every District Election Officer, Electoral Registration Officer and Assistant Electoral Registration Officer.
- 23.5.4 Voter Registration Centres functioning for assembly constituencies should also be used as Voter Registration Centres for council constituencies.
- 23.5.5 Facility for on-line filing of application forms should be provided on the website of Chief Electoral Officers.
- 23.5.6 Arrangements should be made for distribution of blank application forms for enrolment in Teachers’ constituencies to all specified educational institutions. Heads of such educational institutions should be asked to collect filled application forms and send to the Electoral Registration Officers concerned.

23.6 Special Guidelines for Collecting EPIC Numbers

- 23.6.1 Since electoral rolls for Graduates'/Teachers' constituencies are to be prepared afresh before every biennial/bye election after inviting fresh applications in Form 18/Form 19 followed by disposal thereof and publishing a draft roll accordingly, there should not be any reference of existing electoral roll in the draft electoral roll prepared afresh.
- 23.6.2 The Election Commission has decided to prepare photo electoral rolls for Graduates' and Teachers' constituencies. Accordingly, Chief Electoral officers shall issue instructions to collect photographs of all electors enrolled in Graduates' and Teachers' constituencies. For this purpose, EPIC numbers of the electors should be collected through Booth Level Officers. Since EPIC coverage in assembly constituencies is very high, it should not be difficult to collect EPIC number of almost all persons enrolled in Graduates' and Teachers' constituencies. After collecting this information, entries in electoral rolls of Graduates' and Teachers' constituencies should be linked with the entries in electoral rolls of assembly constituencies and their photographs can then be extracted from electoral rolls of assembly constituencies and merged with electoral rolls of Graduates' and Teachers' constituencies to prepare photo electoral rolls for council constituencies. There is no need to issue a separate EPIC for electors enrolled in Graduates' and Teachers' constituencies, but EPIC numbers already assigned to them in assembly constituencies should be entered in electoral rolls of Graduates' and Teachers' constituencies.

23.7 Provision regarding Registration at Multiple Places

The provisions of Section 17 and 18 will apply in respect of enrolment in council constituencies also. A person cannot be registered as voter more than once in any Constituency or in more than one Constituency of the same category. But a person can, if duly qualified, be registered as a voter in Constituencies of different categories, namely, Graduates', Teachers' and Local Authorities. For example a graduate teacher with the requisite qualification will be entitled to be registered both in the Graduates' constituency as well as in the Teachers' constituency. However, in the case of members of one Local Authority, some of whom may be ex-officio members of other local authorities; their names should appear only once where they are members.

23.8 Instructions Related to Transparency

- 23.8.1 The Election Commission has issued detailed instructions with respect to transparency of revision process for assembly constituencies. These instructions shall apply to Graduates' and Teachers' constituencies as well.

- 23.8.2 At the time of draft publication and final publication of the electoral rolls, polling stations wise electoral rolls of Graduates’ and Teachers’ constituencies shall be posted on the Chief Electoral Officer’s website. These rolls shall not contain the images of electors. Further, facility for searching the name in the electoral roll based on EPIC number and name of elector should be made available on the website of the Chief Electoral Officer.
- 23.8.3 One soft copy and one hard copy of the electoral roll shall be given to all recognized political parties at the time of draft publication and final publication of electoral roll, however, such soft copy of the rolls should not contain the images of electors.
- 23.8.4 A polling station wise list of claims and objections with drill down to individual application form without photograph shall also be put on the website of the Chief Electoral Officer, with facility for status checking of the application form. In the case of Graduate constituencies, scanned copies of the Degree/Diploma Certificates, submitted by the electors along with applications may be uploaded in the computerized data base.
- 23.8.5 However, as regards Local Authorities constituencies, it has been clarified that copies of updated electoral rolls of Local Authorities constituencies should not be supplied free of cost to political parties. If they request, a soft copy of the same can be supplied in C.D (without images of electors) at the rate of Rs. 100/- per C.D.

23.9 Computerization of Electoral Rolls for Council Constituencies

Electoral Rolls for council constituencies shall be computerized. The Election Commission has issued following detailed instructions for computerization of the electoral roll for Council Constituencies:-

- 23.9.1 Separate tables shall be created as specified below for each such constituency, part and electors along with the existing tables of Electoral Roll Management System.
- 23.9.2 The data for each such tables shall be maintained in language English as well as in vernaculars of that constituency.
- 23.9.3 The naming convention maintained in existing control tables shall be used of linking all such units. For eg. (ST_CODE for State Code, AC_NO for Assembly Constituency No. and PART_NO for Part)
- 23.9.4 All the parts shall be maintained separately for each constituency.
- 23.9.5 Each part for such constituency to be linked with districts using District No.
- 23.9.6 For maintaining electors details separate tables shall be used for Graduate’s and Teacher’s Constituency.

23.9.7 The electors details can be linked with existing electoral roll of ERMS on the basis of the following fields:

- (i) State Code
- (ii) AC No.
- (iii) Part No.
- (iv) EPIC No.

23.9.8 The roll for each constituency shall be printed Part wise.

23.9.9 The prescribed format of existing electoral roll can be utilized for the printing of its roll along with the details of control tables.

23.9.10 The existing roll of ERMS can be utilized to identify all such electors.

23.10 Database Structure of Electoral Rolls for Graduates’ and Teachers’ Constituencies

The database of Graduates’ and Teachers’ Constituencies shall be maintained according to the structure prescribed as **Annexure 57**. The Election Commission’s instructions on security of electoral database of assembly constituencies will also apply to the electoral databases of Graduates’ and Teachers’ constituencies.

23.11 Data After Final Publication - The Election Commission has directed that after the final publication of the electoral roll, a consolidated report in the proforma as **Annexure 58** shall be furnished.

23.12 Continuous Updation

The electoral rolls for Graduates’ and Teachers’ Constituencies shall be continuously updated under the provisions of Sections 22 and 23 of the Representation of the People Act, 1950, however, the qualifying date for purpose of such continuous updation shall continue to remain the same with reference to which the rolls were last prepared/revised.

SECTION-IX

MISCELLANEOUS

- CHAPTER 24 – SHARING OF ELECTORAL ROLLS
- CHAPTER 25 – ROLE OF POLITICAL PARTIES
- CHAPTER 26 – OUTREACH INITIATIVES – SVEEP
- CHAPTER 27 – REGULATORY AUDIT
- CHAPTER 28 – PUBLIC GRIEVANCE REDRESSAL SYSTEM (PGRS)
- CHAPTER 29 – LANDMARK JUDGEMENTS ON ELECTORAL ROLLS

CHAPTER 24

SHARING OF ELECTORAL ROLLS

24.1 Putting Electoral Rolls in Public Domain

- 24.1.1 The statutes have adequate provision for transparency in the process of registration of electors and electoral roll management. Rule 11 of Registration of Electors Rules, 1960 states that for publicity to the electoral roll and notice of draft publication of roll, the Electoral Registration Officer shall make a copy of the electoral roll available for inspection to the public at the designated locations and due such further publicity as he may consider necessary. The Electoral Registration Officer shall also supply free of cost two copies of the roll to every recognised Political Party. The Election Commission has also directed that Chief Electoral Officers, District Election Officers and Electoral Registration Officers will hold meetings with recognized political parties after draft publication and request them to scrutinize the draft roll and give their suggestions, if any. Further, as per Rule 22, at the time of final publication of the electoral roll, the Electoral Registration Officer again make the complete copy of the roll available for inspection at his office and supply free of cost two copies of the said roll to each recognised Political Parties.
- 24.1.2 Reading out draft roll in Gram Sabha/Ward Committees:- The Election Commission has further directed that Electoral Registration Officers shall cause Booth Level Officers to read out the draft roll of each part in the meetings of the Gram Sabha/Ward Committees in their assigned polling station areas.
- 24.1.3 In order to bring more transparency, the Election Commission has directed to Chief Electoral Officers to take following additional measures:-
- 24.1.3.1 Information about call centre number '1950', ECI website:-www.eci.nic.in and Chief Electoral Officer's website should be printed on all types of forms of claims & objections. A line informing the electors that they can contact their Booth Level Officer for any electoral roll registration work should also be printed. Booth Level Officers should be directed to write their name, polling station and contact number on those application forms which are distributed by them to enable the electors to contact Booth Level Officer if they need to.

- 24.1.3.2 Issue of acknowledgment of receipt to the applicants/citizens, if the applications are presented in person after tearing off acknowledgment section with perforation below the application form. If the application is received by post, acknowledgment of receipt should be sent by post/e-mail/SMS and giving communication of notice of hearing by post/SMS/e-mail.
- 24.1.3.3 Digitization of all claims and objections and publishing the list on notice board of polling station and notice board in office of Electoral Registration Officer. The Polling Station wise lists shall also be posted on Chief Electoral Officer’s website with drill down facility to individual forms. These lists shall be exhibited for at least seven clear days period.
- 24.1.3.4 These lists of claims & objections shall also be given to the recognized political parties.
- 24.1.3.5 A personal notice has to be served on the person whose name is proposed to be deleted in cases other than death cases.
- 24.1.3.6 Making draft and final electoral roll available in PDF format on Chief Electoral Officer’s website.
- 24.1.3.7 Providing search facility based on name and EPIC number on Chief Electoral Officer’s website.

24.2 Inspection of Electoral Roll and Related Papers

Rule 33 of Registration of Elector Rules, 1960 provides that every person shall have the right to inspect the electoral roll and other papers relating to revision of the electoral roll, referred to in Rule 32, such as the enumeration pads, copies of the rolls used for house to house verification, manuscripts prepared on the basis thereof, claims and objections and applications for correction of entries and transposition of entries (Forms 6, 6A, 7, 8 and 8A), and all papers connected with their disposal and to get attested copies thereof on payment of such fee, as may be fixed by the Chief Electoral Officer.

24.3 Supply of Certified Copy of Electoral Roll

- 24.3.1 If a person seeks a certified copy of relevant entries of an electoral roll, the certified copy shall be given in the prescribed format (**Annexure 59**). It should be noted that an applicant can apply only for a certified copy of an entry pertaining to oneself in a roll. Request for obtaining certified copy of entry relating to others in a roll should not be entertained.

24.3.2 Supply of Certified Copy of Extract of Electoral Roll to an Elector Intending to Contest Election:- A certified copy of extract may be asked for by a registered elector primarily if he wants to contest an election. It may so happen that the elector may like to contest an election from any other constituency. A certified copy of the extract can be given once the manuscript is prepared. It may not be necessary to wait for printing of the supplement part after data entry. It may be pertinent to mention here that the electoral roll is required to be published only at the time of draft and again at the time of final publication. It is not necessary to publish the supplements of continuous updating to be brought out from time to time except when an election is announced. At the time of election all additions, corrections, deletions and transpositions made up to the last date for making nominations can be printed as a supplement of continuous updation to be appended to the existing roll. In case the supplement of continuous updating has been printed and published, the extract of electoral roll shall be shared as per the provisions mentioned above.

24.3.3 Supply of Certified Copy of Electoral Roll under Right to Information Act, 2005:-Attested/certified copies of electoral roll in full, with or without photo, should be supplied if demanded under Right to Information Act 2005 (RTI) or Rule 33 of RER 1960. Individual entries or selective pages should not be given under RTI. Application received under RTI should be dealt in the context of Section 8(1)(j) Of RTI, 2005 which is quoted as under –

“8. Exemption from disclosure of information:- Notwithstanding anything contained in this Act, there shall be no obligation to give any citizen –

information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of individual unless the Central public Information Officer or the State Public Information officer or the appellate authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information.”

24.4 Sharing of Electoral Roll with State Election Commissions

24.4.1 In terms of the 73rd and 74th amendments of the Constitution, the Parliament enacted to form State Election Commissions with the mandate to conduct regular elections for local bodies in the States. Consequently, the states have passed appropriate legislations for regular elections to Panchayats and Municipalities. These legislations have provisions for adopting electoral roll prepared and revised by the Election Commission for conduct of

elections of local bodies by the State Election Commissions. While some State laws make provision for using the Election Commission’s roll as draft document and subsequently, going through a formal process of revision of the electoral roll of local bodies according to their requirement, others adopt the Election Commission’s roll, in-toto, only regrouping the electors according to the wards and Polling Stations of the concerned Panchayats/ Municipalities.

24.4.2 Consequent upon computerization of electoral roll by the Election Commission, many State Election Commissions have requested the Election Commission to allow use of its electoral roll database for generating the electoral roll of State local bodies. The matter has been discussed in detail with State Election Commissioners several times. Though there has been a broad consensus on having a common electoral roll in larger interest of the nation, yet that has not been achieved due to certain legal and technical problems.

24.4.3 In the meantime, the Election Commission has issued guidelines to all Chief Electoral Officers stating that the State Election Commissions can be supplied copies of the electoral roll in PDF format. In case they also request for the computerized database of the electors that can also be shared with them. In case the State Election Commissions request for photographs in digital format in order to enable them to prepare photo electoral roll for local body constituencies that may also be supplied to them.

24.5 Sharing of Electoral Roll with Various Government Departments

The Election Commission has issued following specific guidelines to the Chief Electoral Officers of all States for sharing of electoral roll database and photographs in digital formats to various Government Departments:

24.5.1 The Government Department that seeks the data can be provided CDs of the electoral roll in PDF format, as these files are available on the website also. It may be noted that the CDs and web files in case of photo electoral roll don’t contain images of electors – same condition applies to the PDF roll given to other Departments.

24.5.2 However, with a view to enable Departments of the Central/State Governments to utilize the electoral roll database for their own specific purposes, the Chief Electoral Officers are authorized to provide a copy of the computerized data of the electoral roll (i.e. the database files). It is clarified that in case of any question or dispute, it is the printed copy,

which should be considered as duly authenticated electoral roll for the Assembly Constituency.

- 24.5.3 The database is to be provided to “The Department” only for the purpose indicated in its request letter. However, the total database of the State/ Union Territory or District or Assembly Constituency need not be supplied. “The Department” should be asked to supply the particulars of the persons whose electors’ database it need. The electors’ database with image of such persons only as are required by “The Department” should be shared with it. “The Department” will take all precautions and field verifications in preparation of its own database, and the Election Commission takes no responsibility as to the veracity or authenticity of such database prepared by the borrowing Department notwithstanding the fact that the said Department had used the database provided by the Election Commission.
- 24.5.4 For sharing databases along with photographs of electors with the Rural Development Departments for the purpose of job cards for Mahatma Gandhi National Rural Employment Guarantee Scheme (MNREGA), the Election Commission has in principle, cleared the sharing of database with photographs. However, the total database of the State/Union Territory or District or Assembly Constituency need not be supplied. The Department of Rural Development should be asked to supply the particulars of the persons whose electors’ database they need. The electors’ database with image of such persons only as are required by the Rural Development Department should be shared with them.
- 24.5.5 For sharing roll database along with photographs of electors to other Government Department due to citizen privacy issues, special permission of the Election Commission will be taken case by case.
- 24.5.6 The Department to whom the electoral roll database, whether with or without photographs in digital format is shared should ensure that the database of the Election Commission is not passed on to any other agency/ organization. Full security of the database should be ensured and its safe keep and bonafide use shall be the responsibility of that Department.
- 24.5.7 The Chief Electoral Officer will take an undertaking from “The Department” on the above lines before providing them the computerized data of the electoral roll in the custody of the Chief Electoral Officer/District Election Officer.

CHAPTER 25

ROLE OF POLITICAL PARTIES

25.1 Introduction

Though, strictly speaking, the right to be included in electoral roll or to challenge the inclusion of any name in the roll is a right conferred upon an individual and not upon any political party or group, however, in the background of illiteracy and ignorance and lack of political awareness on the part of a large section of the electorate, the law has recognised the importance of political parties during the exercise of preparation and revision of electoral roll. Rule 11 and 22 of Registration of Electors Rules, 1960 specifically mention that the recognised political parties should be supplied, free of cost, two copies of the roll at the time of publication of draft and final roll. Respecting the spirit of the laws, the Election Commission has been regularly interacting with political parties to assess and understand the ground realities in a better way and seek their cooperation in improvement of process of voters registration and health of electoral roll. In this connection, the Chief Electoral Officers, District Election Officers and Electoral Registration Officers have been directed to have meetings with recognized political parties during the revision period. The political parties are also requested to scrutinize the draft roll and point out discrepancy therein, if any. The Election Commission has also directed to District Election Officer to consult the political parties during rationalization/modifications of polling stations and at the time of finalization of the proposals.

25.2 Concept of ‘Booth Level Agent’

In order to enhance participation by the recognised political parties at grass root level during preparation and revision of electoral roll, the Election Commission introduced a system of appointment of Booth Level Agent in November, 2008 on the pattern of polling agent/counting agent during polling/counting of votes. The Booth Level Agents are appointed for specific polling station areas by the recognised political parties to complement the Booth Level Officers of the respective polling stations.

25.2.1 Appointment of Booth Level Agent:

25.2.1.1 Every recognised political party through its President or Secretary or any other office bearer shall authorize one or more district representatives to appoint Booth Level Agents. The authorization

shall be given in Form ID: BLA 1 (**Annexure 60**) by the President/ Secretary/Authorized office bearer. The Form must be signed in ink only.

25.2.1.2 The authorized district representative of the political party will further appoint Booth Level Agent for each polling station in Form ID: BLA 2 (**Annexure 61**). The Form must be signed, in ink only.

25.2.1.3 The Booth Level Agent must be a registered elector in the relevant part of the electoral roll for which he is appointed as it is expected that the Booth Level Agent will scrutinize the entries in the draft roll during revision period and also identify entries of dead and shifted electors.

25.2.1.4 Initially, Booth Level Agents were appointed for revision of electoral roll during a particular year only, however, subsequently, the Election Commission decided that a Booth Level Agent, once appointed, will continue to function in such capacity irrespective of whether it is revision or non-revision period and his appointment as Booth Level Agent will be valid for later years also until and unless the nomination/authorization of such Booth Level Agent is expressly withdrawn by the concerned political party or such Booth Level Agent has ceased to be a registered elector of the constituency for which he has been appointed.

25.2.1.5 No Government employee or staff of local authority/PSU can act as Booth Level Agent.

25.2.1.6 One Booth Level Agent may be appointed for more than one polling station area provided the polling stations for the corresponding parts of electoral roll are located within the same polling station location. In case, due to unavoidable reasons, one Booth Level Agent is authorized to receive draft electoral roll in respect of more than one part of electoral roll, then separate authorizations in Form ID: BLA 2 should be obtained for each such part of electoral roll.

25.2.1.7 The Booth Level Agent will hand over his appointment letter in prescribed Form to Designated Officer/Booth Level Officer at the polling station location after draft publication of electoral roll. In case the concerned political party so wishes it may also issue

photo Identity Cards to its Booth Level Agent with signature of the authorised representative. However, the Booth Level Agent is not required to show the ID proof other than the above authorization letter.

25.2.1.8 On production of the appointment letter by Booth Level Agent, the Designated Officer/Booth Level Officer will hand over a printed copy of the relevant part(s) of the electoral roll to him under proper acknowledgement (**Annexure 62**). The printed copy of each part of electoral roll to be supplied to the Booth Level Agent will be the same copy of electoral roll which is required to be supplied free of cost to the concerned recognised political party under Rule 11 of Registration of Electoral Rules, 1960, as mentioned above.

25.2.1.9 In case no Booth Level Agent is appointed by a political party for a part of electoral roll, then the copy of the draft roll for that part will not be handed over to any other person by the Designated Officer/Booth Level Officer. The political party representative will hand over to the Electoral Registration Officer, lists of those parts of electoral roll for which Booth Level Agents have been appointed and also the parts for which no Booth Level Agent has been appointed.

25.2.1.10 The appointment of a Booth Level Agent shall not be revoked during the revision process except in very unavoidable circumstances like death cases. In case a new Booth Level Agent is appointed by the authorized representative then the copy of the draft roll already supplied to the previous Booth Level Agent shall be used for reference purpose. The Designated Officer/Booth Level Officer is not required to supply another copy of the relevant part of draft roll, if already supplied.

25.2.2 Responsibilities of Booth Level Agent:

25.2.2.1 The Booth Level Agents will be required to be present at designated locations for receipt of claims and objections, under the aegis of Designated Officers/Booth Level Officers, on the special campaign days during revision period. On these days, the Booth Level Officer will go through the draft roll with the Booth Level Agents and identify the corrections etc.

25.2.2.2 The Booth Level Agents can list out the dead and shifted voters through house to house survey or by any other means and present the list to the Designated Officers / Booth Level Officers in the prescribed format (**Annexure 63 and 64**). They should give an undertaking that the information furnished by them is on the basis of verification conducted by them and they are liable for action under Section 31 of the Representation of the People Act, 1950 for making false declaration, if any.

25.2.2.3 The Booth Level Agents will not receive claims and objections from public. They will only guide the public to file appropriate applications for inclusion, deletion, correction and transposition of entries in the electoral roll. A Booth Level Agent shall not submit more than 10 forms to Booth Level Officer in a day.

25.2.2.4 The Booth Level Agents will motivate the electors within the jurisdiction of the part of the electoral roll to come forward to inspect the draft roll during the period when it is displayed and file applications for correction, deletion and transposition of entries. Similarly, they may guide newly eligible electors of 18 years of age and above and those persons who might have shifted in from other places to file applications for inclusion of their names.

25.2.3 Submission of Bulk Applications by Booth Level Agent:- The Election Commission has allowed a Booth Level Agent to file not exceeding 10 applications in a day. The Booth Level Agent shall submit forms to concerned Booth Level Officer along with a list of application forms and a written declaration that he has personally verified the particulars contained in the enclosed application forms and is satisfied that the same are correct. In case a Booth Level Agent submits more than 30 application forms during entire period of summary revision, cross verification must be done personally by the concerned Electoral Registration Officer/ Assistant Electoral Registration Officer. The political parties which have not appointed Booth Level Agents cannot file applications in bulk during revision period.

25.3 Free Supply of Copies of Electoral Rolls to Recognized Political Parties

25.3.1 Under Rule 11(c) of the Registration of Electors Rules, 1960, the Electoral Registration Officer shall supply free of cost 2 copies of the draft roll

(complete set) to every political party for which a symbol has been exclusively reserved in the State by the Election Commission. Only 2 copies of the roll of a constituency irrespective of the language in which they are prepared are to be supplied.

- 25.3.2 If electoral roll of a constituency is prepared in 2 languages, it would be sufficient to supply to each political party 2 copies of the roll, one in each language. If, however, a political party prefers to take both copies in the same language, it will be supplied with the copies accordingly. In cases where the roll of a constituency is printed in 3 languages, two copies in the language of their choice may be supplied free of cost to each recognized political party. Soft copies may be supplied in all the languages in which the roll is printed, in case it is so demanded.
- 25.3.3 The expression ‘copy’ includes ‘soft copy’ and the Election Commission has decided that one soft pdf copy and one hard print copy of the electoral roll can be shared with political parties.
- 25.3.4 Further, the Election Commission has directed that the soft pdf copy of electoral roll shall not have the photographs against the elector’s details – instead only an indication whether photo is available or not shall be given against the elector detail. In hard (print) copy the photographs may be there.
- 25.3.5 The aforesaid rule does not make any distinction between the intensive revision and summary revision of electoral roll. Therefore, even during summary revision the Electoral Registration Officer shall supply, free of cost, 2 copies of complete set of electoral roll (mother roll together with all supplements including the last part or integrated roll as the case may be) published as draft roll to all recognized political parties.
- 25.3.6 Rule 22(c) makes a similar provision for stage of final publication of electoral roll. The Election Commission shall supply, free of cost, 2 copies of complete set (complete set would mean draft roll with all supplements, if any including the last part) of the roll, as finally published with the list of amendments, if any, to every recognized political party in the State. All other instructions with regard to supply of draft roll mentioned in the preceding paragraphs also apply here.
- 25.3.7 For supply of copies, it is sufficient if due intimation in writing is sent by Chief Electoral Officer to the recognized political parties to collect copies

of electoral roll from the Electoral Registration Officer concerned through their authorized representatives.

25.3.8 Arrangements should be made to supply copies of the roll to political parties on the date of draft/final publication.

25.4 Free Supply of Copy of Electoral Rolls to the Contesting Candidates of Recognized Political Parties

The Election Commission has directed that one complete copy of electoral roll shall be supplied, free of cost, to the contesting candidates of recognized political parties during general elections under the provisions of Section 78A of the Representation of the People Act, 1951. The copy of electoral roll to be supplied to contesting candidates should be identical to the copy of electoral roll given to the Presiding Officers.

25.5 Providing copy of Electoral Rolls in Alphabetical Order to Political Parties/Contesting Candidates

25.5.1 At the time of poll, pdf of the alphabetical electoral roll in the forms of CDs/DVDs can be provided to the contesting candidates by the office of Returning Officer/District Election Officer, on demand and payment basis. The Chief Electoral Officer concerned shall decide prices of such printed electoral roll CDs/DVDs and it shall be notified by the respective District Election Officer for the constituencies falling within his district.

25.5.2 It should be clearly mentioned on the label of CDs/DVDs/on each page of electoral roll that this is only a locator for convenience of electors and not the statutory electoral roll and shall not be used for statutory purposes.

25.6 Free Supply of Copies of Electoral Rolls to MLAs:

25.6.1 There is no objection to supply of printed copies of electoral roll and the CDs, free of cost, to the MLAs provided the State Government concerned agrees to bear the expenses for printing of these additional copies of electoral roll. The additional requirement of copies of electoral roll to the MLAs can be taken up for printing separately and this should not be a cause for delay in publication of electoral roll on due dates appointed by the Election Commission.

25.6.2 In case such demand is made by Members of State Legislature of any State, then the Secretary of the State Legislature concerned should inform the Chief Electoral Officer concerned in writing with an undertaking that the expenditure for printing of the additional copies of the electoral roll shall be borne by the State Government.

25.7 Supply of Copies of Electoral Roll to Unrecognized Political Parties:- The Election Commission has directed that unrecognized registered political parties/NGOs/public may be provided soft copy of electoral roll (without images of electors) in CD in pdf format on a nominal price of Rs. 100/- only per CD, containing electoral roll of an Assembly Constituency, on request.

CHAPTER 26

OUTREACH INITIATIVES - SVEEP

26.1 Introduction

A clean and healthy electoral roll is an essential ingredient of good and successful elections. The Constitution of India has mandated the Election Commission with the responsibility of preparation of electoral roll for elections to Parliament and State Legislatures in the country. The management of electoral roll in the country is a gigantic task, given the sheer size of the electorate, geographical diversity, socio-culturing dynamics, gender bias, disability, illiteracy and lack of awareness on the part of citizens. In the backdrop of such a challenge, the Election Commission has been continuously and consistently striving to improvise the system. The Election Commission has come across certain gaps in the process of voters' registration and to bridge the said gaps the Election Commission, decided to educate and motivate citizens to participate and cooperate in the process through Information, Education and Communication (IEC) activities in 2009. The programme was subsequently revamped in 2010 as a national programme titled Systematic voters' Education and Electoral Participation (SVEEP).

26.2 SVEEP - As mentioned above, SVEEP as IEC (Information, Education and Communication) interventions began in Jharkhand election in 2009. It was carried forward more systematically in subsequent elections.

26.2.1 The national SVEEP programme having already achieved increased electoral participation in its early years now aspires for complete and qualitative participation in the coming years and to stay comprehensively and creatively engaged in the pursuit of this goal.

26.2.2 The second phase of SVEEP, was rolled out from 2013, based on the learnings of phase I. The programme has evolved with every election. Innovative practices that bore results got integrated in the programme as policy directive. Best practices were shared with States and implemented in the Lok Sabha elections held in 2014.

26.2.3 The Election Commission conducted a series of workshops/focus groups discussions with stakeholders including Civil Society Organizations, Academicians, Experts and Volunteers besides Government Departments in May, 2015 to finalize the action plan for SVEEP III. The objective of the workshops/focus group discussions was to widely consult on subjects

related to enhancing electoral participation by targeting specific segments for more inclusive voting.

26.2.4 SVEEP III puts forward a goal to create a sustainable mechanism which carries out the work of voter education all over India, polling station by polling station, voter by voter over the next two decades, resulting in a population that is well informed on all aspects of electoral participation and motivated to engage in the process of elections and democratic governance.

26.2.5 The SVEEP III project document lays down the SVEEP strategy for the next five years, i.e. 2016-2020, based on which the annual action plan of the States and districts shall be chalked out. The key objectives are targeted intervention to meet gaps in participation from among various segments of population, sensitisation of election officials towards marginalised voter groups, ethical and informed voting, facilitating citizens and developing partnership for wider and deeper outreach.

26.2.6 SVEEP Mission

- (i) Increase electoral participation through voter registration and turnout
- (ii) Increase qualitative participation in terms of ethical and informed voting
- (iii) Provide continuous electoral and democracy education

26.2.7 SVEEP Goals

- (i) Make SVEEP a movement with a life of its own, impacting voters across India and reaching an inflection point where the core SVEEP team does not have much to do.
- (ii) Create a sustainable mechanism which carries out the work of voter education all over India, polling station by polling station, voter by voter over the next two decades.

26.2.8 SVEEP Objectives

- (i) Systematic Planning & Implementation : Strengthen Administrative Backbone (Institutional Mechanism)
- (ii) Systematically target gaps in registration and voter turnout among PwDs. (Targeted Interventions)

- (iii) Systematically target persistent gaps in registration and voter turnout among women and the marginalized groups. (Targeted Interventions)
- (iv) Sensitisation of election machinery to gender issues and issues related to marginalized segments (Sensitisation).
- (v) Systematically target gaps in registration and voter turnout among Service voters. (Targeted Interventions)
- (vi) Continue targeting youth and urban citizens for registration and voter turnout (Sustaining existing interventions)
- (vii) Systematically target the persistent gaps in registration among NRIs (Targeted interventions)
- (viii) Run campaign on making deliberate, informed and ethical choices during elections (Ethical voting)
- (ix) Make the process of voter registration, modification in records and voting reliable, responsive, simple and convenient (Facilitation in Registration)
- (x) Extending services ahead of and on poll day to make voting easy and accessible (Facilitation at polling stations).
- (xi) Mainstreaming electoral literacy in curricula, training program, adult literacy and education initiatives.

26.2.9 Target Groups and Specific Methodology to Reach Them

A ‘triangular approach’ should be adapted in this phase of SVEEP campaigns targeting – those who conduct elections, those who contest and those who vote, i.e., election personnel, political parties and citizens, respectively. And, the Civil Society Organisations could act as a bridge to reach through all the three targets. SVEEP could build an alliance with people having common interest. Following are the target groups for SVEEP III:-

- (i) Various population/elector segments (already registered)
- (ii) Various Population/Elector Segments (still not registered – where gaps have been identified or would be identified in future)
- (iii) Future Electors (15 to 17 years of age)
- (iv) Elected representatives, Candidates, Political Actors including aspirants and Political Parties

- (v) Mass Media
- (vi) People who are part of voter registration and election management set up
- (vii) Civil Society Organizations (CSOs)
- (viii) Government Ministries and Departments

26.2.10 Some of the primary target groups:-

- (i) Women
- (ii) Youth
- (iii) Persons with Disabilities (PwDs)
- (iv) Service Voters
- (v) Migrants
- (vi) NRIs
- (vii) Other Marginalized Groups

26.2.11 The Election Commission SVEEP team has prepared brochure for guidance of general electors, Overseas Indian electors and service voters. The said material is available on the Election Commission’s website in form of e-book.

26.3 National Voters’ Day (NVD)

With objective of raising awareness among electors about their democratic rights and duties, the Election Commission started practice of celebrating National Voters’ Day with a specific theme on its foundation day i.e. 25th of January every year throughout the country. On this occasion, functions are organized in which awards for best electoral practices are given away to Chief Electoral Officers, District Election Officers, Superintendent of Police, Civil Society Organizations and Media Houses. Besides, newly registered voters are also felicitated and distributed EPICs by the Chief Guest. This year, coinciding National Voters’ Day celebrations, the Election Commission also organized a Matdata Mahotsav/Voters’ Fest in New Delhi with a view to familiarize the audience with the process of electoral registration and outreach to include the selected target groups like youths, women, marginalised groups, service voters, overseas Indian electors etc.

CHAPTER 27

REGULATORY AUDIT

- 27.1 Introduction** - The Election Commission has developed Regulatory Audit Program (RAP) to promote and ensure compliance and conformance with the election laws, rules and instructions by the election machinery. Regulatory Audit also ensures that the policies and programs are applied uniformly across the country.
- 27.2 Scope of Audit** - The scope of regulatory audit covers all aspects of election process from preparation and revision of electoral rolls to EVMs, polling process, training, SVEEP etc. The program of audit is approved in advance by the Election Commission and notified to the Chief Electoral Officer of the concerned State. The Audit Manager, an officer of the Election Commission coordinates between the Audit team and the Chief Electoral Officer.
- 27.3 Types of Audit** – The type of Audit is determined by the circumstances under which the Audit is organised. In general, there are three types of Audit –
- (i) Composite Audit/Routine Conformation Audit – Composite Audits are conducted on routine and regular basis for carrying out test check on the election related activities by the officials. The Audit is planned beforehand and the schedule of audit is fixed in consultation with the Auditee.
 - (ii) Special Purpose Audit – Special Purpose Audit is conducted to gather quick and first hand information from the field officers. The Audit is held without issuing any prior notice to the Auditee.
 - (iii) Concurrent Audit - Concurrent Audit is conducted for stocktaking of the working, infrastructure, manpower, observance of rules and regulations in the offices of the election officials in the States, like Chief Electoral Officer, District Electoral Officer, Electoral Registration Officer/Returning Officer or their subordinate officers.
- 27.4 Regulatory Audit of preparation and revision of Electoral Rolls** – The Audit program includes four types of verifications –
- (i) Routine Verification of Electoral Rolls – This audit program includes all main activities relating to preparation of electoral rolls from rationalization of polling stations to appointment of BLOs and pre revision activities relating to printing of draft rolls, their inspection, preparation of CEO's website, integration etc.

- (ii) Verification of Polling Stations – The audit is done to check whether the District Election Officer has followed the Election Commission’s instructions on rationalization/modification of polling stations, while preparing and furnishing the proposals of creation of new polling stations/shifting of existing polling stations for the Election Commission’s approval.
- (iii) Summary Revision – The audit team conducts the audit to verify whether all activities are being undertaken by the Electoral Registration Officer/ Assistant Electoral Registration Officer during revision period as per the relevant provisions and instructions.
- (iv) Continuous Updation – Generally, the registration process during the period of continuous updation not done in the time bound manner. This audit is done to ensure normal enrolment process, regular data updation, timely distribution of EPICs etc during continuous updation.

(Kindly refer ‘Manual on Regulatory Audit’ for Audit policy, procedures and checklist for audits.)

CHAPTER 28

PUBLIC GRIEVANCE REDRESSAL SYSTEM (PGRS)

28.1 Introduction The Election Commission has set up a comprehensive Public

State Call Centre ‘1950’
To make the enrolment process more transparent and citizen friendly, the Election Commission has established State call centers with a toll free telephone number ‘1950’ at all State headquarters. This number is accessible from all land-line and mobile telephones of the States without adding STD code and from outside the State by adding STD code of the State capital. The citizens can make a call to the State call center using ‘1950’ to enquire about the registration process, revision program and status of their claims & objections.

Grievance Redressal System (PGRS) with the objective to record and monitor all complaints received through various sources, such as e-mail, fax, hard copy etc. A public portal has also been provided on the Election Commission’s website. The second mode of filing complaints is through state call centres by making a free telephone call at ‘1950’. This system has been developed in such a manner that in addition to providing redressal to the users/citizens, it also serves as a common interface for

providing seamless citizen centric services on electoral roll and election related matters.

28.2 Major Subject Categories:-

28.2.1 During election period:-

- (i) EPIC and Electoral Roll
- (ii) Photo voter slip

28.2.2 During non-election period:-

- (i) EPIC & Electoral Roll

28.3 Work Flow:-

28.3.1 Submission and Registration of complaints:-

- (i) As soon as a complaint is registered in PGRS an SMS is sent to the user informing him of the unique ID of his complaint with the time limit for disposal. An SMS is also sent to the concerned appropriate authority informing him about the complaint and the time limit for the disposal of the same.

- (ii) The user has to choose the state and the district and the concerned appropriate authority is immediately informed by SMS.
- (iii) Whenever, a complaint is received at a call centre, the call centre operator shall obtain details of the district and then make data entry on the website.
- (iv) If a complaint is received through any other mode the operator has to select the complaint level from a drop down list.

28.3.2 Disposal of Registered complaints:-

- (i) The concerned appropriate authority shall either take suitable action on the complaint at its own level or forward it to the next junior officer in the hierarchy. Thus, the Election Commission can forward a complaint to Chief Electoral Officers of the states who will take necessary action at their level or forward it to District Election Officers. The District Election Officer follows the same pattern and if required, sends the complaint to the concerned Electoral Registration Officers. As soon as a complaint is forwarded the concerned officer gets an SMS.
- (ii) After disposal of the complaint, an SMS is sent to the user. He can log on to the website and see the decision taken by the appropriate authority. The system has also a provision for taking a printout of the same.
- (iii) The Call centre can also check status of all the complaints, their disposal and action taken. The call centre shall make random telephone calls to the users to check their satisfaction level and update it on the website.
- (iv) Sending Custom SMS – Officers can send custom SMS to the users and to other officers through the website.

28.3.3 Monitoring of disposal of complaints – The system with the purpose of timely disposal and effective monitoring compiles all complaints received at 8 AM every day and sends SMS to all concerned officers giving the total number of complaints and breakup of pending complaints, defaulted complaints and disposed complaints.

28.3.4 The users/citizens can track their registered complaints and check status thereof by following the route as indicated below-

Browse the website <http://eci.nic.in/> - click on Citizen Corner (Register Complaint) link -
Browse the URL <http://eci-citizenservices.nic.in/>

CHAPTER 29

LANDMARK JUDGEMENTS ON ELECTORAL ROLLS

Introduction

In the discharge of its constitutional responsibilities of holding elections and preparation and revision of electoral rolls for the elections, the position of the Election Commission has been strengthened by the Supreme Court of India, by its several landmark judgements, interpreting the constitutional and legal provisions. These judgements being the law of the land in terms of Article 141 of the Constitution of India, have been the guiding stars for the Election Commission and the electoral machinery. Some selected landmark judgements on issues relating to preparation and revision of electoral rolls have been summarised and put together in this chapter.

- (1.) **Indrajit Barua & Others, etc. ... Vs. Election Commission of India & Others ..**

(AIR 1986 SC103)

ISSUES

- (i) Whether ‘preparation of electoral rolls’ is a process of election.
- (ii) Whether election can be challenged on ground of defective electoral rolls.

SUMMARY

On the eve of general election to the Assam Legislative Assembly in 1979, certain writ petitions were filed before the Guwahati High Court, seeking a direction to the Election Commission not to hold the general election as the electoral rolls were alleged to be defective. The High Court entertained the writ petitions but did not grant interim stay of elections. Subsequently, the elections to the State Assembly were held and the House constituted. After the general election, some more writ petitions were filed before the High Court challenging the electoral rolls and questioning the validity of all the elections to the Legislative Assembly and praying for dissolution of the House. At the instance of the Election Commission, all these writ petitions were transferred to Supreme Court for disposal.

The Supreme Court dismissed all the petitions by an order dated 28th September, 1984. It gave detailed reasons for its order dated 28th September, 1984 by a subsequent order dated 30th September, 1985. The Supreme Court held that the general election as a whole could not be called in question by a writ petition, even though there was a common

ground which might have vitiated the elections from all the constituencies and that election from each constituency had to be challenged separately by an election petition. The Supreme Court also held that the validity of election could not be called in question on the ground that the electoral rolls were defective as the finality of electoral rolls could not be assailed in an election petition.

[Editorial Note — The text of the case is reported in full in AIR 1984 SC 1911. Hon’ble Judges had then observed that detailed reasons will follow later. Judgment in pursuance thereof is printed hereunder.]

In a suitable case challenge to the electoral roll for not complying with the requirements of the law may be entertained. But the election of a candidate is not open to challenge on the score of the electoral roll being defective. Holding the elections to the legislature and holding them according to law are both matters of paramount importance. Such elections have to be held also in accordance with a time bound programme contemplated in the Constitution and the Act. The provision added in S. 21(2) of the Act of 1950 is intended to extend cover to the electoral roll in eventualities which otherwise might have interfered with the smooth working of the programme

(2.)

- (i) **Lakshmi Charan Sen & Others .. Vs. A.K.M. Hassan Uzzaman & Others ..**
- (ii) **Election Commission & Others .. Vs. A.K.M. Hassan Uzzaman & Others ..**
- (iii) **A.K.M. Hassan Uzzaman & Others .. Vs. Union of India & Others ..**

ISSUES

- (i) Right to be included in electoral roll or to challenge inclusion of any name in the roll – It is a right conferred on individual and not on political party
- (ii) Whether failure to dispose of certain claims for inclusion of names in electoral rolls and objections relating to inclusion of certain names therein can be a ground to arrest the process of election - The election has to be held on the basis of the electoral roll which is in force on the last date for making nominations.
- (iii) Whether directions of Election Commission to Chief Electoral Officers have force of law — Whether violation thereof is sufficient ground for rendering an election invalid.

SUMMARY

On the eve of the general election to the West Bengal Legislative Assembly in 1982, a writ

petition was filed before the Calcutta High Court that the electoral rolls in the State of West Bengal had not been properly revised for the purposes of the said general election and that the rolls should be revised afresh before the general election. A learned single Judge of the Calcutta High Court gave some interim orders on the 12th and 19th February, 1982, which were confirmed by him on 25th February, 1982. By those orders, the learned single Judge directed that the instructions issued by the Election Commission should not be implemented by the Chief Electoral Officer and others, that the revision of electoral rolls be undertaken de novo, and that no notification be issued under Section 15 (2) of the Representation of the People Act, 1951 calling the general election to the West Bengal Legislative Assembly, until the rolls were duly revised. Against these interim orders, certain appeals were filed by the Election Commission and others and the writ petition before the High court was transferred by the Supreme Court to it for disposal.

The Supreme Court, by a majority decision (4:1), allowed the appeals and dismissed the writ petition before the Calcutta High Court. In this landmark judgment, the Supreme Court held that the right to be included in the electoral roll or to challenge the inclusion of any name in the roll is a statutory right conferred on an individual and not upon any political party. The Supreme Court also held that the directions of the Election Commission are binding on the Chief Electoral Officers, even though they may not be treated as if they are law. But the violation of any such direction does not create any right in any individual to challenge the election.

The Supreme Court further held that the High Courts should not pass any orders under Article 226 of the Constitution which would tend to postpone elections indefinitely. The Court observed that more imminent an electoral process, the greater ought to be the reluctance of the High Court to do anything or direct anything to be done which will postpone that process indefinitely and create a situation in which the Government of a State cannot be carried on in accordance with the provisions of the Constitution. The High Courts must observe a selfimposed limitation on their powers to act under Article 226 by refusing to pass orders or give directions which will inevitably result in indefinite postponement of elections to Legislative bodies.

The right to be included in the electoral roll or to challenge the inclusion of any name in the roll is a right conferred upon an individual and not upon any political party. It must be emphasized that Election laws do not recognize political parties except in rule 11(c) of the Registration of Electors Rules, 1960, the Election Symbols (Reservation and Allotment Order, 1968, and Explanation 1 to section 77(1) of the Act of 1951.

The fact that the revision of electoral rolls, either intensive or summary, is undertaken by the Election Commission does not have the effect of putting the electoral roll last published in cold storage. The revision of electoral rolls is a continuous process which

has to go on, elections or no elections. Various provisions contained in S.21 indicate that if an electoral roll is not revised, its validity and continued operation remain unaffected, at least in a class of cases. That exemplifies an important principle which applies in the case of electoral rolls Section 21(3) of the Act of 1950 confers upon the Election commission the power to direct a special revision of the electoral roll. The proviso to that sub-section also says that until the completion of the special revision so directed, the electoral roll for the time being in force shall continue to be in force. That proves the point that Election laws abhor a vacuum. Insofar as the electoral rolls are concerned, there is never a moment in the life of a political community when some electoral roll or the other is not in force. Section 23(3) of the said Act also points in the same direction. It is not suggested that claims and objections filed in the prescribed form should not be decided promptly and in accordance with law. But, the important point which must be borne in mind is that whether or not a revision of an electoral roll is undertaken and, if undertaken whether or not it is completed, the electoral roll for the time being in force must held the field. Elections cannot be postponed for the reason that certain claims and objections have still remained to be disposed of. According to sub-rule(3) of rule 23 of the Registration of Electors Rules, 1960, the “presentation of an appeal under this rule shall not have the effect of staying or postponing any action to be taken by the Registration Officer under rule 22”. Rule 22 imposes upon the Registration Officer the obligation to publish the electoral roll which, together with the list of amendments, becomes the electoral roll of the constituency. Thus, the fact that an appeal is pending under rule 23(1) against the decision of a Registration Officer under Rule 20, 21 or 21A does not constitute an impediment to the publication of the roll and to the roll, upon such publication, coming into force. Rule 20 provides for inquiry into claims and objections: Rule 21 provides for inclusion of names which are left out of the roll owing to inadvertence or error; while, Rule 21A provides for the deletion of names of dead persons and of persons who cease to be, or are not, ordinary residents of the particular constituency. Notwithstanding the fact that the roll contains these errors and they have remained to be corrected, or that the appeals in respect thereof are still pending, the Registration Officer is under an obligation to publish the roll by virtue of Rule 22.

The directions issued by the Election Commission, though binding upon the Chief Electoral Officers, cannot be treated as if they are law, the violation of which could result in the invalidation of the election, either generally, or specifically in the case of as individual.

There is no provision in either the Act of 1950 or the Act of 1951 which would justify the proposition that the directions given by the Election Commission have the force of law. Election Laws are self-contained codes. One must look to them for identifying the rights and obligations of the parties, whether they are private citizens or public officials. Therefore, in the absence of a provision to that effect, it would not be correct to equate

with law, the directions given by the Election Commission to the Chief Electoral Officers. The Election Commission is, of course, entitled to act *ex debito justitiae*, in the sense that, it can take steps or direct that steps be taken over and above those which it is under an obligation to take under the law. It is, therefore, entitled to issue directions to the Chief Electoral Officers. Such directions are binding upon the latter but, their violation cannot create rights and obligations unknown to the Election Law. To take a simple example, if the Election Commission issues a directive to a Chief Electoral Officer to invite leaders of political parties for a meeting to consider their grievances pertaining to the electoral roll, the failure to hold such a meeting cannot be equated with the failure to comply with the provision of a law. Leaders of political parties who were asked to be invited by the Election Commission cannot challenge the process of election on the ground that the directive issued by the Election Commission was violated by the Chief Electoral Officer. The question is not whether the directions issued by the Election Commission have to be carried out by the Chief Electoral Officers and are binding upon them. The plain answer is that such directions ought to be carried out. The question is whether, the failure on the part of the Chief Electoral Officer to comply with the directions issued by the Election Commission furnishes any cause of action to any other person, like a voter or a candidate, to complain of it.

(3.)

- (i) **Lal Babu Hussain & Others .. Vs. Electoral Registration Officer & Others..**
- (ii) **Husain Dalwai & Others .. Vs Union of India & Others ..**
- (iii) **P.U.C.L. & Others .. Vs Electoral Registration Officer & Others ..**

ISSUES –

- (i) Determination/or Citizenship is to be done by authority in light of constitutional provisions and provisions of 1955 Act.
- (ii) Deletion of name from electoral roll – Deletion on ground of suspicion about citizenship – Hearing would not be meaningful unless basis for the suspicion is disclosed.
- (iii) Electoral roll – Deletion of name – reason suspicion about citizenship – Registration Officer while enquiring shall give adequate probative value to fact that name of person concerned was included in preceding electoral role after following requisite procedure.

SUMMARY

Three Writ Petitions were filed in the Bombay High Court challenging the directive of the Election Commission issued on 21st August, 1992, directing Collectors of Districts in India to determine if any person was or was not foreigner, for the purposes of preparation and revision of electoral rolls. According to the said directive, the information collected by the enumerators during the house-to-house enumeration of electors had to be consolidated and furnished to the Collectors, who in turn were expected to get the same verified by the police/intelligence agencies and then to decide the question whether the persons concerned were citizens of India so as to be eligible for inclusion in the electoral rolls. The Electoral Registration Officers were then expected to prepare a proper electoral roll on the basis thereof and publish it for inviting claims and objections. This directive was followed by yet another directive dated 9th September, 1994, by which the Electoral Registration Officers were directed to identify and declare the names of foreign nationals and delete their names from the electoral rolls. In pursuance of these directives of the Election Commission, extensive search was undertaken in 39 polling station areas of Greater Bombay and as many as 1.67 lakhs persons were called upon by the police to produce documentary evidence in support of their claims as citizens of India. This police action was challenged in the aforesaid three Writ Petitions in the Bombay High Court. The High Court dismissed the writ petitions on the basis of certain clarifications and concessions made by the Advocate General, Maharashtra in regard to the above mentioned verification proceedings by the police authorities. The petitioners still felt aggrieved and filed the present appeal before the Supreme Court. Two writ petitions were moved before the Supreme Court also, on more or less small allegations relating to the verification proceedings being undertaken by the Electoral Registration Officer of Motia Khan in Pahar Ganj Areas and Sanjay Amar Jhugi Jhompri Colony in Matia Mahal Assembly Constituency in Delhi. The Supreme Court went into the directives issued by the Election Commission so as to delete the names of foreigners on the electoral rolls. The Court, however, found that the names of a large number of persons on the electoral rolls were being deleted without giving the persons concerned an adequate opportunity of presenting their cases and without disclosing the evidence in possession of Electoral Registration Officers against the persons concerned on the basis of which their names were sought to be deleted. On a suggestion from the Supreme Court, the learned Counsel for the Election Commission, Electoral Registration Officers and for the petitioners submitted a set of guidelines to be followed by the electoral registration authorities, for consideration of the Court. The Court after taking into consideration the guidelines suggested by either side, issued its own set of guidelines for the Electoral Registration Officers in the matter of enrolment and deletion of names of persons suspected to be

foreign nationals. The Supreme Court struck down all the proceedings which had been initiated against the suspected foreign nationals and directed fresh proceedings to be initiated taking into consideration the guidelines laid down by the Supreme Court.

Section 22 empowers the Electoral Registration Officer for a constituency to delete any entry already made if on enquiry he is satisfied that it is erroneous or defective in any particular or needs to be transposed to another place in the roll or the concerned person has died or has ceased to be ordinarily resident in that constituency or that he is otherwise not entitled to be registered. Of course before any such action is taken the person concerned, except in the case of death, must be given an opportunity to be heard. Similar is the provision in Rule 21 A of the 1960 Rules which empowers the registration officer before final publication of the roll to delete the name or names of any person or persons which have been entered owing to inadvertence or error if the person concerned is dead or has ceased to be ordinarily resident in that constituency or is otherwise not entitled to be registered. Where the name already entered is required to be deleted, since the name is already entered, it must be presumed that before entering his name the concerned officer must have gone through the procedural requirements under the statute. This would be so even under Section 114(e) of the Evidence Act. But then possibilities of mistakes cannot be ruled out. These mistakes, if any would have to be corrected even if it is assumed that the words “is otherwise not entitled to be registered in that roll” used in Section 22 of the 1950 Act or Rule 21 A of the 1960 Rules are wide enough to cover the question relating to citizenship, the issue would have to be decided after giving the concerned person a reasonable opportunity of being heard. If the opportunity of being heard before deletion of the name is to be a meaningful and purposive one, the concerned person whose name is borne on the roll and is intended to be removed must be informed why a suspicion has arisen in regard to his status as a citizen of India so that he may be able to show that the basis for the suspicion is ill-founded. Unless the basis for the doubt is disclosed, it would not be possible for the concerned person to remove the doubt and explain any circumstance or circumstances responsible for the doubt.

Inhabitants of certain constituencies in Bombay and Delhi were treated as suspect foreigners and enumerators were appointed to verify if persons residing in certain polling stations were not citizens. The police was employed for this purpose in Bombay they addressed as many as 1.67 lakh notices calling upon the addressees to produce (i) birth certificates (ii), Indian passports, if any, (iii) citizenship certificates and/or (iv) extracts of entry made in the register of citizenship. In Delhi also similar notices were addressed to hundreds of residents requiring them to produce the aforesaid documents. The time given was short and requests for extension of time were refused presumably because the work had to be completed within a given time-frame. Except the documents stated in

the notice, no other proof, documentary or otherwise, was entertained. The fact that the addressees were by and large uneducated and belonged to the working class, particularly those who lived in jhuggi jhopris (huts) was overlooked. The police refused to accept any other document and prepared stereotype reports which betray nonapplication of mind and the Electoral Registration Officers abdicated their functions and merely superadded their seals to such reports. This notwithstanding the fact that these persons were voters in previous elections and hence it would ordinarily appear that their cases were verified before their names were entered in the electoral rolls. The atmosphere was fairly charged and because of the statements made time and again by the Election Commission the police went about its task with a mind-set which gave practically no opportunity to the addressees to place the relevant material for whatever it was worth because no other documentary evidence, save and except that mentioned in the show cause notice, was entertained. Even the Electoral Registration Officers merely acted on the police report, copies whereof were admittedly not supplied to the addressees thereby making a mockery of the reasonable opportunity of being heard requirement contemplated under the 1950 Act and the 1960 Rules. The proceedings initiated for deletion of names from electoral roll were liable to be set aside. The court issued guidelines for the officers dealing with cases of deletion of name from electoral roll on basis of doubt about citizenship. The directive issued by the Election Commission on prohibiting the Officer from entertaining certain documents was quashed.

ANNEXURES

ANNEXURE 1
[Chapter 2, Para 2.5]

Registration of Electors Rules, 1960
(Statutory Rules and Order)
FORM 1
(See rule 7)

Statement as to place of Ordinary Residence by a Person holding a Declared Office

Full name

¹[Father's/Mother's/Husband's name]

Age.....years.

Office held

I hereby declare that I am a citizen of India and that but for my holding the above-mentioned office, I would have been ordinarily resident at (full postal address).....

.....
.....

I further declare that my wife (name)aged.....years, ordinarily resides with me ²[and is a citizen of India].

This cancels any previous statement as to place of ordinary residence made by me.

Place.....

Date..... Signature.....

1. Subs. by Notification No. S. O. 303(E), dated the 8th May, 1993, for certain words.

2. Ins. by Notifn. No. S. O. 2315, dated the 21st September, 1961.

ANNEXURE 2
[Chapter 2, Para 2.5]

Registration of Electors Rules, 1960

FORM 2

(See rule 7)

Statement as to place of Ordinary Residence by a member of the Armed Forces

I hereby declare that I am a citizen of India and that but for my service in the Armed Forces I would have been ordinarily resident at —

House No.....
Street/Mohalla
Locality
Town/Village
Post Office
Police Station
Tehsil/Taluka
District.....
State
My full name
Service No Rank.....
Service/Corps/Regiment.....
Name and address of record office.....
Age last birthday. Years.

* I further declare that my wife.....
age.....years, ordinarily resides with me and is a citizen of India.
This cancels any previous statement as to ordinary place of residence made by me.

Date:
.....
(Signature).

Record Office **Verified and found correct**

Folio No..... (Signature).....
Place..... (Designation).....
Date..... Officer-in-charge, Records.

(For use in the Election Office)

Statement received on the 201
Registered in the electoral roll for theAssembly Constituency
(No.....). Service voter's part, at S.No.
Date..... Electoral Registration Officer

* Delete if not applicable.

ANNEXURE 3
[Chapter 2, Para 2.5]

Registration of Electors Rules, 1960
FORM 2A
(See rule 7)

**Statement as to place of Ordinary Residence by a member of the Armed police force of a State,
who is serving outside that State**

I hereby declare that I am a citizen of India and that but for my service outside the State in the armed police force mentioned below, I would have been ordinarily resident at —

House No.
Street/Mohalla
Locality
Town/Village
Post Office
Police Station
Tehsil/Taluka
District
State
My full name
Buckle No Rank.....
Name of Armed police force
Name and address of the office of the Commandant
Age last birthday. Years.
* I further declare that my wife.....
age.....years, ordinarily resides with me and is a citizen of India.

This cancels any previous statement as to ordinary place of residence made by me.

Date:

.....
(Signature).

Commandant's Office **Verified and found correct**

Folio No..... (Signature).....

Place..... (Designation).....

Date..... Commandant

(For use in the Election Office)

Statement received on the 200

Registered in the electoral roll for theAssembly Constituency

(No.....). Service voter's part, at S.No.

Date..... Electoral Registration Officer

* Delete if not applicable.

ANNEXURE 4
[Chapter 2, Para 2.5]

Registration of Electors Rules, 1960

FORM 3

(See rule 7)

Statement as to place of Ordinary Residence by a Person employed under the Government of India in a post outside India

Full Name.....
Father's/Mother's/Husband's name.....
Age.....years
Description of post held outside India

I hereby declare that I am a citizen of India and that but for my being employed under the Government of India in the above-mentioned post, I would have been ordinarily resident at (full postal address)

.....
.....
.....

I further declare that my wife (name).....
aged..... years, ordinarily resides with me and is a citizen of India.

This cancels any previous statement as to place of ordinary residence made by me.

Place..... Signature.....
Date.....

Verified

Signature

Designation of the Head of Office.....

Place.....
Date.....

(For use in the Election Office)

Statement received on the 200

Registered in the electoral roll for theAssembly Constituency

(No.....). Service voter's part, at S.No.

Date.....

Electoral Registration Officer

ANNEXURE – 5
FORM 4
[Chapter 2, Para 2.5]

Letter of request Place

Place.....

Date.....

To

The occupant of.....

Sir/Madam,

The preparation of the electoral roll for the Assembly Constituency in which you are residing has been taken in hand. It will greatly facilitate my work if you will kindly complete the statement below after reading the attached instructions and hand it over to my assistant who will call for it.

Electoral Registration Officer of the.....

.....
Assembly Constituency.

STATEMENT

Names and particulars of adult citizens ordinarily residing in the above premises

Name of citizen	Particulars as to	1[Father or Mother or Husband]	2[Age on 1st January/April, 19...]
1.			
2.			
3.			
4.			
5.			
6.			
7.			
etc.			

Signature.....

Date.....

INSTRUCTIONS

1. Enter the names of all persons who have completed 2 [18 years of age on or before the 1st of January/April] of this year and who are ordinarily residing in the premises.
2. Only the names of these who are citizens of India should be entered.
3. Enter against Serial No. 1 in the first column, the name of the head or other senior member of the family, provided he or she has the qualifications mentioned in paragraphs 1 and 2 above.
4. "Ordinarily residing" does not mean that the person should be actually in the house when you are filling in the form. The persons who normally live in the house should be included even though they may be temporarily absent, e.g., on a journey or on business or in hospital. On the other hand, a guest or visitor, who normally lives elsewhere but happens to be in the house at the time should not be included.
5. All ordinary residents of the house should be included, whether they are members of the family or not. But do not enter the name of any person who is a member of the Armed Forces of India or is employed under the Government of India in a post outside India or the name of such person's wife if she ordinarily resides with him.
6. In the case of every male citizen, enter in the second column the name of his father preceded by the words "son of".
7. In the case of every female citizen, enter in the second column— (i) the name of the husband preceded by the words "wife of", if she be married; (ii) the name of the late husband preceded by the words "widow of", if

she be a widow; and (iii) the name of the 1 [Father or Mother] preceded by the words "daughter of", if she be unmarried.

8. In the third column, enter the age of the citizen as accurately as possible, giving only the number of complete years and ignoring the months. 3 [Note: For preparation/revision of rolls in 1989, omit "January" and retain "April". For preparation/revision of rolls in any other year, omit "April" and retain "January"].

**ANNEXURE 6
[Chapter 2, Para 2.5]**

FORM 5

Notice of publication of electoral roll in draft

To

The Electors of the.....constituency.

Notice is hereby given that the electoral roll has been prepared in accordance with the Registration of Electors Rules, 1960, and a copy thereof is available for inspection at my office, and at.....during office hours.

The qualifying date for the preparation of the electoral roll is.....

If, with reference to the above said qualifying date, there be any claim for the inclusion of a name in the roll or any objection to the inclusion of name or any objection to particulars in any entry, it should be lodged on or before the.....19....., in Form 6, 7 or 8 as may be appropriate.

Every such claim or objection should either be presented in my office or to..... or sent by post to the address given below so as to reach me not later than the aforesaid date.

.....
Electoral Registration Officer,

(Address).....]

Date.....

ANNEXURE 7
[Chapter 2, Para 2.5]

FORM 6

[See rules 13(1) and 26]

<i>Application for inclusion of name in electoral roll</i>				
To The Electoral Registration OfficerAssembly/ Parliamentary [£] Constituency. Sir, I request that my name be included in the electoral roll for the above Constituency. Particulars in support of my claim for inclusion in the electoral roll are given below:				SPACE FOR PASTING ONE RECENT PASSPORT SIZE PHOTOGRAPH (3.5 CM X 3.5 CM) SHOWING FRONTAL VIEW OF FULL FACE WITHIN THIS BOX
I. Applicant's details	Name		Surname (if any)	
Age as on 1 st January#	Ye ars :	Months:	Sex (male/female/others):	
Date of birth, if known:	Day:	Month:	Year:	
Place of birth:	Village/ Town:			State:
	District:			
* Father's/ Mother's/ Name Husband's	Name		Surname (if any)	
II. Particulars of place of present ordinary Residence (Full address)				
House/ Door number:				
Street/ Area/Locality/ Mohalla/Road:				
Town/ Village:				
Post Office:			Pin Code:	
Tehsil/ Taluka/ Mandal/ Thana:				
District:				
III. Details of member(s) of applicant's family already included in the current electoral roll of the Constituency:				

“No voter to be left behind”

Name	Relationship with applicant	Part number of the roll of the Constituency	Serial number in that Part	Elector's Photo Identity Card Number
1.				
2.				

- £ In case of Union territories having no Legislative Assembly and the State of Jammu & Kashmir.
Please give the year i.e. 2007, 2008, etc.
* Strike out the inappropriate alternative

A)

IV. Declaration

I hereby declare that to the best of my knowledge and belief: -

- (i) I am a citizen of India;
- (ii) I am ordinarily resident at the address given in para II above since(date, month, year)
- (iii) I have not applied for the inclusion of my name in the electoral roll for any other constituency;
- (iv) *My name has not already been included in the electoral roll for this or any other assembly constituency;

Or

*My name may have been included in the electoral roll for _____
Constituency in _____ State in which I was ordinarily
resident earlier at the address mentioned below and if so, I request that the
same may be deleted from that electoral roll.

Full Address (Earlier Place of ordinary residence)

Electors Photo Identity Card number (if already issued) _____
Date of issue _____

Place:

Date:

applicant

Signature or thumb impression of the

Please give your mobile number /E-mail I.D (Optional)/.....

B) Note – Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is punishable under Section 31 of the Representation of the People Act, 1950 (43 of 1950).

* Strike out the inappropriate alternative.

“No voter to be left behind”

Details of action taken (To be filled by Electoral Registration Officer of the constituency)

The application of Shri/Smt./Km.....for inclusion of name in the electoral roll in Form 6 has been accepted*/rejected*.

Detailed reasons for *acceptance [under or in pursuance of rule 18*/20*/26(4)][£] or* rejection [under or in pursuance of rule 17/20*/26(4)][£]]:

Place: Date	Signature of Electoral Registration Officer	(Seal of the Electoral Registration Officer)
----------------	--	---

£ During continuous updating after final publication of electoral roll.

* Strike out the inappropriate alternative.

Remarks of Field Level Officers (e.g BLO, Designated Officer, Supervisory Officer)

[This page should be thick enough so that it does not get mutilated /damaged in postal transit]

Intimation of action taken
(Section-II of the page is to be filled by Electoral Registration Officer of the constituency and to be posted to the applicant on the address as given by the applicant in Section-I)

-----First Fold-----

Section-I

Postage Stamp to be affixed by the Electoral Registration Authority at the time of dispatch

The application in Form 6 of

**Shri/ Shrimati/ Kumari.....

** (Full address)									
House/ Door number:									
Street/ Area/Locality/ Mohalla/Road:									
Town/ Village:									
Post Office:	Pin Code: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>								
Tehsil/ Taluka/ Mandal/ Thana:									
District:									

** To be filled in by the applicant.

-----Second Fold-----

Section-II

has been—

(a) accepted and the name of Shri/Shrimati/Kumari.....has been registered at Serial No.....in Part No..... of AC No.

.....

(b) rejected for the reason.....

Date.....

Electoral Registration Officer.

(Address).....

.....

.....

.....Perforation for detachment.....

Receipt for application

Received the application in Form 6 of ** Shri/Shrimati/Kumari.....
**Address.....

Date.....

Signature of the officer receiving the
application on behalf of the Electoral
Registration Officer
(Address)

** To be filled in by the applicant.

ANNEXURE 8
[Chapter 2, Para 2.5]

"FORM 6A
(see rule 8B)

Application for inclusion of name in electoral roll by an overseas elector

To
The Electoral Registration Officer,
.....Assembly/Parliamentary
Constituency.
.....
District:.....
State in India.....
Sir,

Space for pasting
One recent passport
size photograph
(3.5 CM X 3.5 CM)
Showing frontal view of
full face within this box.

I request that my name be included in the electoral roll for the Constituency in which my place of residence, as per the particulars furnished below in 1(h), is located.

PART - A

1. Particulars in support of my claim for inclusion in the electoral roll are given below:

- (a) Name -
- (b) Middle Name.....
- (c) Surname
- (d) Date of Birth: --- Day---Month---Year
- (e) Sex(Male/Female)
- (f) Place of Birth –
 - i. Village/Town.....
 - ii. District.....
 - iii. State.....
- (g) Father's/Mother's/Husband's details
 - i. Name -.....
 - ii. Middle Name
 - iii. Surname.....
- (h) Place of Ordinary Residence in India (Full Address as given in the Passport)
 - i. House/Door number.
 - ii. Street/Area/Locality/Mohalla/Road,
 - iii. Town/Village.....
 - iv. Post Office
 - v. Pin Code
 - vi. Tahsil/Taluka/Mandal/Thana.....
 - vii. District
- (i) Passport Details -
 - i. Passport Number.
 - ii. Place of Issue of current Indian
Passport.
 - iii. Date of Issue of current Indian
passport.
 - iv. Date of expiry of current Indian
passport.....

(Copies of the relevant pages of the passport containing the particulars mentioned at items (a) to (i) above to be enclosed – attested by Indian Mission if sent by post and produced with the original passport if presented in person before the registration officer).

- (j) Details of Visa of the Country of current residence –

- i. Visa Number
- ii. Type of Visa (Single Entry/Multiple Entry/Tourist/Work Visa etc.)/
- iii. Date of issue of Visa.....
- iv. Place of issue of Visa.....
- v. Date of expiry of Visa.....
- vi. Name of the Issuing Authority.....

(Copies of the relevant pages of the passport containing the current valid visa endorsement mentioned above to be enclosed – attested by Indian Mission if sent by post and produced with the original passport if presented in person before the registration officer).

- 2. Description of Absence from Place of Ordinary Residence in India-
 - (a) Reason of being absent from the place of ordinary residence in India- (i) employment/ (ii) education/ (iii) other (Give Description)
 - (b) Date from which absenting from ordinary residence in India. _____ (DD/MM/YYYY)

- 3. Full residential address in the country outside India where currently residing.....

- 4. Full Official address in the country outside India currently residing (address of the place of employment or the education institution where studying)

- 5. **Declaration** - I hereby declare that to the best of knowledge and belief –
 - a. all information given in this application is true.
 - b. I am a citizen of India by birth / domicile / naturalisation.
 - c. I have not acquired citizenship of any other country.
- d. But for being absent from the place of my ordinary residence in India owing to the reason given in 2(a) above, I would have been ordinarily resident at the address given in my Indian Passport, which has been reproduced at 1(h) above.
- e. I undertake to immediately inform the Electoral Registration Officer through the Indian Mission in the Country of my current residence if I renounce my Indian Citizenship or if I acquire the citizenship of any other country.
- f. I undertake to immediately inform the Electoral Registration Officer through the Indian Mission in the country of my current residence of any change in my residential address in the country of my residence for the records of the Electoral Registration Officer. I understand that any notice sent to me at the address, which is my residential address in the country of my current residence according to the records of the Electoral Registration Officer, shall be considered as due service of notice to me under the Representation of the People Act, 1950 and the rules made thereunder, and that it is my responsibility to keep the Electoral Registration Officer informed of my latest residential address in the country of my current residence.
- g. If I return to India and become ordinarily resident in India, I shall immediately inform the Electoral Registration Officer of the concerned Assembly/Parliamentary Constituency.
- h. I have not applied for inclusion of my name in the electoral roll of any other constituency.
- i. My name has not already been included in this or any other constituency.

Or

My name may have been included in the electoral roll of Constituency in State in which I was ordinarily resident earlier at the address mentioned below and, if so, I request that the same may be deleted from that electoral roll, or transposed, as may be appropriate.

Full address (earlier place of ordinary residence)

.....
.....

Elector Photo Identity Card (if issued)

Number date of issue.....

- j. I have not been issued an EPIC in India/ have been issued an EPIC which is enclosed with this application for cancellation.

Signature.....

Place.....

Date.....

PART – B

(For use in the office of Electoral Registration Officer)

Application received on(DD/MM/YYYY)

The application in Form 6A of Shri/Shrimati/Kumarihas been :-

(a) Accepted and the name has been registered in the electoral roll of(constituency) at S.No.....Part No....

(b) Rejected for the reason.....

Date.....

[Electoral Registration Officer].

.....perforation.....

PART - C

Acknowledgement for Application

(When presented in person to the registration officer)

Received the application in Form 6A of Shri/Shrimati/Kumari _____
Address _____

Date _____

Signature of the Verifying Officer _____

Address _____".

**ANNEXURE 9
[Chapter 2, Para 2.5]
FORM 7**

Application for objecting inclusion or seeking deletion of name in electoral roll			
<p>To The Electoral Registration Officer,Assembly/⁶Parliamentary Constituency.</p> <p>Sir, [@] I object to the proposed inclusion of the name of the under mentioned person in the electoral roll for the above Constituency. Particulars in support of my objection are given below: Or [@] I submit that the entry relating to *myself/ *the person named below is required to be deleted for the reasons stated hereunder:</p>			
I. [@] Details of person inclusion of whose name is objected to: [@] Details of person whose entry is to be deleted:	Name		Surname (if any)
	Part number of electoral roll in which his/her name is included:	His/her serial number in that part:	Elector's Photo Identity Card number (if issued):
Details of objector	Name		Surname (if any)
	Sex (Male/Female)	Part number of electoral roll in which objector's name is included:	His/her serial number in that part:
* Father's/ Mother's/ Name Husband's	Name		Surname (if any)
Particulars of place of ordinary residence of [@] objector/ [@] person seeking deletion. (Full address)			
House/ Door number:			
Street/ Area/Locality/Mohalla/Road:			
Town/ Village:			
Post Office:		Pin Code:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Tehsil/ Taluka/Mandal/ Thana:			
District:			
IV. Reason(s) for *objection/*deletion:			

[See rule 13(2) and 26)

£ In case of Union territories having no Legislative Assembly and the State of Jammu and Kashmir.

@ First alternative will be relevant during preparation/revision of electoral roll. Second alternative will be relevant during continuous updating after final publication of electoral roll. Strike out the inappropriate alternative.

* Strike out the inappropriate alternative.

Part-II not to be filled where applicant seeks deletion of entry relating to himself.

“No voter to be left behind”

V. Declaration		
I hereby declare that the facts and particulars mentioned above are true to the best of my knowledge and belief.		
Place:	Date:	Signature or thumb impression of the applicant
Please give your mobile number /E-mail I.D(Optional)/.....		

Note- Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is punishable under section 31 of the Representation of People Act, 1950 (43 of 1950).

* Strike out the inappropriate alternative.

Details of action taken (To be filled by Electoral Registration Officer of the constituency)

The application of Shri/Smt./Km. *objecting to inclusion/ *seeking deletion of name of Shri/Smt./Km. in the electoral roll in Form 7 has been accepted*/rejected*.

Detailed reasons for *acceptance [under or in pursuance of rule 18*/20*/26(4)[£]] or *rejection [under or in pursuance of rule 17*/20*/26(4)[£]].

Place:	Signature of	(Seal of the Electoral
Date:	Electoral Registration Officer	Registration Officer)

* Strike out the inappropriate alternative.

£ During continuous updating after final publication of electoral roll.

Remarks of Field Level Officers (e.g BLO, Designated Officer, Supervisory Officer)

[[This page should be thick enough so that it does not get mutilated /damaged in postal transit]

**Intimation of action taken
(Section-II of the page is to be filled by Electoral Registration Officer of the constituency
and to be posted to the applicant on the address as given by the applicant in Section-I)**

-----First Fold-----

Section-I

Postage Stamp to
be affixed by the
Electoral
Registration
Authority at the
time of dispatch

The application in Form 7 of

**Shri/ Shrimati/ Kumari.....

** (Full address)								
House/ Door number:								
Street/ Area/Locality/ Mohalla/Road:								
Town/ Village:								
Post Office:	Pin Code: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td></tr></table>							
Tehsil/ Taluka/ Mandal/ Thana:								
District:								

** To be filled in by the applicant.

-----Second Fold-----

Section-II

has been—

(a) accepted and the name of Shri/Shrimati/Kumari.....has been deleted from..... Part No..... of AC

No.....

(b) rejected for the reason.....

Date.....

Electoral Registration Officer.

(Address).....

.....

.....

.....Perforation for detachment.....

Receipt for application

Received the application in Form 7 of ** Shri/Shrimati/Kumari.....

**Address.....

Date.....

Signature of the officer receiving the application on
behalf of the Electoral Registration Officer

"No voter to be left behind"

** To be filled in by the applicant. (Address)

ANNEXURE 10
[Chapter 2, Para 2.5]

FORM 8
[See rule 13(1) and 26]

<i>Application for correction to particulars entered in electoral roll</i>			
To		The Electoral Registration Officer,Assembly/.....Parliamentary Constituency	
Sir,		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> SPACE FOR PASTING ONE RECENT PASSPORT SIZE PHOTOGRAPH (3.5 CM X 3.5 CM) SHOWING FRONTAL VIEW OF FULL FACE WITHIN THIS BOX </div>	
I request that entry relating to myself appearing in the electoral roll the above Constituency is not correct and it should be corrected. Correct particulars in support of my request are given below:			
I. Applicant's details	Name	Surname (if any)	
Part number of electoral roll:		Serial number in that part:	
Age as on 1 st January#	Years:	Months:	Sex (male/female/others):
Date of birth, if known:	Day:	Month:	Year:
* Father's/ Mother's/ Name Husband's	Name	Surname (if any)	
II. Particulars of place of present ordinary Residence (Full address)			
House/ Door number:			
Street/ Area/Locality/Mohalla/Road:			
Town/ Village:			
Post Office:	Pin Code:		
Tehsil/ Taluka/Mandal/ Thana:			
District:			
III. Details of Elector's Photo Identity Card (if issued, in this or some other constituency)			
Elector's Photo Identity Card number:			
Name of the Constituency:			
IV. Details of entries to be corrected:			
*My name / *Age/ *Father's/Mother's/Husband's name/ *Sex/ *Address/ *Elector's Photo Identity Card Number may be corrected in terms of information provided in this Form above.			
Place:			
Date:			
Please give your mobile number / E-mail I.D (Optional)/.....		Signature or thumb impression of the elector	

Note- Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is punishable under section 31 of the Representation of People Act, 1950 (43 of 1950).

- £ In case of Union territories having no Legislative Assembly and the State of Jammu & Kashmir.
- # Please give the year i.e. 2007, 2008, etc.
- * Strike out the inappropriate alternative.

Details of action taken (To be filled by Electoral Registration Officer of the constituency)

The application of Shri/Smt./Km. for correction of entry in the electoral roll in Form 8 has been accepted*/rejected*.

Detailed reasons for *acceptance [under or in pursuance of rule 18*/20*/26(4)[£]] or *rejection [under or in pursuance of rule 17*/20*/26(4)[£]].

Place:	Signature of	(Seal of the Electoral
Date:	Electoral Registration Officer	Registration Officer)

- * Strike out the inappropriate alternative.
- £ During continuous updating after final publication of electoral roll.

Remarks of Field Level Officers (e.g BLO, Designated Officer, Supervisory Officer)

[[This page should be thick enough so that it does not get mutilated /damaged in postal transit]

Intimation of action taken
(Section-II of the page is to be filled by Electoral Registration Officer of the constituency and to be posted to the applicant on the address as given by the applicant in Section-I)

-----First Fold-----

Section-I

Postage Stamp to be affixed by the Electoral Registration Authority at the time of dispatch

The application in Form 8 of
**Shri/ Shrimati/ Kumari.....

** (Full address)									
House/ Door number:									
Street/ Area/Locality/ Mohalla/Road:									
Town/ Village:									
Post Office:	Pin Code: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>								
Tehsil/ Taluka/ Mandal/ Thana:									
District:									

** To be filled in by the applicant.

-----Second Fold-----

Section-II

has been—

- (a) (a) accepted and the entry at Sr. No. of Part No..... of AC No..... has been modified accordingly.
- (b) rejected for the reason.....

Date.....

Electoral Registration Officer.

(Address).....
.....
.....

.....Perforation for detachment.....

Receipt for application

Received the application in Form 8 of ** Shri/Shrimati/Kumari.....
**Address.....

Date.....

Signature of the officer receiving the

“No voter to be left behind”

application on behalf of the Electoral
Registration Officer
(Address)

** To be filled in by the applicant.

ANNEXURE 11
[Chapter 2, Para 2.5]

FORM 8A
[See rule 13(4) and 26]

Application for transposition of entry in electoral roll				
To The Electoral Registration Officer,Assembly/Parliamentary Constituency.		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> SPACE FOR PASTING ONE RECENT PASSPORT SIZE PHOTOGRAPH (3.5 CM X 3.5 CM) SHOWING FRONTAL VIEW OF FULL FACE WITHIN THIS BOX </div>		
Sir, I request that entry in the electoral roll for the abovementioned Constituency relating to *Myself / *person named below should be transposed to the relevant part of the roll in this constituency. Particulars of the entry to transposed are given below:				
I. Details of person whose entry is to be transposed:	Name		Surname (if any)	
	Part number of electoral roll in which his/her name is included:		His/her serial number in that part:	
Elector's Photo Identity Card number (if issued):				
* Father's/ Mother's/ Name Husband's	Name		Surname (if any)	
II. Particulars of present place of ordinary Residence (Full address)				
House/ Door number:				
Street/ Area/Locality/Mohalla/Road:				
Town/ Village:				
Post Office:			Pin Code:	
Tehsil/ Taluka/Mandal/ Thana:				
District:				
III. Period of continuous residence at the above address on the date of application			Years:	
			Months:	
IV. Part number to which the entry has to be transposed (if known)				
@V. Details of applicant:	Name		Surname (if any)	
Part number of electoral roll in which his/her name is included:		His/her serial number in that part:		Elector's Photo Identity Card number (if issued):

Note- Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is punishable under section 31 of the Representation of People Act, 1950 (43 of 1950).

ⁱ In case of Union territories having no Legislative Assembly and the State of Jammu & Kashmir.

* Strike out the inappropriate alternative.

@ Part V not to be filled where applicant seeks transposition of entry relating to himself.

VI. Declaration

I hereby declare that the facts and particulars mentioned above are true to the best of my knowledge and belief.

Place:

Date:

Signature or thumb impression of the applicant

Please give your mobile number / E-mail I.D(Optional)/.....

Details of action taken

(To be filled by Electoral Registration Officer of the constituency)

The application of Shri/Smt./Km. for transposition of entry relating to himself/ herself/ Shri/ Smt. / Km. in the electoral roll in Form 8A has been accepted*/rejected*.

Detailed reasons for *acceptance or *rejection [under or in pursuance of rule 26(4)*].

Place:

Signature of

(Seal of the Electoral

Date:

Electoral Registration Officer

Registration Officer)

* Strike out the inappropriate alternative.

Remarks of the field level officers (e.g. BLO, Designated Office, Supervisory Officers)

[[This page should be thick enough so that it does not get mutilated /damaged in postal transit]]

Intimation of action taken
(Section-II of the page is to be filled by Electoral Registration Officer of the constituency and to be posted to the applicant on the address as given by the applicant in Section-I)

-----First Fold-----

Section-I

Postage Stamp to be affixed by the Electoral Registration Authority at the time of dispatch

The application in Form 8A of
**..Shri/ Shrimati/ Kumari.....

** (Full address)									
House/ Door number:									
Street/ Area/Locality/ Mohalla/Road:									
Town/ Village:									
Post Office:	Pin Code: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>								
Tehsil/ Taluka/ Mandal/ Thana:									
District:									

** To be filled in by the applicant.

-----Second Fold-----

Section-II

has been—

- a) accepted and the name of Shri/Shrimati/Kumari..... has been deleted from Part No and registered at Sl.No. ----- in Part No.----- of AC No.....
- (b) rejected for the reason.....

Date.....

Electoral Registration Officer.

(Address).....

.....

.....

.....Perforation for detachment.....

Receipt for application

Received the application in Form 8A of ** Shri/Shrimati/Kumari.....

**Address.....

Date.....

Signature of the officer receiving the application on behalf of the Electoral

"No voter to be left behind"

Registration Officer
(Address)

** To be filled in by the applicant.

ANNEXURE 13
[Chapter 2, Para 2.5]
FORM 10

List of Applications for objection to inclusion of names received in
 Form 7

Designated location identity (where applications 1. List number [@])		Constituency (Assembly/ [‡] Parliamentary)				Revision identity	
1. List number [@]		2. Period of applications (covered in this list)				From date	To date
3. Place of hearing*		Name (in full) of objector		Particulars of name objected at		Reasons in brief for objection	Date of hearing*
Serial number [‡] of application	Date of receipt	Part number	Serial number	Name in full			Time of hearing*
1	2	4	5	6	7	8a	8b
‡ In case of Union territories having no Legislative Assembly and the State of Jammu and Kashmir				Date of exhibition at designated location under		Date of exhibition at Electoral Registration Officer's Office under rule 16(b)	
@ For this revision for this designated location							
* Place, time and date of hearings as fixed by electoral registration officer							
\$ Running serial number is to be maintained for each revision for each designated location							

ANNEXURE 14
(Chapter 2, Para 2.5)
Form 11

List of Applications for objecting to particulars in entries in electoral roll received in Form 8

Designated location identity (where applications 1. List number [@])		Constituency (Assembly/ [£] Parliamentary)				Revision identity	
2. Period of applications (covered in this list)		From date		To date			
		/ /		/ /			
3. Place of hearing*							
Serial number [§] of application	Date of receipt	Name (in full) of elector objecting	Particulars of entry objected		Nature of objection	Date of hearing*	Time of hearing*
			Part number	Serial number			
1	2	3	4	5	6	7a	7b
£ In case of Union territories having no Legislative Assembly and the State of Jammu and Kashmir @ For this revision for this designated location * Place, time and date of hearings as fixed by electoral registration officer § Running serial number is to be maintained for each revision for each designated location						Date of exhibition at Electoral Registration Officer's Office under rule 16(b)	

ANNEXURE 15
(Chapter 2, Para 2.5)

FORM - 11A

Designated location identity (where applications have been received)		List of applications for transposition of entry in electoral roll Received in Form - 8A					Revision identity	
		Constituency (Assembly / ^f Parliamentary Constituency):						
1. List number [@]		2. Period of receipt of applications (covered in this list)			From date	To date		
3. Place of hearing*								
Serial number ^s of application	Date of receipt	Details of applicant (As given in Part V of Form 8A)	Details of person whose entry is to be transposed			Date/Time of hearing*		
			Name of person whose entry is to be transposed	Part/Serial no. of roll in which name is included	EPIC No.		Present place of ordinary residence	
1	2	3	4	5	6	7	8	
£ In case of Union Territories having no Legislative Assembly and the State of Jammu & Kashmir					Date of exhibition at designated location	Date of exhibition at Electoral Registration Officer's Office		

£ In case of Union Territories having no Legislative Assembly and the State of Jammu & Kashmir
 @ For this revision for this designated location
 * Place, time and date of hearing as fixed by electoral registration officer
 \$ Running serial number is to be maintained for each revision for each designated location

ANNEXURE 16
Chapter 2, Para 2.5
FORM 12
[See rule 19(1)(b)(i)] Notice
of hearing of a claim

Duplicate
(Office Copy)
To
(Full name
and address
of claimant)

.....
.....
.....

Reference:.....Claim No.

Take notice that your claim for the inclusion of your name in the electoral roll will be heard at..... (place) at.....O'clock on theday of.....20.... . You are directed to be present at the hearing with such evidence as you/may like to adduce.

Place.....
Date.....

.....
Electoral Registration Officer.

FORM 12
[See rule 19(1)(b)(i)] Notice
of hearing of a claim

Original
(To be served on the claimant)
To
(Full name and address of claimant)

Reference:_____ Claim No.....

Take notice that your claim for the inclusion of your name in the electoral roll will be heard at..... (place) at..... O'clock on the..... day of.....20.... . You are directed to be present at the hearing with such evidence as you may like to adduce.

Place.....
Date.....

.....
Electoral Registration Officer.

CERTIFICATE OF SERVICE OF NOTICE
Received notice of the date of hearing

Date.....

.....
Claimant

Certified that the notice on the claimant has been duly served by me this.....day of.....on (name)..... personally/by affixation on residence.

Place.....
Date.....

.....

“No voter to be left behind”

Serving Officer.

N.B.—If this notice is served by post, attach the receipt here.

ANNEXURE 17
Chapter 2, Para 2.5
Form 13
[See rule 19(1)(b)(ii)]
Notice to the objector

Duplicate
(Office Copy)

To
(Full name
and address
of objector)

Reference: _____ Objection No.

Take notice that your objection to the inclusion of the name of—

.....
.....
.....
will be heard at..... (place) at.....O'clock on theday of.....20 . You are directed to be
present at the hearing with such evidence as you may like to adduce.

Place.....
Date.....

.....
Electoral Registration Officer.

FORM 13
[See rule 19(1)(b)(ii)]
Notice to the objector

Original
(To be served
on the objector)

To
(Full name
and address
of objector)

Reference: _____ Objection No.

Take notice that your objection to the inclusion of the name of—

.....
.....
.....
will be heard at..... (place) at.....O'clock on theday of.....20 . You are directed to be
present at the hearing with such evidence as you may like to adduce.

Place.....
Date.....

.....
Electoral Registration Officer.

"No voter to be left behind"

CERTIFICATE OF SERVICE OF NOTICE
Received notice of the date of hearing

Date.....

.....

Objector

Certified that the notice on the objector has been duly served by me this.....day of.....on
(name).....personally/by affixing on residence.

Place.....

Date.....

.....

Serving Officer.

N.B.— If this notice is served by post, attach the receipt here.

ANNEXURE 18
(Chapter 2, Para 2.5)

Form 14

[See rule 19(1)(b)(ii)]

[Notice to the person in respect of whom objection has been made]

Duplicate

(Office Copy)

To

(Full name and address

of person

objected to)

Reference: _____ Objection No. _____

Take notice that the objection to the inclusion of your name at Serial No. _____ in Part _____ of the

electoral roll for _____ constituency filed by (Full name _____

and address of _____ objector) _____

will be heard at _____ (place) at _____ O'clock on the _____ day of _____ 19 ____ . You are

directed to be present at the hearing with such evidence as you may like to adduce. The grounds of objection (in

brief) are:—

(a)

(b)

(c)

Place _____

Date _____

Electoral Registration Officer.

FORM 14

[See rule 19(1)(b)(ii)]

1 [Notice to the person in respect of whom objection has been made]

Original

(To be served on the person objected to)

To

(Full name and address

of person

objected to)

Reference: _____ Objection No. _____

Take notice that the objection to the inclusion of your name at Serial No. _____ in Part _____ of the

electoral roll for _____ constituency filed by

(Full name _____

address of _____

objector) _____

will be heard at _____ (place) at _____ O'clock on the _____ day of _____ 19 ____ . You are directed to be

present at the hearing with such evidence as you may like to adduce. The grounds of objection (in brief) are:—

(a)

(b)

(c)

Place _____

Date _____

Electoral Registration Officer.

"No voter to be left behind"

CERTIFICATE OF SERVICE OF NOTICE
Received notice of the date of hearing

Date.....

.....
Person objected to

Certified that the notice on the person, the entry relating to whose name has been objected to, has been duly served by me this..... day of..... on (name).....personally /[by affixation on residence.

Place.....

Date.....

.....
Serving Officer.

N.B.—If this notice is served by post, attach the receipt here.

ANNEXURE 19
(Chapter 2, Para 2.5)

Form 15

[See rule 19(1)(b)(iii)]

Notice of hearing of an objection to particulars in an entry

Duplicate

(Office copy)

To

(Full name

and address

of objector)

.....
.....
.....

Reference:--Objection No.....

Take notice that your objection to certain particulars in the entry relating to you will be heard at..... (place) at.....O'clock on the.....day of 20.... . You are directed to be present at the hearing with such evidence as you may like to adduce.

Place.....

Date.....

.....
Electoral Registration Officer.

FORM 15

[See rule 19(1)(b)(iii)]

Notice of hearing of an objection to particulars in an entry

Original

(To be served on the objector)

(Full name

and address

of objector)

.....
.....
.....

Reference:--Objection No.....

Take notice that your objection to certain particulars in the entry relating to you will be heard at..... (place) at.....O'clock on the.....day of 20.... . You are directed to be present at the hearing with such evidence as you may like to adduce.

Place.....

Date.....

.....
Electoral Registration Officer.

"No voter to be left behind"

CERTIFICATE OF SERVICE OF NOTICE

Received notice of the date of hearing

Date.....

.....

objector

Certified that the notice on the objector has been duly served by me this.....day ofon
(name)..... personally/by affixation on residence.

Place.....

Date.....

.....
Serving Officer.

N.B.—If this notice is served by post, attach the receipt here.

ANNEXURE 20
(Chapter 2, Para 2.5)
Form 16
[See rule 22(1)]

Notice of final publication of electoral roll

It is hereby notified for public information that the list of amendments to the draft electoral roll for the..... constituency has been prepared with reference to.....as the qualifying date and in accordance with the Registration of Electors Rules, 1960. A copy of the said roll together with the said list of amendments has been published and will be available for inspection at my office.

.....
Electoral Registration Officer

Place.....
Date.....

ANNEXURE 21
[Chapter 2, Para 2.5]

FORM 17
[See rule 30]

Application for inclusion of name in the electoral roll for a local authorities' constituency

To

Sir,
The Electoral Registration Officer,
..... (Local Authorities) Constituency.

I am a member ofwhich is a constituent local authority exercising jurisdiction within the limits of the.....local authorities' constituency. I am therefore entitled to be registered as an elector in the said constituency, and request that my name be included in the electoral roll thereof.

My address is:

.....
.....
.....
Yours faithfully,

1. Subs. by Notifn. No. S. O. 814(E), dated the 3rd September, 1987, for Form 16.

ANNEXURE 22
[Chapter 2, Para 2.5]
FORM 18
(See rule 31)

Claim for inclusion of name in the electoral roll for a graduates' constituency

To
The Electoral Registration Officer,
..... (Graduate) Constituency.

Sir,
I request that my name be registered in the electoral roll for the.....(graduate's) Constituency.

The particulars are:—

Name (in full)..... Sex.....

Father's/Mother's/Husband's name (in full)
.....

Qualification
.....

Occupation
.....

House address (Place of ordinary residence)
.....

House No.

Street/Mohalla
.....

Town/Village
.....

Post Office
.....

Police Station/Tehsil/Taluka/Mouza
.....

District

Age.....

2. *I am a graduate of the.....University having passed the degree/diploma examination in the year
.....

OR

*I am in possession of a diploma/certificate in.....which is a qualification equivalent to that of a
graduate of a
University in India having passed the examination for the diploma/certificate in the
year.....

3. In support of my claim as being a graduate/in possession of the above diploma/certificate. I submit
herewith.....

4. ** My name has not been included in the electoral roll for this or any other graduates' constituency.

OR

**My name has been included in the electoral roll for the.....graduates' constituency under the
address given below and I request that it be deleted from that roll:—
.....

5. I declare that I am a citizen of India and that all the particulars given above are true to the best of my knowledge.

Place.....

Date.....

.....
Signature of claimant.

NOTE : Any person who makes a statement or declaration which is false and which the either knows or believes to be false or does not believe to be true is punishable under section 31 of the Representation of the People Act, 1950.

*Strike out the paragraph not applicable.

**Strike off the inappropriate alternative.

Additional information

Please paste a
photograph of the
elector/applicant here

1. Name of the elector /applicant

2. Father's/Mother's/Husband's name

3. (a) Whether registered as elector for any assembly constituency - Yes/No

(b) If yes, mention the following particulars

(i) Number and Name of AC

(ii) Part/Polling station number (if known)

(iii) Date of Birth

(iv) EPIC number (if any)

(v) Contact No.

Mobile.....

Land line

(vi) Email address (if any)

(Signature of the elector/applicant)

.....(Perforation.....)

Intimation of action taken

The application in Form 18 of Shri/Shrimati/Kumari.....address.....has been—

(a) accepted and the name of Shri/Shrimati/Kumari.....has been registered at Serial No.....in Part No.....

(b) rejected for the reason.....

.....

Date.....

Electoral Registration Officer.
(Address).....

.....
.....(Perforation).....

Receipt for application

Received the application in Form 18 from Shri/ Shrimati/Kumari*.....address*.....

Date.....

Electoral Registration Officer.

(Address).....

.....
.....

*To be filled in by the applicant.

ANNEXURE 23
[Chapter 2, Para 2.5]
"[FORM 19]"
[See rule 31]

Claim for inclusion of name in the electoral roll for a teachers' constituency

To
The Electoral Registration Officer,
.....(Teachers') Constituency.

Sir,
I request that my name be registered in the electoral roll for the.....(teachers') Constituency.

The particulars are:—

Name (in full).....Sex.....

Father's/Mother's/Husband's name (in full).....

House address (Place of ordinary residence):—

House No.....

Street/Mohalla.....

Town/Village.....

Post Office.....

Police Station/Tehsil/Taluka/Mouza

District

Age

2. During the last six years I have been engaged in teaching for a total period of more than three years as follows:--

Name of Educational Institution	From (Date)	To (Date)	Period
1.			
2.			
3.			
4.			

In support of the above I submit herewith.....
.....
.....

3. *My name has not been included in the electoral roll for this or any other teachers' constituency.

OR

*My name has been included in the electoral roll for the.....teachers' constituency under the address given below and I request that it be deleted from that roll:—

.....
.....
.....

4. I declare that I am a citizen of India and that all the particulars given above are true to the best of my knowledge and belief.

Place.....

Date.....

.....
Signature of claimant.

NOTE:--Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true is punishable under section 31 of the Representation of the People Act, 1950.

*Strike out the paragraph not applicable.

Additional information

Please paste a photograph of the elector/applicant here

- 4. Name of the elector /applicant
- 5. Father's/Mother's/Husband's name
- 6. (a) Whether registered as elector for any assembly constituency - Yes/No
- (b) If yes, mention the following particulars
- (vi) Number and Name of AC
- (vii) Part/Polling station number (if known)
- (viii) Date of Birth
- (ix) EPIC number (if any)
- (x) Contact No.

Mobile

Land line

(vi) Email address (if any)

(Signature of the elector/applicant)

..... (Perforation).....

Intimation of action taken

The application in Form 19 of Shri/Shrimati/Kumari..... address..... has been—

(a) accepted and the name of Shri/Shrimati/Kumari..... has been registered at Serial No..... in Part No.....

(b) rejected for the reason.....

Date.....

Electoral Registration Officer (Address).....]

.....(Perforation).....

Receipt for application

Received the application in Form 19 from Shri/Shrimati/ Kumari* address*.....

Date.....

Electoral Registration Officer Address.....

*To be filled in by the applicant.

ANNEXURE 24
[Chapter 3, Para 3.5]

Check List for First Visit of ER Observers

(The Report of first visit should answer all the questions given below in detail, mention corrective action taken if any)

- Whether there are any vacancies of EROs and AEROs.
- Whether BLOs have been appointed according to the instructions of the Commission –
 - Is there one BLO per Polling Station?
 - Are all BLOs registered as voter in the concerned Polling Station?
 - How many BLOs are teachers?
 - Have BLOs been given Identity cards as prescribed by the Commission?
 - Do BLO residences have Name Boards as prescribed by the Commission?
 - Whether BLOs are properly trained?
 - Whether BLAs have been appointed for each Polling booth by every recognized political party? Whether DEO and EROs have held meeting of political parties to request them to appoint BLAs.
 - Have designated officers been appointed for each polling station and have they been properly trained?
 - Have a hard copy and a soft copy of the Electoral Roll Published as draft been given to all recognized political parties?
- Has the Electoral Roll been published on the website of the CEO? Has electoral roll of the entire Assembly Constituency been published at the notice board of the ERO, and electoral roll of the concerned part been published on the notice board of the polling station.
- Are forms 6, 6A, 7, 8 and 8A available in adequate number at every polling station?
- Has adequate publicity been given to the process of summary revision?
- Has the district put in place an effective Public Grievance Management System? This should include –
 - A call center with a toll free number.
 - A SMS based complaint registration system.
 - A web based complaint registration system.
 - A separate counter and a separate register for complaints in the office of DEO and EROs.
 - A mechanism for timely inquiry and action on all complaints.

- A mechanism to inform the complainant about the result of inquiry and action taken.
- The ER Observer should make an analysis of the E roll published as a draft using format 1 to 8 prescribed by the Commission. Based on the analysis the observer will be able to find major areas which require corrective action. The observer should then in consultation with the EROs and AEROs help the DEO in making a strategy to take corrective action during the revision period to ensure a 100% correct roll. Major points in the analysis are: -
- Elector Population Ratio (EP Ratio). This is on an average 61% for the country as a whole. For every district it should be equal to the percentage of population in the above 18 age group. In other words every person 18 years or more of age should be enrolled as a voter.
- Age Cohort wise EP Ratio. The percentage of population in every age cohort is available from the data of Census of India. This percentage should match with the percentage of electors in every age cohort. If the percentage of electors is less it may be because of low enrollment and if it is more it may be because of non deletion of dead or shifted voters.
- Gender Ratio. Gender ratio of the population should match with the elector gender ratio. If it does not match it may mean that either the women or men are not enrolled fully.
- The percentage of inclusions, deletions etc. It has been our experience that on an average every year there is 4% inclusion and 2% deletion resulting in 2% increase in the roll. However this is only indicative. The observer should look with suspicion any abnormal increase in inclusion or deletion and compare it with inclusion and deletion in previous years. Observer should also compare deletions based on form 7 and suo-moto deletions.
- The observer should make an analysis of the PER and ECIP coverage polling station wise and help the DEO in devising strategies for achieving 100% coverage.
- The observer should see what percentage of forms received are accepted by the ERO. If there are large scale rejections, the observer should find out the reasons for that.
- The observer should also see that forms are not received in bulk from any political party or NGO.
- The observer should check the arrangements made for receiving forms at the polling stations, the arrangements for putting the notices at the notice board of the polling stations, the arrangements for transmission of forms to the ERO on a daily basis and data entry of forms on a daily basis.
- The observer should check whether ERMS is working well in the district. If there are any glitches, they should be immediately brought to the notice of the CEO for correction.
- Whether the multimedia campaign on enrollment is being run properly in the district?
- Has a baseline study of Knowledge, Attitudes and Practices of voters been carried out in the district?

Check List for Second Visit of ER Observers

(The Report of first visit should answer all the questions given below in detail, mention corrective action taken if any)

- Whether multi-layered checking by DEO (1%), ERO (3%), AERO (5%) and BLO (100%) is being done to verify the correctness of E rolls.
- Whether working copies of E rolls have been printed and given to the BLOs for verification, and whether BLOs are verifying the working copies by door to door survey?
- Whether the corrections made in working copies by the BLOs are being carried out in the rolls by the ERO before finally printing the Roll and printing of EPIC?
- Whether rolls have been checked to see that names of all eminent personalities of the district are included in the rolls?
- Whether rolls have been checked for gross errors like gender mismatch of photographs etc.
- In each constituency 20 polling stations with highest inclusions and 20 polling stations with highest deletions should be re-verified.
- Check the quality of disposal of claims and objections by EROs and AEROs: -
 - Whether notices are properly served?
 - Whether reasonable opportunity of being heard is being given in all cases?
 - Whether proper record of all cases is being kept?
 - Have any names where EPICs have already been made deleted from the rolls. These records should be re-verified to see that there was due service of notice and reasonable opportunity of hearing was given.
 - Whether the applicants are being communicated in writing and on SMS the order of the ERO on their applications.
- In border areas possibility of double enrollment in both the districts should be checked.
- In cases of inclusions of voters in the age group beyond 20 years, it should be checked whether the voter has given his previous address, where he/she was enrolled earlier, and has ERO of the concerned AC been informed that this voter has shifted residence?
- Whether de-duplication has been done. Care should be taken that no deletions should be done only on the basis of computer de-duplication. Computer de-duplication software only

throws up possible duplicates, which should be verified in the field. Deletion should be done only after following the statutory provisions of notice and hearing.

- Check the process of making and distribution of EPICs.
- Check the quality of photographs in the rolls.
- How effective is the multi-media campaign? Has there been significant increase in young voters?
- How effective is the public grievance management system?

Check List for Third Visit of ER Observers

(The Report of first visit should answer all the questions given below in detail, mention corrective action taken if any)

- Whether the working copies have been verified by the BLOs on every page?
- Whether data entry has been done properly?
- Have arrangements been made for supply of finally published rolls to the recognized political parties?
- Have all complaints been inquired into and action taken on them before finalizing the roll?
- Has statistical analysis in formats 1 to 8 been done before final publication and have rolls been found to be healthy in all respects?
- Whether PDFs have been made for printing of rolls?
- Whether arrangements have been made for final publication of rolls in the polling stations, ERO offices, DEO offices, and website of CEO?
- Has an assessment been done of the work of BLOs, and BLOs identified for prizes to be give on the National Voters’ Day?
- Whether arrangements have been made for printing of EPIC of all newly enrolled voters and distribution of EPIC to newly enrolled voters on the National Voters Day (NVD) at every polling station?
- Have arrangements been made for holding NVD function in every polling station on 25th January.
- Have arrangements been made for holding NVD function at the Tahsil and district headquarters?
- Have all newly enrolled voters been informed that they will be felicitated and given EPIC on the NVD at their respective polling stations?
- Have arrangements for proper documentation of NVD been made in the district?
- Will final publication of rolls happen on time in the district?

ANNEXURE 25
Chapter 5, Para 5.4

No. and Name of the Assembly Constituency: _____ Part No.
of Electoral Roll: _____

REGISTER

FOR

BOOTH LEVEL

OFFICER

Name of the Booth Level Officer:
Designation of the Booth Level Officer:
Address of the Booth Level Officer:
Telephone/Mobile No. of the Booth Level Officer:

INSTRUCTIONS

[1] BLO's Register comprised of two Parts :

ANNEXURE -I This volume consists of present entries of electors in the rolls. And corrections thereof, if any, are to be done in the relevant column of the format. Detailed instructions are mentioned here in after.

ANNEXURE -II In this volume BLOs have to mention and update the information pertaining to the newly developed areas / societies / Apartments etc. in the area comprised within the part allotted to the BLO.

[2] ANNEXURE -I - Detailed Instructions

(1) BLOs have to verify the electoral roll of the relevant part given to them and note down the corrected details from it. If any particulars of elector, is subject to correction viz. Name of the elector, age, sex, relation, House No. EPIC No. etc, the original particular is to be encircled and below that correction be indicated. This exercise is to be done in red ink only. The details of elector's surname, name, relation's name and house no. have been given in language(s). It should be shown to the elector and verified. If any of the (vernacular) detail of the elector is wrong, it should be encircled in red ink and correct detail should be written in the appropriate column in the space below. Likewise, if any of the English detail of the elector is wrong, it should be encircled in red ink and correct English detail should be written in the appropriate column in the space below. Further BLO should obtain Form-8 duly filled from the elector for the purpose of correction.

- e.g.
- (i) If the elector's photo image is correct, put \surd mark in the box. In the case of wrong photo image of the elector X mark should be put. And in such case obtain correct photo. Even in case of non-image entry, correct photo is to be obtained by writing "No Photo". Alongwith the photo, obtain Form-8 duly filled from the electors.
 - (ii) In the case of wrong entry of House No. it should be rounded with red ink in Column-3 and correct House No. should be written.
 - (iii) If there is an error in electors' name, it should be encircled in red ink in Column-4 and correct details of name should be written underneath and duly filled Form-8 should be obtained.
 - (iv) If there is an error in the details of relation, gender / age, it should be encircled in red ink in Column-5 and correct details to be written underneath.
 - (v) EPIC No & Elector's birth date are to be shown in column-6. If EPIC No. is wrong, it should be encircled with red ink and correct EPIC No. to be written. If birth date is shown, it should be verified. If the birth date is wrong, it should be circled in red ink and correct birth date should be shown. The birth date should be written after verifying specific and valid evidences like School Leaving Certificate, Birth Certificate given by competent authority, Caste Certificate, BPL Certificate or any other government document. In case of non-production of such evidences this column should be left blank. (Wrong and presumed information should not be entered without verification)

- (vi) Elector's contact No. (Mobile No. or Telephone No.) should invariably be obtained and written in Column-7. Also if the elector has obtained Aadhar Card, its Aadhar No. (which will be in 12 digits) should also be obtained and written. If the elector has registered himself in Aadhar but he has not been issued Aadhar Card, Aadhar registration number (EID which will be in 14 digits) should be obtained from elector and written.
- (2) (2) In Column-8 particulars of ESR (E=Expired, S=Shifted, R=Repeated) should be mentioned. Instructions for this are as follows;
- (i) Information pertaining to death of any elector should be mentioned in Column-8 as "Expired" along with the date of death and Form No.7 should be obtained from the family member of the deceased.
- (ii) When the elector is found shifted from the area of the relevant part it should be updated with indication "Shifted" in Column-8. As far as possible it is desirable to obtain duly filled up Form-7 from such elector. Shifting could either be with family or without family. If the elector has shifted with his family, "shifted with family" should be written and if the elector has shifted alone and his family resides at the place mentioned in the roll, "shifted without family" should be written. During verification, BLO should give notice in prescribed format to the shifted elector on the spot. The reasons for shifted should also be noted. Probable reasons for shifting of electors could be as under:
- (1) Changing/evacuating the residence / house as being tenant
 - (2) Migrating/ shifting for the purpose of occupation.
 - (3) Marriage.
 - (4) Divorce
 - (5) Changing house.
 - (6) Other reasons.
- (iii) (1) If the name of any elector is found more than once in the electoral roll the same should be mentioned as "Repeated" in column-8.
- [3] Information and particulars of ANNEXURE-I should be filled meticulously and after verification only as the Electoral Registration Officer shall decide addition/deletion / correction of entries of the electoral roll on the basis of this.
- [4] **ANNEXURE-2 - Detailed instructions**

Regarding newly developed area / society / apartment / colonies etc.

Within the geographical limits of the relevant part of the electoral roll BLOs have to verify and update the information pertaining to newly developed area / society / apartments / colonies which have come in to existence and which have not been included in the concerned part of the roll and the same should be mentioned in the relevant form of this volume. It must also be ensured that the information of such society / area is not duplicated in the other parts of the electoral roll.

Statistical Information as per Last Revision :-

No. & Name of the Assembly Constituency :

Part No. :

	Male	Female	Third Gender	Total
1-				
2-				
3-				
4-				
5-				
6-				
7-				
8-				
9-				
Total Electors :			0	

Gender Ratio (As per Electors)	District	Assembly Constituency	Polling Station

Electors with EPIC		% of Electors with EPIC	
		% of Electors with EPIC & Photo	
Electors with EPIC & Photo			

Age Criteria	Age wise Electors	%age wise Electors	Age Criteria	Age wise Electors	%age wise Electors
		Total :			

Statistical Details of the Errors found in the details of Electors

No. and Name of Assembly Constituency :

Part No. of the Roll :

Signs indicating the errors in the details of the electors	Details of the errors	No. of errors
B	Black & White Photographs	
*	Wrong and duplicate photographs	
*	House No. (House no. not written / written as 0,00,000,0000/written as 999,9999/written as '-', '--')	
*	Gujarati Name (Wrong letter in Gujarati name)	
*	English Name (Wrong letter in English name)	
*	Gender - Relation (Gender may be Male but the Relation type is shown as Husband)	
*	Name - Gender (Gender shown as Female against the name of a Male or Gender shown as Male against the name of a Female)	
*	Wrong EPIC numbers	
#	Duplicate EPIC numbers	
*	Birth Date (Birth Date may be wrong)	
#	Duplicate Aadhar Number	
	Number of Total Errors in the part	

"No voter to be left behind"

Annexure - 1

36 - Gandhinagar North Assembly Constituency

Part No. - 2

Photo ✓/X	Sr. No	Electors Photo	House Number	Elector's Name	Relation Type	EPIC No.	Mobile Number	Death / Shifted / Repeated
					Age / Gender	Birthdate	Aadhar Number	
	1	2	3	4	5	6	7	8

વિભાગનો નંબર અને નામ : 1 - નવો રાવળવાસ, ઉનાવા, પિનકોડ - 382650

<input type="checkbox"/>	1		173 173	રાવળ કાલાભાઇ પશાભાઇ Raval Kalabhai Pashabhai	પિતા પુરુષ / 63	G/J/1/079/045010	9723516287	
<input type="checkbox"/>	2		173 173	રાવળ ગંગાબેન કાલાભાઇ Raval Gangaben Kalabhai	પતિ સ્ત્રી / 57	G/J/1/079/045033		
<input type="checkbox"/>	3		173 173	રાવળ ગોવિંદભાઇ કાલાભાઇ Raval Govindbhai Kalabhai	પિતા પુરુષ / 45	G/J/1/079/045203		
<input type="checkbox"/>	4		173 173	રાવળ તારાબેન ગોવિંદભાઇ Raval Taraben Govindbhai	પતિ સ્ત્રી / 38	RVZ1389469		
<input type="checkbox"/>	5		173 173	રાવળ રાજુભાઇ કાલાભાઇ Raval Rajubhai Kalabhai	પિતા પુરુષ / 40	G/J/1/079/045171		
<input type="checkbox"/>	6		173 173	રાવળ સંગીતાબેન રાજુભાઇ Raval Sangitaben Rajubhai	પતિ સ્ત્રી / 38	G/J/1/079/045087		
<input type="checkbox"/>	7		173 173	રાવળ વિક્રમભાઇ કાલાભાઇ Raval Vikrambhai Kalabhai	પિતા પુરુષ / 38	G/J/1/079/045047		
<input type="checkbox"/>	8		173 173	રાવળ સુશીલાબેન વિક્રમભાઇ Raval Sushilaben Vikrambhai	પતિ સ્ત્રી / 33	HCX3147642		
<input type="checkbox"/>	9		174 174	રાવળ રૂખીબેન બાબાભાઇ Raval Rukhiben Bababhai	પતિ સ્ત્રી / 74	G/J/1/079/045257		

36 - Gandhinagar North Assembly Constituency

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No. & Name of Assembly Constituency: _____ Part No. of Electoral Roll: _____

ANNEXURE – 2

Statement showing the details of Society / Apartment comprised within this part of which have newly come into existence and which have not been included in the Electoral Roll.

Sl. No.	Name of the New Society / Area and full address	Apartment No. of Houses	Approximate Date of completion of construction	If construction is complete and new persons have come to reside, approximate no. of such persons.	No. of Forms distributed			
					Form-6	Form-7	Form-8	Form-8A

“No voter to be left behind”

* This completed ANNEXURE is to be submitted on or

Name & Signature of BLO : _____

Date of Submission : _____

Partwise List of Sections comprised within Assembly Constituency

No. & Name of Assembly Constituency :

Section No.	Extent of Field (Names of Society / Apartment / Flat / Pole / Chali / Vas / Falia / Mohalla)	Main Field (Area within which extensive field is comprised)	Name of Village / City of Polling Booth	Pincode No.	Extent of Field (Names of Society / Apartment / Flat / Pole / Chali / Vas / Falia / Mohalla)	Main Field (Area within which extensive field is comprised)	Name of Village / City of Polling Booth
Part No. - 1				Tehsil -, District -			
1							
2							
3							
4							
5							
6							
7							
8							
9							

"No voter to be left behind"

In regard to the subject noted above it is hereby informed by this final notice that your name / the names of the members of your family have been enrolled in part no. _____ of _____ Assembly Constituency falling under this office. But during on the spot verification of the electoral roll by the Booth Level Officer you were not available at the address of your residence. So it seems that you have shifted somewhere else. So it seems that you / members of your family are not residing at the above place, the details of which are as follows:

Part No.	Sr. No.	House No.	Name of the Member of the family	Sex	Age	Is elector present? Yes/No

It is hereby informed through this notice that you are not living at the place of your ordinary residence. So please explain in writing why your name / the names of your family members enrolled in part no. _____ of _____ Assembly Constituency should not be deleted. However, if you wish to continue your name / the names of your family members in the electoral roll at the place mention above, it is informed that you / your authorized representative should remain present in this office at the address shown above at _____ hrs., on dated __/__/201__ with valid evidence of your residence as shown above and any valid evidence of your / members of your family's identity with photo.

Please note that in spite of receiving this notice, if we do not get reply and evidences from you, it will be assumed that you do not have to say anything in this regard, and your name will be deleted from the electoral roll as per our authority under section 22 of R. P. Act, 1950.

Electoral Registration Officer
_____ Assembly Constituency

Note by the Booth Level Officer

- (1) If the elector / family shown above is present, notice should be given to the member of the family and obtain his signature.
Name and signature of the elector / member of the family: _____
- (2) If the above elector / family has shifted, the address where he has shifted should be noted and the name, address and signature of the informing person should be obtained.
Present address of the shifted person: _____
Name and Address of the informing person: _____
Signature of the informing person: _____

Signature of Booth Level Officer

ANNEXURE 26
[Chapter 8, Para 8.7]

**DECLARATION BY STUDENTS LIVING IN
HOSTELS/MESSES/ELSEWHERE
(TO BE ATTACHED WITH FORM 6)**

SPACE FOR PASTING
ONE RECENT
PASSPORT SIZE
PHOTOGRAPH
(3.5 CM X 3.5 CM)
SHOWING FRONTAL
VIEW OF FULL FACE
WITHIN THIS BOX

I,(NAME IN BLOCK LETTERS),
: son/daughter of _____

_____ (address of native place), hereby declare that :----

(a) I am a bonifide student of(name of the institution) and pursuing(details of the course) from(month).....(year) to.....(month).....(year)

* (b) I am presently residing at –

(i) _____ (if residing in hostel/mess, mention Room No./Block No./ Block Name, etc. of the hostel/mess).

OR

* (ii) _____ (if residing elsewhere outside the hostel/mess, mention complete postal address of the place of stay outside the hostel/mess).

(c) * I want to be registered in the electoral roll/retain my registration in the electoral roll of my native place at my above-mentioned residential address with my parents/guardian.

OR

*I want to be registered in the electoral roll of the constituency where I am presently residing .

II. I am aware that registration in the electoral roll of more than one constituency or more than once in a constituency is not permitted under the election law and am also aware of the penal provisions of Sec. 31 of the R.P.Act, 1950, which reads as follows: -

"If any person makes in connection with (a) the preparation, revision or correction of an electoral roll, or (b) the inclusion or exclusion of any entry in or from an electoral roll, a statement or declaration in writing which is false and which he either knows or believes to be false or does not believe to be true, he shall be punishable with imprisonment for a term which may extend to one year, or with fine, or with both.

Place :

(signature of the student)

Date :

It is certified that the information given in the declaration at (a) above and the photograph have been verified from the records of the institution and are found to be correct.

Place/Date:

Signature and seal of the Head
Master/Principal/Registrar/Director/Dean

ANNEXURE 27
[Chapter 9, Para 9.1]

FORM OF OATH OR AFFIRMATION

(To be made by either of the parents/Guru of the first time applicant in the age group of 18-21 years who has no age proof)

I, whose name is enrolled at the
Serial No. in the Part No. of electoral roll of the
..... Assembly Constituency do swear in the
name of the God / solemnly affirm that my son / daughter/
Chela..... isyears of age as on 1st
January, 20... and is residing with me.

Place:

Date:

Signature of the parent/Guru

Sworn in the name of God/solemnly affirmed by Shri/Shrimati
..... at (Place) at
..... (hour) this the day of 20... before me.

Signature of Electoral Registration
Officer / Assistant Electoral Registration
Officer with Seal

ANNEXURE 28
[Chapter 9, Para 9.4]

LANGUAGE OF ELECTORAL ROLLS
TABLE

Sl. No.	Name of State/UT	Area	Language(s)
	(1)	(2)	(3)
1.	Andhra Pradesh	All 175 Assembly constituencies	Telugu
2.	Telangana	8-Boath (ST) 10-Mudhole 13-Jukkal (SC)	Telugu and Marathi
		17-Nizamabad (Urban)	Telugu and Urdu
		57-Musheerabad, 58-Malakpet, 59-Amberpet, 60-Khairatabad, 61-Jubilee Hills, 62-Sanathnagar, 63-Nampally, 64-Karwan, 65-Goshamahal, 66-Charminar, 67-Chandrayangutta, 68-Yakutpura, 69-Bahadurpura, 70-Secunderabad and 71-Secunderabad Cantt. (SC)	Telugu, English and Urdu
		All other assembly constituencies	Telugu
3.	Arunachal Pradesh	All 60 ACs	English
4.	Assam	1-Ratabari(SC) 2-Patharkandi 3-Karimganj North 4-Karimganj South 5-Badarpur 6-Hailakandi 7-Katlichera 8-Algapur 9-Silchar 10-Sonai 11-Dholai(SC) 12-Udharbond 13-Lakhipur 14-Barkhola and 15-Katigora	Bengali
		16-Haflogra(ST)	English
		All other ACs	Assamese

Sl. No.	(1)	(2)	(3)
5.	Bihar	All 243 ACs	Hindi
6.	Chhattisgarh	All 90 ACs	Hindi
7.	Goa	All 40 ACs	English and Konkani/ Marathi
8.	Gujarat	All 182 ACs	Gujarati
9.	Haryana	All 90 ACs	Hindi
10	Himachal Pradesh	All 68 ACs	Hindi
11.	Jammu & Kashmir	5-Udhampur Parliamentary Constituency (excluding Doda district); and 6-Jammu Parliamentary constituency (excluding Rajouri and Poonch districts) 57-Gulabgarh 58-Reasi, 59-Gool Arnas, 60-Udhampur, 61-Chanani (SC), 62-Ramnagar, 63-Bani, 64-Basohli, 65-Kathua, 66-Billawar, 67-Hiranagar(SC), 68-Samba, 69-Vijaypur, 70-Nagrota, 71-Gandhinagar, 72-Jammu East, 73- Jammu West, 74-Bishna(SC), 75-R.S.Pura(SC), 76-Suchetgarh, 77-Marh(SC), 78-Raipur Domana(SC), 79-Akhnoor 80-Chhamb ACs	Urdu and Hindi
		5-Udhampur Parliamentary constituency(Doda District), and 6-Jammu Parliamentary Constituency(Rajouri and Poonch districts)	Urdu
		All other parliamentary constituencies and assembly Constituencies	

Sl. No.	(1)	(2)	(3)
12.	Jharkhand	All ACs	Hindi
13.	Karnataka	1-Nippani 2-Chikkodi-Sadalga 11-Belgaum Uttar 12-Belgaum Dakshin 13-Belgaum Rural 14-Khanapur 47-Basavakalyan 51-Bhalki 52-Aurad (SC) 76-Haliyal 77-Karwar	Kannada and Marathi
		44-Gulbarga Dakshin 45-Gulabarga Uttar	Kannada and Urdu
		146-Kolar Goad Fields (SC) 154-Rajarajeshwarinagar 156-Mahalakshmi Layout 157-Malleswaram 159-Pulakeshinagar (SC) 160-Sarvagnanagar 161-C.V. Raman Nagar (SC) 162-Shivajinagar 163-Shanti Nagar 164-Gandhi Nagar 165-Rajaji Nagar 166-Govindaraj Nagar 167-Vijay Nagar 168-Chamrajpet 169-Chickpet 170-Basavanagudi 173-Jayanagar	Kannada and English
		All other ACs	Kannada
14.	Kerala	1-Manjeswar 2-Kasaragoa	Malayalam and Kannada
		88-Devikulam (SC)	Malayalam and Tamil
		All other ACs	Malayalam
15.	Madhya Pradesh	150-Bhopal Uttar 151-Narela 152-Bhopal Dakshin-Paschim 153-Bhopal Madhya 180-Burhanpur	Hindi and Urdu
		All other ACs	Hindi

Sl. No.	(1)	(2)	(3)
16.	Maharashtra	52-Nagpur South West, 53-Nagpur South , 54-Nagpur East, 55-Nagpur Central, 56-Nagpur West, 57-Nagpur North (SC), 146-Ovala Majiwada, 147-Kopri Pachpakhadi, 148-Thane, 149-Mumbra Kalwa, 150-Airoli, 151-Belapur, 152-Borivali, 153-Dahisar, 154-Magathane, 155-Mulund, 156-Vikhroli, 157-Bhandup West, 158-Jogeshwari East, 159-Dindoshi, 160-Kandivali East, 161-Charkip, 162-Malad West, 163-Goregaon, 164-Versova, 165-Andheri West, 166-Andheri East, 167-Vile Parle, 168-Chandvali, 169-Ghatkopar West, 170-Ghatkopar East, 171-Nankhurd Shivaji Nagar, 172-Anushakti Nagar, 173-Chembur , 176-Vandre East, 177-Vandre West, 178-Dharavi (SC), 179-Sion Koliwada, 180-Wadala, 182-Worli, 183-Shivadi, 185-Malabar Hill, 187-Colaba, 205-Chinchwad, 206-Pimpri (SC), 207-Bhosari, 208-Vadgaon Sheri, 209-Shivajinagar, 210-Kothrud, 211-Khadakwasala, 212-Parvati, 213-Hadapsar, 214-Pune Cantonment (SC), 215-Kasba Peth	Marathi and English

Sl. No.	(1)	(2)	(3)
16.	Maharashtra	86-Nanded North, 87-Nanded South, 106-Phulambri, 107-Aurangabad Central, 108-Aurangabad West (SC), 109-Aurangabad East, 114-Malegaon Central, 115-Malegaon Outer, 136-Bhiwandi West, and 137-Bhiwandi East	Marathi and Urdu
		174-Krula (SC), 175-Kalina, 181-Mahim, 184-Byculla, and 186-Mumbadevi	Marathi, English and Urdu
		250-Akkalkot, 251-Solapur South, 271-Chandgad, 280-Shirol, and 288-Jat	Marathi and Kannada
		All other ACs	Marathi
17.	Manipur	41-Chandel(ST) 42-Tengnoupal(ST) 43-Phungyar(ST) 44-Ukhrul(ST) 45-Chingai(ST) 46-Saikul(ST) 47-Karong(ST) 48-Mao(ST) 49-Tadubi(ST) 50-Kangpokpi 51-Saitu(ST) 52-Tamei(ST) 53-Tamenglong(ST) 54-Nungba(ST) 55-Tipaimukh(ST) 56-Thanlon(ST) 57-Henglep(ST) 58-Churachandpur(ST) 59-Saikot(ST) 60-Singhat(ST)	English
		All other ACs	Manipuri
18.	Meghalaya	All 60 ACs	English
19.	Mizoram	All 40 ACs	English
20.	Nagaland	All 60 ACs	English

Sl. No.	(1)	(2)	(3)
21.	Orissa	127-Chhatrapur (SC) 133-Berhampur 137-Paralakhemundi 138-Gunupur (ST) 140-Rayagada (ST)	Oriya and Telugu
		All other ACs	Oriya
22.	Punjab	All 117 ACs	Punjabi
23.	Rajasthan	All 200 ACs	Hindi
24.	Sikkim	All 32 ACs	English
25.	Tamil Nadu	3-Tiruttani	Tamil and Telugu
		11-Dr. Radhakrishnan Nagar 12-Perambur 13-Kolathur 14-Villivakkam 15-Thiru-Vi-Ka-Nagar (SC) 16-Egmore (SC) 17-Royapuram 18-Harbour 19-Chepauk Thiruvallikeni 20-Thousand Lights 21-Anna Nagar 22-Virugapakkam 23-Saidapet 24-Thiyagarayanagar 25-Mylapore 26-Velachery	Tamil and English
		54-Veppanahalli 55-Hosur 56-Thalli	Tamil, Telugu and Kannada
		109-Gudalur (SC) 232-Padmanabhapuram 233-Vilavancode 234-Killiyoor	Tamil and Malayalam
		All other ACs	Tamil
26.	Tripura	All 60 ACs	Bengali
27.	Uttarakhand	All 70 ACs	Hindi

Sl. No.	(1)	(2)	(3)
28.	Uttar Pradesh	3-Saharanpur Nagar, 4-Saharanpur, 7-Gangoh, 8-Kairana, 14-Muzaffar Nagar, 17-Najibabad, 18-Nagina (SC), 19-Barhapur, 20-Dhampur, 21-Nehtaur (SC), 22-Bijnor, 23-Chandpur, 24-Noorpur, 26-Thakurdwara, 27-Moradabad Rural, 28-Moradabad Nagar, 29-Kundarki, 30-Bilari, 31-Chandausi (SC), 32-Asmoli, 33-Sambhal, 34-Suar, 35-Chamraua, 37-Rampur, 40-Naugawan Sadat, 41-Amroha, 47-Meerut Cantt., 48-Meerut, 49-Meerut South, 60-Garhmukteshwar, 75-Koil, 76-Aligarh, 97-Firozabad, 115-Badaun, 124-Bareilly, 125-Bareilly Cantt , 127-Pilibhit , 135-Shahjahanpur, 171-Lucknow West, 174-Lucknow Central, 213-Sishamau, 214-Arya Nagar, 278-Tanda, 286-Bahraich, 313-Khalilabad 356-Mau	Hindi and Urdu
		All other ACs	Hindi

Sl. No.	(1)	(2)	(3)
29.	West Bengal	22-Kalimpong 23-Darjeeling 24-Kurseong 25-Matigara Naxalbari (SC) 26-Siliguri 27-Phansidewa (ST)	Bengali and Nepali
		29-Islampur 30-Goalpokhar 31-Chakulia	Bengali and Hindi
		115-Rajarhat New Town 116-Bidhannagar 149-Kasba 153-Behala Purba 154-Behala Paschim 157-Metiaburaz 158-Kolkata Port 159-Bhabanipur 160-Rashbehari 161-Ballygunge 162-Chowrangee 163-Entally 164-Beleghata 165-Jorasanko 166-Shyampukur 167-Maniktala 168-Kashipur Belgachhia	English
		224-Kharagpur Sadar	Bengali and English
		All other ACs	Bengali
30.	A & N Islands	1 P.C.	Hindi and English
31.	Chandigarh	1 P.C.	Hindi and Punjabi
32.	D & N Haveli	1 P.C.	Gujarati and Marathi
33.	Daman & Diu	1 P.C.	English and Gujarati
34.	NCT of Delhi	20-Chandni Chowk 21-Matia Mahal 22-Ballimaran 54-Okhla 63-Seemapuri (SC) 65-Seelampur 69-Mustafabad	Hindi, Urdu and English
		All other ACs	Hindi and English
35.	Lakshadweep	1 P.C.	Malyalam
36.	Puducherry	29-Mahe	Malyalam
		30-Yanam	Telugu
		All other ACs	Tamil

ANNEXURE 29
[Chapter 9, Para 9.9]

ELECTORAL ROLL, 2009
STATE - MEGHALAYA

No. , Name and Reservation Status of Assembly Constituency : 60 - BAGHMARA(ST)

1. DETAILS OF REVISION					
Year of Revision : 2009		Type of Revision : Draft Integrated Mother Roll 2009			
Qualifying Date : 01.01.2009		Date of Publication : 10.11.2008			
2. CONSTITUENCY DETAILS					
a) No. , Name and Reservation Status of Parliamentary Constituency(ies) in which the Assembly Constituency is located : 2 - TURA(GEN)			b) District(s) in which the Assembly Constituency is located: SOUTH GARO HILLS		
3. COMPONENTS OF THE ROLLS					
a) Mother Roll		Basic roll of Revision, 2008 integrated with all supplements prepared in accordance with the extent of the newly Delimited Constituency.			
4. DETAILS OF PARTS, POLLING STATIONS				a) Total No. of Parts	28
b) Polling Stations (including Auxiliary Polling Stations)				c) <i>Polling Station Locations</i>	
<i>Type</i>	<i>No.</i>	<i>Type</i>	<i>No.</i>	<i>Type</i>	<i>No.</i>
<i>For Men</i>	1	<i>Main</i>	28	<i>With Single Polling Stations</i>	28
<i>For Women</i>	1	<i>Auxiliary</i>	0	<i>With Multiple Polling Stations</i>	0
<i>General</i>	26	<i>Total</i>	28	<i>Total</i>	28
<i>Total</i>	28				
5. NET NUMBER OF ELECTORS					
Male		Female		Total	
10169		9934		20103	

ANNEXURE 30
[Chapter 9, Para 9.9]
Map of 60-Baghmara (ST) Assembly Constituency

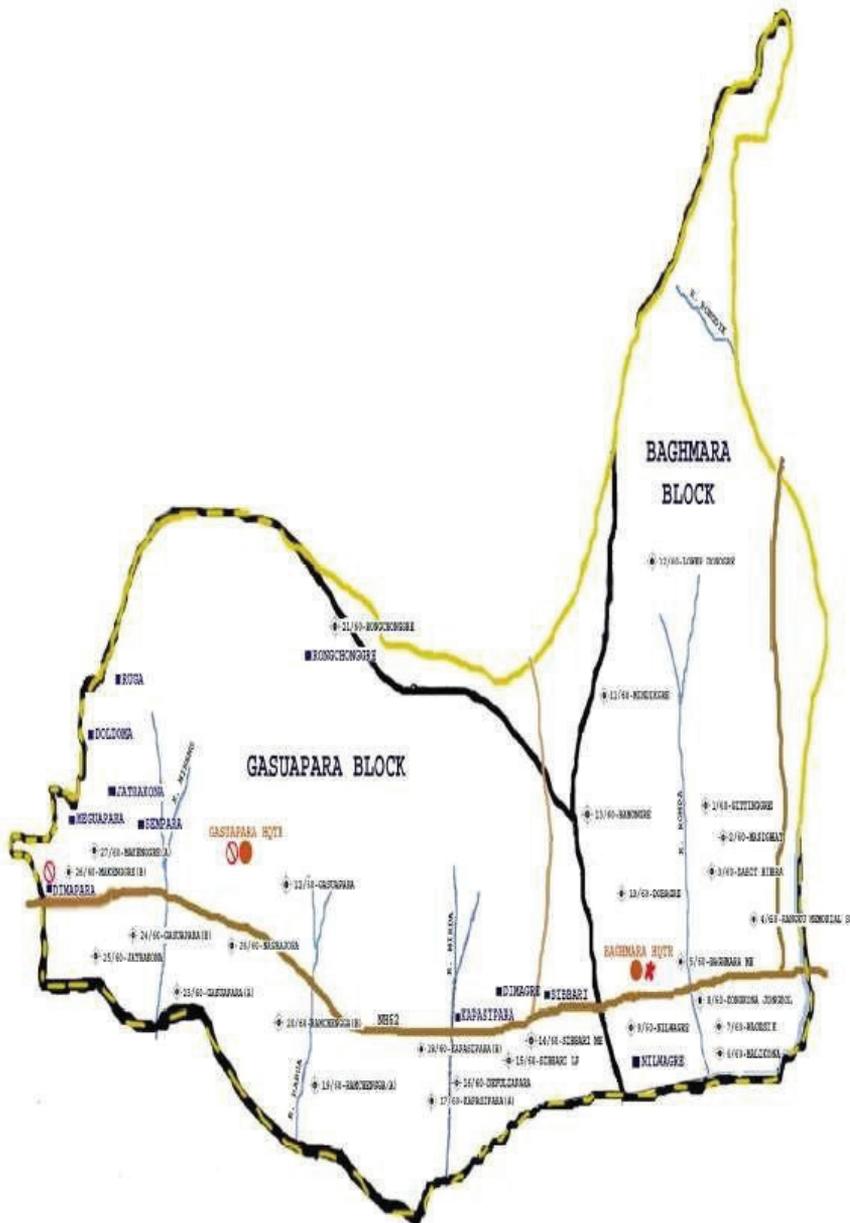


TABLE OF CONTENTS					
Electoral Roll Part No.	Details of Sections covered by the Part	No. of Auxiliary polling stations, if any.	Net Number of Electors		
			Male	Female	Total
(1)	(2)	(3)	(4)	(5)	(6)
1	Dosikgittim, Gittinggre Songmoug, Dumre Ading, Chibrenggre, Gitting Bibra, Asokgre, So mangittim	0	363	338	701
2	Imkagre, Lomagar, Agimpal Nokma Colouy, Masighat, Masighat Pig Farm, Dabigre, Blue Hills	0	265	248	513
3	Bolongading, Mandaukap, Gongga Nagar, Dabit Naisagittim, Dabit Songittal, Dabitgre	0	373	342	715
4	Bolsal Ading, Rangdokram, Bolsalgre, Dopagraang	0	455	485	940
5	Balsrigitim, Hospital Campus, Veterinary Campus, Dilsa Jarek, Block Campus, Govt.H.E.S.Compound, Konagittim	0	362	364	726
6	Malikhona, R.C.Mission Campus, Police Campus, Bazar Area	0	492	442	934
7	Wagesik, Balsri Ading, Makbilkol	0	265	265	530
8	Debram, Kongkhona Jongkol, Arapara	0	438	448	886
9	Nilwagre, Rongdotchigre, Rasnagre, Adinggre, Dasanggre Rongchikgre, Bedolbol, Lower Netrikona	0	450	412	862
10	Jaksongram, Dubagre, Eringgre, Jenggittim	0	235	227	462
11	Agronggre, Namisikgre, Gara Samka, Wamisenggre, Gara Songittal, Dangsu Colouy, Rongbatgittim, Rurahgre, Chrangre, Rompa Asim, Balkal Asim, Mindikgre, Baladinggre	0	507	436	943
12	Upper Dosogre, Lower Dosogre, Dokgre, Upper Darit Asim, Lower Darit Asim, Bagangre	0	207	190	397
13	Aritakgre, Dorakgre, Jadogre, Bamongre, Wakcholgre, Somegre, Deggagre, Batrage	0	270	283	553
14	Adapgre, Sibbari, Baniagre, Chambil Badimagre, Chambil Tolesang, Chengbagre, Dipogre	0	522	526	1048
15	Sibbari Gosegaon, Baigonkoma, Kongkoma, Dondomagre, Bauajuri	0	465	461	926
16	Mandanggre, Dimagre, Defuliapara, Onajora	0	235	261	496
17	Kapasipara	0	276	261	537
18	Batabari, Chengkali, Jadugre	0	242	256	498
19	Ramchengga, Jatapara, Kolapara, Dumnikura, Bilkona, Namchapara	0	709	0	709
20	Ramchengga, Jatapara, Kolapara, Dumnikura, Bilkona, Namchapara	0	0	745	745
21	Chawekchi Bandagre, Rongdigre, Geupara, Balmoragre, Daritgre, Sawekolgre, Wagebokgre, Rongchonggre, Darit Wachal Chiring, Darit Ware Songittal, Darit Nilwasa, Ampangdamgre, Darit Betegre, Kujolgre, Daidamgre, Darit Dolonggre, Gungre	0	491	465	956
22	Rongsepgre, Doragre, Kondok, Rongsanggre, Dindinegre, Rongronggre, Dakolgre, Rongbokgre, Mimenggre, Rongsigre, Meks Adugre, Molmegre, Dagandagre, Damal Nokatgre, Pinegre, Damalgre, Narangkolgre, Telekali	0	542	496	1038
23	Gasuapara, Rangajora	0	377	391	768
24	Pokirkona, Angranuli, Gobraakoma, Karonggittim, Gaudibol, Rakipara	0	360	343	703
25	Jatrakona, New Jatrakona, Silbaripara, Makburipara, Kadimboka	0	265	266	531
26	Nagrajora, Minenggre, Charipara, Sewal Kosegre, Rongsugre, Gajanggre, Sempara, Chirengkonagittim	0	414	384	798
27	Dangsubil, Dimapara, Chitompagre, Megua Songgital, Atisia Songmoug, Atisia Nokat	0	281	314	595

TABLE OF CONTENTS					
Electoral Roll Part No.	Details of Sections covered by the Part	No. of Auxiliary polling stations, if any.	Net Number of Electors		
			Male	Female	Total
(1)	(2)	(3)	(4)	(5)	(6)
28	Cherengpara, Mangkeng Nokat, Mangkeng Songmoug, Gaudugre, Bandapara	0	308	285	593

ANNEXURE 31
[Chapter 9, Para 9.9]

Electoral Roll – 2009, Assembly Constituency 60 – Baghmara (ST) - Meghalaya

SUMMARY OF ELECTORS						
No., Name and Reservation Status Of Assembly Constituency			60 Baghmara (ST)			
A) NUMBER OF ELECTORS						
		Roll Type	Roll Identification	No. of electors		
				Men	Women	Total
I	Original	Mother Roll	Basic roll of revision(year) integrated with all supplements prepared in accordance with the extent of the newly delimited constituency.	10169	9934	20103
II	Additions List	Supplement 1	Special summary revision(year)			
		Supplement 2	Continuous Updating, (year)			
III	Deletions List	Supplement 1	Special summary revision (year)			
		Supplement 2	Continuous Updating, (year)			
Net Electors in the Roll after Summary Revision 2006 (I+II-III)				10169	9934	20103

Meghalaya

Place : Baghmara

Shri D. D. Sangma , MCS

Date : 09.11.2008

Electoral Registration Officer, 60-Baghmara (ST)

ANNEXURE 32
[Chapter 9, Para 9.9]

ELECTORAL ROLL, 2009
STATE - MEGHALAYA

No. , Name and Reservation Status of Assembly Constituency :		60 - BAGHMARA(ST)	Part No. 1	
No. , Name and Reservation Status of Parliamentary Constituency(ies) in which the Assembly Constituency is located :		2 - TURA(GEN)		
1. DETAILS OF REVISION				
Year of Revision : 2009	Qualifying Date : 01.01.2009	Type of Revision : Draft Integrated Mother Roll 2009	Roll Identification : Basic roll of Revision, 2008 integrated with all supplements prepared in accordance with the extent of the newly Delimited Constituency.	
Date of Publication : 10.11.2008				
2. DETAILS OF PART & POLLING AREA				
No. and Name of sections in the part :				
1 - Dosik Gittim, 2 - Gittinggre Songmong, 3 - Dimre Ading, 4 - Chibrengre, 5 - Giting Bibra, 6 - Asokgre, 7 - So.Man Gittim				
		Main Village : SOMAN GITTIM		
		District : SOUTH GARO HILLS		
		Sub Division :		
		Block :		
		Municipality :		
		Ward No. :		
		Police Station :		
		Pin Code : 794102		
		Post Office :		
3. POLLING STATION DETAILS				
No. and Name of Polling Station :	1 - GITTINGGRE	Type of Polling Station (Male/Female/General)	GENERAL	
Address of Polling Station :	GITTINGGRE L P SCHOOL, GITTINGGRE	Number of Auxiliary Polling Stations in this Part :	0	
4. NUMBER OF ELECTORS				
Starting Sl. No.	Ending Sl. No.	Net Electors		
		Male	Female	Total
1	701	363	338	701

ANNEXURE 33
[Chapter 9, Para 9.9]

Electoral Roll 2006 of Assembly Constituency 25 - LOKICHERRA(ST) , Mizoram

Part No 1

Section No & Name: 1 KANHMUN, Sub-Division: KAWRTHAH, District: MAMIT, Pin: 796471

1	EPIC No : HJC0023143 Name : RAMZAUVA Father's Name : NEIHALHA (L) House No : 1 Age : 52 Sex : Male	2	EPIC No : HJC0022582 Name : L,RINMAWII Huband's Name : RAMZAUVA House No : 1 Age : 49 Sex : Female	3	EPIC No : HJC0001305 Name : REBEKI Father's Name : RAMZAUVA House No : 1 Age : 25 Sex : Female
4	EPIC No : HJC0003145 Name : LALSANGZUALI Father's Name : RAMZAUVA House No : 1 Age : 23 Sex : Female	5	EPIC No : HJC0003210 Name : VANLALFAKA Father's Name : RAMZAUVA House No : 1 Age : 20 Sex : Male	6	EPIC No : HJC0001743 Name : LALTHANNGURI Huband's Name : LALAWTA(L) House No : 2 Age : 69 Sex : Female
7	EPIC No : HJC0023226 Name : LALCHHINGPUII Father's Name : LALAWTA(L) House No : 2 Age : 49 Sex : Female	8	EPIC No : HJC0002998 Name : HMINGCHUNGUNGA Father's Name : LALLAWTA (L) House No : 2 Age : 43 Sex : Male	9	EPIC No : HJC0023234 Name : Darthanmawii Father's Name : Lallawta (L) House No : 2 Age : 39 Sex : Female
10	EPIC No : HJC0023671 Name : Lalrotlinga Father's Name : Lalrotlinga House No : 2 Age : 24 Sex : Male	11	EPIC No : Name : Lalawithanga Mother's Name : Velchhingji House No : 2 Age : 29 Sex : Male	12	EPIC No : HJC0019422 Name : Thangluri Huband's Name : Zosanglura (L) House No : 3 Age : 46 Sex : Female
13	EPIC No : Name : Zonunkimi Chhange Father's Name : Zosanglura (L) House No : 3 Age : 19 Sex : Female	14	EPIC No : HJC0001727 Name : Banthanga Father's Name : Chawla (L) House No : 4 Age : 66 Sex : Male	15	EPIC No : HJC0001735 Name : Lalzami Huband's Name : Banthanga House No : 4 Age : 76 Sex : Female
16	EPIC No : HJC0001933 Name : Lalduhawma Father's Name : Banthanga House No : 4 Age : 45 Sex : Male	17	EPIC No : HJC0023564 Name : Daniaia Father's Name : Banthanga House No : 4 Age : 30 Sex : Male	18	EPIC No : HJC0022673 Name : Lainunmawia Father's Name : Huama House No : 5 Age : 39 Sex : Male
19	EPIC No : HJC0022574 Name : Hmangaihpari Huband's Name : Lainunmawia House No : 5 Age : 35 Sex : Female	# 20	EPIC No : HJC0003228 Name : Ramzauva Father's Name : Banthanga House No : 6 Age : 39 Sex : Male	# 21	EPIC No : HJC0003129 Name : Fakzuali Huband's Name : Ramzauva House No : 6 Age : 37 Sex : Female
22	EPIC No : HJC0019471 Name : Lalsangluaia Father's Name : Khonngah (L) House No : 7 Age : 86 Sex : Male	23	EPIC No : HJC0022632 Name : Sapmawia Father's Name : Lalrotlinga House No : 7 Age : 46 Sex : Male	24	EPIC No : HJC0024042 Name : Ramhmingthangi Huband's Name : Sapmawia House No : 7 Age : 41 Sex : Female
25	EPIC No : HJC0004119 Name : Chuawthanpari Huband's Name : Laltanpuia Ralte House No : 7 Age : 23 Sex : Female	26	EPIC No : Name : Lalbiakdiki Father's Name : Sapmawia House No : 7 Age : 19 Sex : Female	27	EPIC No : Name : Laltanpuia Ralte Father's Name : Lallianthanga House No : 7 Age : 31 Sex : Male
28	EPIC No : HJC0000182 Name : Panawra Father's Name : Thata (L) House No : 8 Age : 74 Sex : Male	# 29	EPIC No : HJC0003657 Name : Zothanpuii Huband's Name : L,Rama House No : 8 Age : 31 Sex : Female	30	EPIC No : HJC0019364 Name : Lainuna Pachuau Father's Name : L Sangluaia House No : 9 Age : 44 Sex : Male

N.B. :- Age as on 01.01.2006

- Corrected as per Supplement

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Issued by the Electoral Registration Officer, 25 - LOKICHERRA(ST) AC

**ANNEXURE 34
[Chapter 9, Para 9.9]**

Electoral Roll – 2009, Assembly Constituency 60 - Baghmara (ST) – Meghalaya

SUMMARY OF ELECTORS						
No., Name and Reservation Status Of Assembly Constituency				60 Baghmara (ST)		Part No. 1
B) NUMBER OF ELECTORS						
	Roll Type	Roll Identification	No. of electors			
			Men	Women	Total	
I	Original	Mother Roll	Basic roll of revision(year) integrated with all supplements prepared in accordance with the extent of the newly delimited constituency.			
II	Additions List	Supplement 1	Special summary revision			
		Supplement 2	Continuous Updating,			
		Sub-Total				
III	Deletions List	Supplement 1	Special summary revision			
		Supplement 2	Continuous Updating,			
		Sub-Total				
Net Electors in the Roll after Summary Revision 2008 (I+II-III)			363	338	701	
B) NUMBER OF MODIFICATIONS						
Roll Type		Roll Identification	No. of modifications			
Supplement 1		Special summary revision				
Supplement 2		Continuous Updating,				
Sub-Total						

Place : Baghmara

Shri D. D. Sangma , MCS

Date : 09.11.2008

Electoral Registration Officer, 60-Baghmara (ST)

ANNEXURE 35
[Chapter 9, Para 9.9]

Electoral Roll - 2009, Assembly Constituency 60 - Baghmara(ST) - Meghalaya

Part No : 1

Sl. No.	House No.	Name of Elector	Relation ship	Name of Relation	Sex	Age	EPIC No.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Section : 2 - Gittinggre Songmong , District - South Garo Hills , Pin - 794102							
242	63	Withila Sangma	O	Karchon Sangma	F	31	BSN0525238
243	63	Lapinna M. Sangma	F	Kachon N. Sangma	F	24	BSN0525287
244	63	Dith Marak	F	Sengman Sangma	M	22	BSN0526822
245	63	Tezin Sangma	H	Dith Marak	F	21	BSN0526830
246	64	Paul Sangma	F	Jackson Marak	M	34	BSN0527143
247	64	Lebitha R. Marak	F	Marush N. Sangma	F	23	BSN0526889
248	65	Rosilla Marak	O	Chibin Sangma	F	51	BSN0528356
249	66	Prearin Sangma	O	Oldon Marak	F	55	BSN0527440
250	66	Sebeni Sangma	O	Oldon Marak	F	38	BSN0527408
251	66	Wilseng M. Sangma	F	Oldon S. Marak	M	24	BSN0528000
252	66	Naiadin Sangma	O	Hiltar Sangma	M	22	BSN0528018
253	66	Lenitha M Sangma	M	Lenbini M. Sangma	F	19	BSN0666313
254	66	Brithing M. Sangma	M	Lebini M. Sangma	M	19	BSN0666321
255	66	Emparina M. Sangma	F	Lebine M. Sangma	F	19	TYN0001594
256	67	Tilno Asngma	H	Chaseng Marak	F	43	BSN0525907
257	67	Suja Sangma	F	Aida Sangma	M	22	BSN0528604
258	68	Phijo Sangma	O	Ebison Sangma	M	38	BSN0524611
259	68	Komuria Sangma	O	Phijo Sangma	F	36	BSN0524629
260	68	Tillinson M. Sangma	F	Phijo M. Sangma	M	22	BSN0525386
261	69	Joshmoni Sangma	O	Ramon Sangma	F	44	BSN0524942
262	70	Grebalsn Shira	O	Mondi Sangma	M	39	BSN0528679
263	70	Boknaging Sangma	O	Grebalsn Shira	F	30	BSN0527986
264	71	Pethison Marak	O	Polbat Sangma	M	44	BSN0660530
265	71	Sumilla Sangma	O	Potolson Marak	F	39	BSN0660548
266	72	Protest Sangma	F	Sasindra Marak	M	66	BSN0526137
267	72	Tanggil Marak	O	Nagan Ch. Marak	M	28	TYN0001602
268	72	Joshna S. Marak	F	Protesh Sangma	F	24	TYN0001610
269	72	Tengsrang Marak	F	Protest Sangma	M	19	BSN0666347
270	72	Salganchi Marak	F	Protest Sangma	F	18	BSN0666339
271	75	Kemon Sangma	F	Chedang Sg	M	39	BSN0527705
272	76	Chetrok Sangma	F	Lt. Ebansing Sangma	M	61	BSN0671461
273	76	Nangchan Marak	O	Lt. Romot Sangma	M	52	BSN0671529
274	76	Nith Sangma	O	Nangchan Marak	F	42	BSN0671537
275	77	Satchira S. Marak	O	Harmish Marak	F	18	BSN0675041
276	78	Suban S. Marak	O	Lading Sangma	M	18	BSN0675068
277	79	Jolush R. Marak	O	Morash Sangma	M	18	BSN0675066
278	80	Marcy R. Marak	F	Marben B. Marak	F	21	TYN0001347
279	81	Mathew B. Marak	F	Nickolas D. Sangma	M	23	TYN0001354
280	82	Rupalli M. Sangma	H	Chinal S. Marak	F	25	TYN0001362
281	83	Dine S. Marak	F	Ramput N. Sangma	M	19	TYN0001370
282	84	Masina M. Sangma	F	Lt. Jendalson Marak	F	25	TYN0001412
283	85	Silben S. Marak	F	Jogen M. Sangma	M	28	TYN0001438
284	86	Binelston D. Shira	F	Nogen Marak	M	25	TYN0001461
285	87	Ringasing Sangma	F	Hether Sangma	M	50	TYN0001479
286	88	Malben B. Marak	F	Radha T. Sangma	M	35	TYN0001487

Col 4: Relationship Code: F-Father, M-Mother, H-Husband, O-Other; Col 6: Sex M-Male, F-Female;
Col 7: Age as on : 01.01.2009; Col 8: Electors Photo Identity Card Number
- Corrected as per Supplement

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ANNEXURE 36
[Chapter 9, Para9.9]

ELECTORAL ROLL - 2008
State - (S05) GOA

No., Name and Reservation Status of Assembly Constituency : 25-Vasco-Da-Gama (General)	LastPart : 31
No., Name and Reservation Status of Parliamentary Constituency in which the Assembly Constituency is located : 2-South Goa (General)	Service Electors

1. DETAILS OF REVISION								
Year Of Revision : 2008		Type Of Revision : Special Revision on account of Delimitation						
Qualifying Date : 01/01/2008		Date Of Final Publication : 30/09/2008						
2. SUMMARY OF SERVICE ELECTORS								
A) NUMBER OF ELECTORS :								
1. Classified By Type Of Service								
Name Of Service		Number Of Electors						
		Members	Wives	Total				
A)	Defence Services	225	138	363				
B)	Armed Police Force	0	0	0				
C)	Foreign Services	0	0	0				
Total in part (A+B+C)		225	138	363				
2. Classified By Type Of Roll								
	Roll Type	Roll Identification			Number Of Electors			
		Members	Wives	Total				
I	Original	Mother Roll	Basic Roll of Revision, 2008 Integrated with all Supplements prepared in accordance with the extact of newly delimited constituency.			225	138	363
II	Additions List	Supplement 1	Special Revision on account of Delimitation			0	0	0
			Sub Total :			0	0	0
III	Deletions List	Supplement 1	Special Revision on account of Delimitation			0	0	0
			Sub Total:			0	0	0
Net Electors in the Roll after (I+II-III)					225	138	363	
B) NUMBER OF CORRECTIONS								
Roll Type		Roll Identification			No. Of Electors			
Supplement 1		Special Revision on account of Delimitation			0			
			Total:			0		

Electoral Roll, 2008 of Assembly Constituency 25-Vasco-Da-Gama (General), (S05) GOA

A. DEFENCE SERVICES

Sl. No.	Name Of Elector	Electo Type	Rank	Husband's Sl. No.	Regimental Address for despatch of Ballot paper	House Address
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Yadav Ramsingh Rajmurti	M	Rect		Serv. No. 2613595L, The Asst., Record Officer, Madras, Regiment	R/o Sasmolem Vasco Da Gama
2	Patil Bhingowda B	M	CISF		Asst. Commandant, CISF Unit., GSL, Goa.	H. No.20-48(I) Bhutebhat., Vasco Da Gama
3	Patil Shaila Bhimagowda	W			Asst. Commandant, CISF Unit., GSL Goa.	H. No.20-48(I) Bhutebhat., Vasco Da Gama
4	Brij Mohan Mohan	M	Mo(az)3		142432-k, Ins Hanca Dabolim	Varnapuri Mangur
5	Mrs. Rajani Mohan	W		11	142432-k Ins. Hanca Dabolim	Varnapuri Mangur
6	Swamy Govind	M	Ls(srz)		148742/a, Cannodore, Bureau of Sailore Ma	Vasco-da-gama
7	Desai Sanju Narshma	M	Lt		99 bm Commandant, 99 bm	Vasco
8	Patil Shirish Norsingh	M	(ins)tir		113155-y Bureau, Of Sailors	Mangor Hill
9	Walia Rajesh	M	Offr		21858 G Fit Lt Sts., Adjit Air Foroe Stat	B-6 Navelkar Flat
10	Walia Swati S.	W		16	21858 G Fit Lt Sts., Adjit Air Foroe Stat	B-5 Navelkar Flat
11	Solanki V.K.	M	Road(ad)		Indian Navy Commdore, Bureau Of Sailors	Mangor Hill, Vasco-da-gama
12	Benki Naresh Kumar	M			Ins Nirdeshak, C/o F.m.o.vzay11	Mhn 45/c
13	Varghese K.j.		14589510-m		E.m.e.Records	Vasco-da-gama
14	N.N.Ramesh	M	Stt		Asst Civilian Staff Officer Dte.,	Railway Qu.,Vasco
15	Ambersheth Sandeep S.	M	Lt		Asst.Civilian Staff Officer Dte., Persona New Delhi	Mangur Hill ,Vasco
16	Pawar Sanjiv Ganpati	M	Rect		Mz 2787794-h Maratha Light, Ailekh Karya Belgaum 50009	Mangur Hill, Head Land, Sada
17	Pawar Gangabai Ganpati	W			Mz 2787794-h Maratha Light, Ailekh Karya 500009	Mangur Hill Head Land, Sada
18	Ghosh S.r	M	Cha(sf)		201273-r, gabs C/o Civilian, Gazetted Bur	Mangurhill Vasco
19	Ghosh Smt.B.Ghosh	W		7	201273-r, gabs C/o Civilian, Gazetted Bur	Mangurhill Vasco
20	Angotta Angotta Ram Sarup	M	Am		107648-f, ins Hanca, Dabolim	Mangur Hill
21	Angotta nSatya Devi	W		9	107648-f, ins Hanca, Dabolim	Mangur Hill
22	Rao K.n	M	Insca		Indian Navy A/Id Ins M., Hansa,Dabolim	H.no.70-g., Varnapuri, Mangor Hill,Vas
23	Israel Mohammad	M	Sla		Nsa N.s.a.Indian Navy Cabs, Bureau Of Sa	Varunapuri Mangor Hill, Vasco Da Gama
24	Israel N.n.Beguem	W		22	Nsa N.s.a.Indian Navy Cabs, Bureau Of Sa	Varunapuri Mangor Hill, Vasco Da Gama
25	Ram Chandra Ram Chandra	M	(gai)(bgi)		Indian Navy,Asst Civilian, Staff Omca,Bombay-88	Near Vasco Sports., Vasco
26	Israel Mrs.Loures	W		22	Nsa N.s.a.Indian Navy Cabs, Bureau Of Sa	Varunapuri Mangor Hill, Vasco Da Gama
27	Panigrahi Nityananad	M	Cheaa		Cabs Cita Camp Mankund, Bombay Service No	H.no.T-17d Varunapuri, Mangor Hill Vasco
28	Panigrahi Indira	W		26	Cabs Cita Camp Mankund, Bombay Service No	H.no.T-17d Varunapuri, Mangor Hill Vasco
29	Yadav Raj Kumar Singh	M	Mc Hech (a		Cabs Mankhurd Mumbai., Sr No.141348Y	H.no.T-13-e Varunapuri, Mangor,Vasco
30	Yadav Girija	W		26	Cabs Mankhurd Mumbai, Sr.No.141348Y	H.no.T-13-e Varunapuri, Mangor,Vasco.
31	Singh Pramod Kumar	M	Lema		Cabs Mankhurd Mumbai, Service No.171897.	H.no.T-39-j Varunapuri, Mangor
32	Singh Anita	W		30	Cabs Mankhurd,Mumbai, Service No.171897.	H.no.T-39-j Varunapuri, Mangor
33	Singh Jai	M	Lema		Cabs, Mankhurd Mumbai, Service No.168919	H.no.T-43-h, Varunapuri, Mangor Vasco Da
34	Singh Sushila	W		32	Cabs Mankhurd,Mumbai, Service No.168919	H.no.T-43-h, Varunapuri, Mangor Vasco Da
35	Kumar Ravinder Kumar	M	Mcam-ii		Cabs Mankhurd Mumbai	H.no.T-21e, Varunapuri, Mangor VascoDa
36	Tyagi Neelima Kumar	W		34	Cabs Mankhurd Mumbai	H.no.T-21e, Varunapuri, Mangor Vasco Da
37	Singh Baleshwar	M	Moa(wj)		Cabs Mumbai	H.no.T-77-c, Varunapuri, Mangor Vasco Da
38	Singh Pradeep Kumar	M	(son)		Cabs Mumbai	H.no.T-77-c, Varunapuri, Mangor Vasco

Note

Electo Type above will be M for an elector who is the member of Defence Services/ Armed Police Service/ Foreign Service, and it will be W for an elector who finds a place in this list by virtue of being the wife of a member of Defence Services/ Armed Police Service/ Foreign Service. If a wife herself belongs to Defence Services/ Armed Police Service/ Foreign Service, she would be categorised as member, and not as a wife.

Whenever an elector is categorised as a member, Rank/Buckle No. must be given in case of Defence Services/Armed Police Service.

Electoral Roll, 2008 of Assembly Constituency 25-Vasco-Da-Gama (General), (S05) GOA

A. DEFENCE SERVICES

Sl. No.	Name Of Elector	Elector Type	Rank	Husband's Sl. No.	Regimental Address for despatch of Bailot paper	House Address
(1)	(2)	(3)	(4)	(5)	(6)	(7)
39	Shekhawat Gokul Singh	M	Hon.sub-lt		Cabs Mumbai	H.no.T-78-h, Varunapuri, Mangor Vasco
40	Shekhawat Phoopa Kanwar	W		38	Cabs Mumbai	H.no.T-78-h, Varunapuri, Mangor Vasco
41	Vazhathethi Paulase Baby	M	Aa3		Cabs Mankhurd Bombay	H.no.T-78-h, Varunapuri, Mangor Hill Vasco
42	Beena Baby	W		40	Cabs Mankhurd Bombay	H.no.T-78-h, Varunapuri, Mangor Hill Vasco
43	Sahaj Vivek Sahaj	M	Lema		Nay Co.	Nay (g) Hansa, Dabolim Air Port
44	Sahaj Vibha Sahaj	W		42	Nay Co.	Nay (g) Hansa, Dabolim Air Port
45	Singh Ram Autar	M	Lema		Cabs Mankhurd Mumbai	H.no.89-g Varunapuri, Mangor Vasco
46	Singh Brj Rani	W		44	Cabs Mankhurd Mumbai.	H.no.89-g Varunapuri, Mangor Vasco
47	Negi Jagdish Singh	M	Peelu		May Gen	H.no.279-a Varunapuri, Mangor Vasco
48	Negi Sandhya	W		46	May Gen	H.no.279-a Varunapuri, Mangor Vasco
49	Kumar Praveen	M	Aa3		Cabs Mankhurd Mumbai	H.no.214.K Varunapuri, Mangor Vasco
50	Sharma Anuradha Kumar	W		50	Cabs Mankhurd Mumbai	H.no.214.K Varunapuri, Mangor Vasco
51	Adhikari Sukumar	M	Lema		Cabs Mankhurd Mumbai	H.no.244.New Vadem, Vasco Da Gama
52	Adhikari Rithika	W		52	Cabs Mankhurd Mumbai	H.no.244.New Vadem, Vasco Da Gama
53	Singh Urmila	W		64	Cabs Mankhurd Mumbai	H.no.8-c Varunapuri Mangor, Hill Vasco
54	Dhara Chand	M	Laom		Commandore Bureau Of Sailors, Mumbai	H.no.41-b Varunapuri Mangor, Vasco
55	Pramila Devi	W		66	Commandore Bureau Of Sailors, Mumbai	H.no.41-b Varunapuri Mangor, Vasco
56	Chander Krishna	M	Laom		Commandore Bureau Of Sailors, Mumbai	H.no.132-h Varunapuri Mangor, Vasco
57	Chander Kiran	W		68	Commandore Bureau Of Sailor, Mumbai	H.no.132-h Varunapuri Mangor, Vasco
58	Sharma Hari Om	M	Laom		Commandore Bureau Of Sailorc, Mumbai	H.no.132 H, Varunapuri Mangor, Vasco
59	Sharma Sharma	W		70	Commandore Bureau Of Sailorc, Mumbai	H.no.132 H, Varunapuri Mangor, Vasco
60	Sutum Dtna Kalyana Raman	M			Cabs Mumbai	Varnapuri Mangor Vasco
61	Audha	W		72	Cabs Mumbai	Varnapuri Mangor Vasco
62	Chittilapillay Lona Babu	M	Baar 3		Cabs Mumbai	H.no.10-d Varunapuri Mangor, Vasco Da Gama
63	Mini Babu	W		74	Cabs Mumbai	H.no.10-d Varunapuri Mangor, Vasco Da Gama
64	Ali Taufique	M	Cheaar		Cabs Mumbai	H.no.79- Varunapuri Mangor, Vasco
65	Zaribi	M			Cabs Mumbai	H.no.79 Varunapuri Mangor, Vasco
66	Singhadon Ram	M	Ac Heer		Cabs Mumbai	H.no.75-g Varunapuri Mangor, Vasco
67	Tadev Urmila	W		78	Cabs Mumbai	H.no.75-g Varunapuri Mangor, Vasco
68	Nirmela Unajay Appasaheb	M	Aceaarii		Cabs Mumbai	H.no.10-d Varunapuri Mangor, Vasco
69	Nirmela Sanggeta Sanjay	W		80	Cabs Mumbai	H.no.10-d Varunapuri Mangor, Vasco
70	Om Dutt Rakesh	M	Eaar2		Cabs Mumbai	H.no.165 Mangor Vasco
71	Anju Rakesh	W		82	Cabs Mumbai	H.no.165 Mangor Vasco
72	Singh Naveen Kumar	M	Cheaar		Cabs Mumbai	H.no.79-e Varunapuri Mangor, Vasco
73	Singh Nikita	W		84	Cabs Mumbai	H.no.79-e Varunapuri Mangor, Vasco
74	Ram Karan	M	Ceaarii		Cabs Mumbai	H.no.10-d Varunapuri Mangor, Vasco

Note

Elector Type above will be M for an elector who is the member of Defence Services/ Armed Police Service/ Foreign Service, and it will be W for an elector who finds a place in this list by virtue of being the wife of a member of Defence Services/ Armed Police Service/ Foreign Service. If a wife herself belongs to Defence Services/ Armed Police Service/ Foreign Service, she would be categorised as member, and not as a wife.

Whenever an elector is categorised as a member, Rank/Buckle No. must be given in case of Defence Services/Armed Police Service.

Electoral Roll, 2008 of Assembly Constituency 25-Vasco-Da-Gama (General), (S05) GOA

A. DEFENCE SERVICES

Sl. No.	Name Of Elector	Elector Type	Rank	Husband's Sl. No.	Regimental Address for despatch of Ballot paper	House Address
(1)	(2)	(3)	(4)	(5)	(6)	(7)
75	Singh Sanggeta	W		86	Cabs Mumbai	H.no.10-d Varunapuri Mangor, Vasco
76	Bhan Suraj	M	Lema		Cabs Mumbai	H.no.131 H.Mangor Hill, Varunapuri
77	Bhan Saroj Devi	W		88	Cabs Mumbai	H.no.131 H.Mangor Hill, Varunapuri
78	Awasthi Sanjeev	M	Eaa-2		Cabs Mumbai	H.no.79-g Varunapuri Vasco
79	Awasthi Anju	W		90	Cabs Mumbai	H.no.79-g Varunapuri Vasco
80	Singh Bhagirath	M	Lema		Cabs Mumbai	H.no.74-g Varunapuri Vasco
81	Singh Madhu Nagar	W		92	Cabs Mumbai	H.no.74-g Varunapuri Vasco
82	Singh Pratap	M	Lema		Cabs Mumbai	H.no.74-g Varunapuri Vasco
83	Yadav Sunita Singh	W		94	Cabs Mumbai	H.no.471-e Varunapuri Vasco
84	Mahanty Manamohan	M	Lema		Cabs Mumbai	H.no.148/e Varunapuri Vasco
85	Bahadur Amarendra	M	Lam		Cabs Mumbai	H.no.88-b Varunapuri Vasco
86	Bahadur Renu Singh	W		97	Cabs Mumbai	H.no.88-b Varunapuri Vasco
87	Kumar Ravindra	M	Mcam-ii		Cabs Mumbai	H.no.327 E Varunapuri Vasco
88	Kumar Nelima Tyagi	W		99	Cabs Mumbai	H.no.327 E Varunapuri Vasco
89	Jaibir Singh Siwach	M	Eaa-3		Cabs Mumbai	H.no.84-a Varunapuri Vasco
90	Kiran Swiach	W		101	Cabs Mumbai	H.no.84-a Varunapuri Vasco
91	Padhi Prasant Kumar	M	Lam		Cabs Mumbai	H.no.27-e Varunapuri Vasco
92	Padhi Anjali Kumari	W		103	Cabs Mumbai	H.no.27-e Varunapuri Vasco
93	Khanka Ganesh Singh	M	Poelar		Cabs Mumbai	H.no.83-k Varunapuri Mangor, Vasco
94	Khanka Parvati	W		105	Cabs Mumbai	H.no.83-k Varunapuri Mangor
95	Ashok Kumar	M	Poela		Cabs Mumbai	H.no.148-b Varunapuri Vasco
96	Usha Kumari	W		107	Cabs Mumbai	H.no.148-b Varunapuri Vasco
97	A.Deenadayalan	M	Lenar		Cabs Mumbai	H.no.471, Shantinagar Vasco
98	D.Maheshwari	W		109	Cabs Mumbai	H.no.471 Shantinagar Vasco
99	Sharma Dinesh G.	M	Chaaw		Cabs Mumbai	House Of Mario Rodrigues, Mangor Vasco Da
100	Sharma Saria	W		111	Cabs Mumbai	House Of Mario Rodrigues, Mangor Vasco Da
101	Pathak Shree Bhagawan	M	Aa-3		Cabs Mumbai	H.no.80-b, Varunapuri Vasco, Da Gama
102	Pathak Gauri	W		113	Cabs Mumbai	H.no.80-b, Varunapuri Vasco, Da Gama
103	Singh Baleshwar	M	Mcaa(wji)		Cabs Mumbai	H.no.72-g Varunapuri Vasco
104	Singh Meera Devi	W		115	Cabs Mumbai	H.no.72-g Varunapuri Vasco
105	Singh Sandeep Kumar	M		115	Cabs Mumbai	H.no.72-g Varunapuri Vasco
106	Singh Pradeep Kumar	M		115	Cabs Mumbai	H.no.72-g Varunapuri Vasco
107	G.Pratheep		Am(w)2		Cabs Mumbai	H.no.78-i Varunapuri Mangor, Vasco
108	Preethi	W		119	Cabs Mumbai	H.no.78-i Varunapuri Mangor
109	Sharma Kapoor Chand	M	Lsa		Cabs Mumbai	H.no.260-c Varunapuri Vasco
110	Sharma Pushpa	W		121	Cabs Mumbai	H.no.260-c Varunapuri Vasco
111	Singh Rajkumar	M	Mscpo li		Cabs Mumbai	H.no.215,l, Varunapuri Vasco
112	Singh Shanti Devi	W		123	Cabs Mumbai	H.no.215,l, Varunapuri Vasco
113	Mahte Bhagirath	M	Aa(w)2		Cabs Mumbai	H.no.77-b Varunapuri Vasco
114	Mahte Shaibya	W		125	Cabs Mumbai	H.no.77-b Varunapuri Vasco
115	Vinay Kumar	M	Lam		Cabs Mumbai	H.no.39-k Varunapuri Mangor, Vasco
116	Beena Devi	W		127	Cabs Mumbai	H.no.39-k Varunapuri Mangor

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Electoral Roll, 2008 of Assembly Constituency 25-Vasco-Da-Gama (General), (S05) GOA

A. DEFENCE SERVICES

Sl. No.	Name Of Elector	Elector Type	Rank	Husband's Sl. No.	Regimental Address for despatch of Ballot paper	House Address
(1)	(2)	(3)	(4)	(5)	(6)	(7)
117	Surendra Prasad	M	Mceaar		Cabs Mumbai	H.no.81-j Varunapuri Vasco
118	Anita Kumari	W		129	Cabs Mumbai	H.no.81-j Varunapuri Vasco
119	Thakur Surendra Prasad	M	Mceaar		Cabs Mumbai	H.no.81-j Varunapuri Vasco
120	Thakur Narad	W		131	Cabs Mumbai	H.no.315f, Varunapuri Vasco
121	Thakur Ruohi	W		131	Cabs Mumbai	H.no.315f, Varunapuri Vasco
122	Thakur Sanjay Kumar	M		131	Cabs Mumbai	H.no.315f Varunapuri Vasco
123	P.t.Suresh	M	Lema		Cabs Mumbai	H.no.118 Mangor Vasco, Da Gama
124	D.Snoglathika	W		135	Cabs Mumbai	H.no.118 Mangor Vasco
125	Singh Avtar	M	Lema		Cabs Mumbai	H.no.278-j Varunapuri Vasco
126	Singh Kiran Devi	W		137	Cabs Mumbai	H.no.278-j Varunapuri Vasco
127	Dhurendra Manjhi	M	Lema		Cabs Mumbai	H.no.26-f-Varunapuri Vasco
128	Vidya Wati	W		139	Cabs Mumbai	H.no.26-f-Varunapuri Vasco
129	Ansari Mohammad Mubarak	M	Lema		Cabs Mumbai	H.no.26-f-Varunapuri Vasco
130	Ansari Nazarun Khateen	W		141	Cabs Mumbai	H.no.26-f-Varunapuri Vasco
131	Kalarikandy Sathish	M	Eaa		Cabs Mumbai	H.no.74-f-Varunapuri Vasco
132	Kalarikandy Nisha Sathish	W		143	Cabs Mumbai	H.no.74-f-Varunapuri Vasco
133	Jagdish	M	Eaa		Cabs Mumbai	H.no.324-g Varunapuri Vasco
134	Maya Kaur	W		145	Cabs Mumbai	H.no.324-g Varunapuri Vasco
135	Kakade Pradeep Gulab	M	Aa(w)3		Cabs Mumbai	H.no.12-c Varunapuri Vasco
136	Kakade Varsha Pradeep	W		147	Cabs Mumbai	H.no.12-c Varunapuri Vasco
137	Islampur Anil	M	Poaf		Cabs Mumbai	H.no.439, Shantinagar Vasco
138	Islampur Anamika A.	W		149	Cabs Mumbai	H.no.439, Shantinagar Vasco
139	Om Dutt Rakesh	M	Cheaar		Cabs Mumbai	H.no.308 B Varunapuri Mangor, Hill Vasco
140	Anju Rakesh	W		82	Cabs Mumbai	H.no.308 B Varunapuri Mangor, Hill Vasco
141	Sonraj	M	Lemar		Cabs Mumbai	H.no.227h Varunapuri Vasco
142	Verma Sudha	W		153	Cabs Mumbai	H.no.227h Varunapuri Vasco
143	Pandey Dharmendra Kumar	M	Lema		Cabs Mumbai	H.no.46-l Varunapuri Mangor, Hill Vasco
144	Pandey Sushma	W		155	Cabs Mumbai	H.no.46-l Varunapuri Mangor
145	Nannapu Raju Ravikant Raju	M	Laom		Cabs Mumbai	H.no.438,New Vadem Vasco
146	Sreelatha	W		157	Cabs Mumbai	H.no.438,New Vadem Vasco
147	Nayak Pravakat	M	Poaf		Cabs Mumbai	H.no.279-n Varunapuri Vasco
148	Lilabti	M			Cabs Mumbai	H.no.279-n Varunapuri Vasco
149	Yadav Lal Babu	M	Poa		Cabs Mumbai	H.no.278-j Naval Base Mangor, Hill Vasco
150	Yadav Chandrakala	W		161	Cabs Mumbai	H.no.278-j Naval Base Mangor
151	Totdar Bijendra Singh	M	Mcaa li		Cabs Mumbai	H.no.218-o Varunapuri Vasco
152	Totdar Saroj	W	163		Cabs Mumbai	H.no.218-o Varunapuri Vasco
153	U.Somasundaran	M	Cpoaof		Cabs Mumbai	H.no.199-c Varunapuri Mangor, Vasco
154	P.Babu Gireesh	M	Eaa3		Cabs Mumbai	H.no.312 C Varunapuri Mangor, Hill Vasco
155	Subitha Gireesh	W		166	Cabs Mumbai	H.no.312 C Varunapuri Mangor, Hill Vasco
156	Hazra Tarunkumar	M	Lam		Cabs Mumbai	H.no.288a Varunapuri Mangor, Vasco
157	Hazra Piyali	W		168	Cabs Mumbai	H.no.288a Varunapuri Mangor
158	Bal Kishan	M	Loam		Cabs Mumbai	H.no.22'e' Varunapuri Mangor, Hill Vasco
159	Kavita	W		170	Cabs Mumbai	H.no.22'e' Varunapuri Mangor, Hill Vasco
160	Gusain Birender Singh	M	Poaf		Cabs Mumbai	H.no.286-f Varunapuri Mangor, Hill Vasco

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Electoral Roll, 2008 of Assembly Constituency 25-Vasco-Da-Gama (General), (S05) GOA

A. DEFENCE SERVICES

Sl. No.	Name Of Elector	Elector Type	Rank	Husband's Sl. No.	Regimental Address for despatch of Ballot paper	House Address
(1)	(2)	(3)	(4)	(5)	(6)	(7)
161	Gusain Sarita	W		172	Cabs Mumbai	H.no.286-f Varunapuri Mangor, Hill Vasco
162	Singh Abhiram Prasad	M	Mapoaci		Commdore Bureau Of Sailors	Qtr.No.A1 Varunapuri Mangor, Vasco
163	Singh Suryamani Devi	W		174	Commdore Bureau Of Sailors	Qtr.No.A1 Varunapuri Mangor, Vasco
164	Rajesh Kumar	M	Laom		Cabs Mumbai	H.no.211-n Mes.Colony, Mangor Hill Vasco
165	Veena	W		176	Cabs Mumbai	H.no.211-n Mes, Colony Mangor, Hill Vasco
166	Singh Jai Singh	M	Lema		Lema	H.no.46-c Varunapuri Mangor, Hill Vasco
167	Singh Sushila	W		178	Cabs Mumbai	H.no.46-c Varunapuri Mangor, Hill Vasco
168	Singh Sandeep Kumar	M			Cabs Mankhurd Mumbai	H.no.77-c Varunapuri Mangor, Vasco Da
169	Singh Meera Devi	W		36	Cabs Mumbai	H.no.77-c Varunapuri Mangor, Vasco Da
170	S.Vinod Kumar	M	Mech(ar)		Cabs Mankhurd Mumbai	H.no.215-h Varunapuri Mangor, Vasco
171	Kumar Sindhu Vinod	W		56	Cabs Mankhurd Mumbai	H.no.215-h Varunapuri Mangor, Vasco
172	Kumar Subhod	M	Mcarn-ii		Cabs Mankhurd Mumbai	H.no.t-19-c Varunapuri Mangor, Vasco
173	Kumar Kusum	W		58	Cabs Mankhurd Mumbai	H.no.t-19-c Varunapuri Mangor, Vasco
174	Salaria Subhash Singh	M	Cpdaof		Cabs Mankhurd Mumbai	H.no.81-j Varunapuri Mangor, Hills Vasco
175	Salaria Tripta	W		60	Cabs Mankhurd Mumbai	H.no.81-j Varunapuri Mangor, Hills Vasco
176	Ram Niwas	M	Lpf		Cabs Mankhurd Mumbai	H.no.39-l Varunapuri Mangor, Hill Vasco
177	Babita Devi	W		62	Cabs Mankhurd Mumbai	H.no.39-lVarunapuri Mangor, Hill Vasco
178	Singh Tejpratap	M	Cpoaof		Cabs Mankhurd Mumbai	H.no.8-c Varunapuri Mangor, Hill Vasco
179	Jagdish Chand Rana	M	Moelarii		Indian Navy Rages.(goa), Ins-hansa Commad Cheeta, Camp Mankhurd Mumbai	Qtr.No.315 Varnapuri Mangor, Hill Vasco
180	Sarai Rana	W		182	Indian Navy Rages.(goa), Ins-hansa Commad Cheeta, Camp Mankhurd Mumbai	Qtr.No.315 Varnapuri Mangor, Hill Vasco
181	Dhiman Lokh Raj	M	Mcarn-ii		Indian Navy (aviation Teach), Commandore B Mankhurd, Mumbai 400088	H.no.10-c Varunapuri Vasco, Da Gama
182	Dhiman Kanta	W		184	Indian Navy (aviation Teach), Commandore B Mankhurd, Mumbai 400088	H.no.10-c Varunapuri Vasco, Da Gama
183	Swamy P.Duraj	M	Chaa		Rages Goa Ins Hansa Cabs,, Manikhurd Mumbai	Cabin No.4 Mpost Cpo's, Mess/ins Hansa
184	Swamy K.Jaya Bharatha Devi	W		186	Rages Goa Ins Hansa Cabs,, Manikhurd Mumbai	Cabin No.4 Mpost Cpo's, Mess/ins Hansa
185	Yadav Ajay Kumar	M	Cheaa		Indian Navy Rages Goa lhs, Hansa, Command Sailors Cheetha, Camp Mankhurd Mumbai=400	321 'a' Varunapuri Mangor Hill, Vasco
186	Ramania G.Venkath	M	Lema		Rages Goa lhs Hansa,Cabs, Mankhurd Mumbai	C-bsf,Hansa Vihar/ins, hansa
187	Sah Shankar Prasad	M	Lam		Indian Navy Rages Goa lhs Hansa,, Command Sailors Cheetha Camp, Mankhurd Mumbai-400	Varunapuri Mangor Hill
188	Naik Nagraj	M	Constable		Cisf Unit Gsl Goa.	Mhn 281,Gurudwara Road Vasco
189	Mishra Om Prakash	M	Lam		Naval Aviation Inas, 310/hansa.	386-G, Varunapuri,Mangor Hill,, Vasco-Da-Gama.
190	Mishra Rekha	W		206	Naval Aviation Inas, 310/hansa.	386-G,Varunapuri,Mangor Hill, Vasco-Da-Gama.
191	Singh Ajay Kumar	M	Am4		Navy Cabs, Mumbai.	289-1, Varunapuri, Mangor Hill,, Vasco-Da-Gama.

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Electoral Roll, 2008 of Assembly Constituency 25-Vasco-Da-Gama (General), (S05) GOA

A. DEFENCE SERVICES

Sl. No.	Name Of Elector	Elector Type	Rank	Husband's Sl. No.	Regimental Address for despatch of Ballot paper	House Address
(1)	(2)	(3)	(4)	(5)	(6)	(7)
192	Singh Kiran	W		208	Navy Cabs , Mumbai.	289-1, Varunapuri, Mangor Hill., Vasco-Da-Gama.
193	Singh Virendra	M	Lema		Inas 310, Hansa.	42/12, Varunapuri, Mangor Hill., Vasco-Da-Gama.
194	Singh Asha	W		210	Inas 310, Hansa.	42/12, Varunapuri, Mangor Hill., Vasco-Da-Gama.
195	Jha Bipin Kumar	M	Am(w)3		Naval Aviation	309-c, Varunapuri, Mangor Hill., Vasco-Da-Gama.
196	Jha Renu	W		212	Naval Aviation	309-c, Varunapuri, Mangor Hill., Vasco-Da-Gama.
197	Singh Hari Prasad	M	Mca Li		Ins Hansa/310	81-G Varunapuri, Mangor Hill., Vasco-Da-Gama.
198	Sing Ramawati Devi	W		214	Ins Hansa/310	81-G Varunapuri, Mangor Hill., Vasco-Da-Gama.
199	Yadav Sanjay Kumar	M	Lemar		Naval Aviation, Inas 310, Ins Hansa	80/f Varunapuri, Mangor Hill., Vasco-Da-Gama.
200	Yadav Kalpana Devi	W		216	Naval Aviation, Inas 310 Ins, Hansa	80/f Varunapuri, Mangor Hill., Vasco-Da-Gama.
201	Sunil Kumar	M	Lemr		Navy Ins Hansa/bld, Cabs, Mumbai	387/b, Varunapuri, Mangor Hill., Vasco-Da-Gama.
202	Anupama Kumar	W		218	Navy Ins Hansa/bld, Cabs, Mumbai	387/b, Varunapuri, Mangor Hill., Vasco-Da-Gama.
203	Patel Kamlesh Amrit	M	Lema		Indian Navy, the Cabs, Cheetha, Camp, Mankhurd, Mumbai-88	434-g, Varunapuri, Mangor Hill., Vasco-Da-Gama.
204	Patel Purvi	W		220	Indian Navy, the Cabs, Cheetha, Camp, Mankhurd, Mumbai-88	434-g, Varunapuri, Mangor Hill., Vasco-Da-Gama.
205	Narayanan S.	M	Lemar		Navy Hansa Cabs, Cheetha Camp., Mankhurd, Mumbai	149-Vasco-Da-Gama.
206	Singh Abha	W		247	Navy Cabs	309/d, Varunapuri, Mangor Hill., Vasco-Da-Gama.
207	Prakash Om	M	Lemar		Navy	27/f, Varunapuri, Mangor Hill., Vasco-Da-Gama.
208	Mangalia Renu Prakash	W		249	Navy	27/f, Varunapuri, Mangor Hill., Vasco-Da-Gama.
209	Singh Ram Prakash	M	Lema		Navy	24/b, Varunapuri, Mangor Hill., Vasco-Da-Gama.
210	Singh Sheela Devi	W		251	Indian Navy Ald/ins, Hansa, Dabolim Air Port	24/b, Varunapuri, Mangor Hill., Vasco-Da-Gama.
211	Kottarathomyaul George Jose	M	Poela		Navy	420/h, Varunapuri, Mangor Hill., Vasco-Da-Gama.
212	Kottarathomyaul Shini	W		253	Navy	420/h, Varunapuri, Mangor Hill., Vasco-Da-Gama.
213	Kumar Mritunjay	M	Mech(a)13		Navy	325/d, Varunapuri, Mangor Hill., Vasco-Da-Gama.
214	Geetanajali Kumar	W		255	Navy	325/d, Varunapuri, Mangor Hill., Vasco-Da-Gama.
215	R.Prasad T.V	M	Lemar		Navy Ald/ins Hansa, Dabolim, Air Port	39/f, Varunapuri, Mangor Hill., Vasco-Da-Gama.
216	R.Prasad T.Usha Rani	W		257	Navy Ald/ins Hansa, Dabolim, Air Port	39/f, Varunapuri, Mangor Hill., Vasco-Da-Gama.
217	Singh Avtar	M	Lema		Navy Ald/ins Hansa, Dabolim, Air Port	396/a, Varunapuri, Mangor Hill., Vasco-Da-Gama.
218	Singh Manjit Kaur	W		137	Navy Ald/ins Hansa, Dabolim, Air Port	396/a, Varunapuri, Mangor Hill., Vasco-Da-Gama.
219	Chander Shiva	M	Lemar		Indian Navy, Ald/hansa	24/d, Varunapuri, Mangor Hill., Vasco-Da-Gama.
220	Chander Girija	W		261	Indian Navy, Ald/hansa	24/d, Varunapuri, Mangor Hill., Vasco-Da-Gama.
221	Singh Anju Kumar	M	Ladm		Aviation Commodore Bereau Of, Sailors, Cheetaah Camp Mankhurd, Mumbai	75/b, Varunapuri, Mangor Hill., Vasco-Da-Gama.
222	Shaikh Mohammad Yusuf	M	Lam		Ins Hansa/aed ,Dabolim Air Port	132/h, Varunapuri, Mangor Hill.,
223	Biswas Samar	M	Poaf		Commodore Bureau Of Sailors, Cheetaah, Mankhurd, Mumbai	19/d, Varunapuri, Mangor Hill.,
224	Biswas Anima	W		265	Commodore Bureau Of Sailors, Cheetaah ,Mankhurd Mumbai	19/d, Varunapuri, Mangor Hill.,
225	Mishra Shivshankar	M	Poaf		Commodore Bureau Of Sailors, Cheetaah Camp, Mankhurd Mumbai	287/r, Varunapuri, Mangor Hill.,

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
226	Kumar Nandepu Sanjeev	M	Am(w)3		Cabs. Mankhurd Mumbai	325/e, Varunapuri, Vasco-Da-Gama
227	Mishra Anantika Prasad	M	Amw3		Commodore Bureau Of Sailors, Cheetah Camp Mankhurd, Mumbai	404/g, Varunapuri, Mangor Hill., Vasco-Da-Gama
228	Mishra Usha	W		286	Commodore Bureau Of Sailors, Cheetah Camp Mankhurd, Mumbai	404/g, Varunapuri, Mangor Hill., Vasco-Da-Gama
229	Yadav Brahamdeo Prasad	M	Amw3		Commodore Bureau Of Sailors, Cheetah Camp Mankhurd, Mumbai	423/e, Varunapuri, Mangor Hill., Vasco-Da-Gama
230	Yadav Rita	W	Cham	271	Commodore Bureau Of Sailors, Cheetah Camp Mankhurd, Mumbai	423/e, Varunapuri, Mangor Hill., Vasco-Da-Gama
231	Singh Tejwant	M	Cham		Commodore Bureau Of Sailors, Cheetah Camp Mankhurd, Mumbai	422/e, Varunapuri, Mangor Hill., Vasco-Da-Gama
232	Singh Jasbir Kaur	W		273	Commodore Bureau Of Sailors, Cheetah Camp Mankhurd, Mumbai	422/e, Varunapuri, Mangor Hill., Vasco-Da-Gama
233	Singh Dharmendra	M	Cham		Cabs. Mankhurd Mumbai	307/h, Varunapuri, Mangor Hill., Vasco-Da-Gama
234	Singh Nirmala	W		275	Cabs. Mankhurd Mumbai	307/h, Varunapuri, Mangor Hill., Vasco-Da-Gama
235	Chowdhury Nabarun	M	Cpoaf		Indian Navy	307/c, Varunapuri, Mangor Hill., Vasco-Da-Gama
236	Chowdhury Dalia	W		277	Indian Navy	307/c, Varunapuri, Mangor Hill., Vasco-Da-Gama
237	Kumar Narinder	M	Chaa		Commodore Bureau Cheetah, Camp Mankhurd Mumbai	300/b, Varunapuri, Mangor Hill., Vasco-Da-Gama
238	Manju Kumar	M		279	Commodore Bureau Cheetah, Camp Mankhurd Mumabi	300/b, Varunapuri, Mangor Hill., Vasco-Da-Gama
239	Singh Ram Niwas	M	Cpoaf		Cabs. Cheetah Camp Mankurd, Mumbai	312/b, Varunapuri, Mangor Hill., Vasco-Da-Gama
240	Singh Malti	W		281	Cabs, Cheetah Camp Mankurd., Mumbai	312/b, Varunapuri, Mangor Hill., Vasco-Da-Gama
241	Rai Jai Prakash	M	Cpoaf		Commodore Bureau Of Sailors, Cheetah Camp Mankurd, Mumbai	324/d, Varunapuri, Mangor Hill., Vasco-Da-Gama
242	Rai Ratan	W		283	Commodore Bureau Of Sailors, Cheetah Camp Mankurd, Mumbai	324/d, Varunapuri, Mangor Hill., Vasco-Da-Gama
243	Singh Raj Kishore	M	Laom		Ins Hansa, Dabolim Goa.	134/c, Varunapuri, Mangor Hill., Vasco-Da-Gama
244	Singh Ranjana	W		285	Ins Hansa, Dabolim Goa.	134/c, Varunapuri, Mangor Hill., Vasco-Da-Gama
245	Bodhi Reddy Chandrashekhar	M	Laom		Ins Hansa, Dabolim Goa.	28/g, Varunapuri, Mangor Hill., Vasco-Da-Gama
246	Singh Krishna Kumar	M	Laom		Commodore Bureau Of Sailors, Cheetah Camp Mankhurd, Mumbai	82/k, Varunapuri, Mangor Hill., Vasco-Da-Gama
247	Singh Manju	W		288	Commodore Bureau Of Sailors, Cheetah Camp Mankhurd, Mumbai	82/k, Varunapuri, Mangor Hill., Vasco-Da-Gama
248	Anand Kumar	M	Lam		Cabs Cheetah Camp, Mankhurd, Mumbai.	80/h, Varunapuri, Mangor Hill., Vasco-Da-Gama
249	Sheela Rani Kumar	W		290	Cabs Cheetah Camp Mankhurd, Mumbai	80/h, Varunapuri, Mangor Hill., Vasco-Da-Gama
250	Singh Manoj Kumar	M	Lam		Aed/ins Hansa, Dabolim, Vasco	83/h, Varunapuri
251	Singh Govind	M	Lam		Cabs, Cheetah Camp, Mankhurd, Mumbai	434/a, Varunapuri, Mangor Hill., Vasco-Da-Gama
252	Singh Pushpa Yadav	W		293	Cabs, Cheetah Camp, Mankhurd, Mumbai	434/a, Varunapuri, Mangor Hill., Vasco-Da-Gama
253	Yadav Arjun	M	Lam		Cabs Cheetah Camp, Mankhurd, Mumbai	40/j, Varunapuri, Mangor Hill., Vasco-Da-Gama
254	Yadav Saroj	W		295	Cabs Cheetah Camp, Mankhurd, Mumbai	40/j, Varunapuri, Mangor Hill., Vasco-Da-Gama
255	Babu Suresh	M	Poaf		Cabs, Mankhurd, Cheetah Cabs., Mumbai	151/b, Varunapuri, Mangor Hill., Vasco-Da-Gama
256	Sharma Mukesh Kumar	M	Amw4		Cabs, Cheetah Camp, Mankhurd, Mumbai.	389/g, Varunapuri, Mangor Hill., Vasco-Da-Gama

Note

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Whenever an elector is categorised as a member, Rank/Buckle No. must be given in case of Defence Services/Armed Police Service.

Electoral Roll, 2008 of Assembly Constituency 25-Vasco-Da-Gama (General), (S05) GOA

A. DEFENCE SERVICES

Sl. No.	Name Of Elector	Elector Type	Rank	Husband's Sl. No.	Regimental Address for despatch of Ballot paper	House Address
(1)	(2)	(3)	(4)	(5)	(6)	(7)
257	Sharma Urmila	W		298	Cabs, Cheetah Camp, Mankhurd, Mumbai	389/g, Varunapuri, Mangor Hill., Vasco-Da-Gama
258	Rai Manoj Kumar	M	Am4		Cabs, Cheetah Camp, Mankhurd, Mumbai	141/e Varunapuri, Mangor Hill., Vasco-Da-Gama
259	Rai Pramila	W		300	Cabs, Cheetah Camp, Mankhurd, Mumbai	141/e Varunapuri, Mangor Hill., Vasco-Da-Gama
260	Singh Rana Pratap	M	Lam		Ins Hansa Dabolim	40/i, Varunapuri
261	Naik Gajanan Tama	M	260593ok		Madras Regiment Wellington, (nilgirls).	H.No.202, Housing Colony, New Vaddem.
262	Patra Arun Kumar	M	Powtr		Serv.No.170101-w, Indian, Navy, C A B S, Mumbai-88.	419-B, Varunapuri Mangor Hill., Dabolim, Vasco Da Gama.
263	Pandey Raghubansh Mani	M	Poelar		Serv.No.164639-B, Indian, Navy, I N S, H A N S A /310, S Q D N	18 F, Mangor Hill, Vasco Da Gama
264	Singh Udai Pratap	M	Poela		Serv.No.167261, Indian Navy.	23-F, Varunapuri, Mangor Hill., Vasco Da Gama.
265	Kumar Rajesh	M	Am (w)3		Serv.No.170563-w, Indian Navy., C A B S Mumbai-88	422-D, Varunapuri, Mangor Hill., Vasco Da Gama.
266	Kumar Rajesh	M	Lwtr		Serv.No.116511, Indian Navy., C A B S, Mumbai-88	398-i, Varunapuri Mangor Hill., Vasco Da Gama
267	Sharma Mukesh Kumar	M	Amw3		Serv.No.176263-Z, Indian Navy., A E D/ I N S H A N S A., Dabolim	69-G, Varunapuri Mangor Hill., Vasco Da Gama
268	Kumar Nandepu Sandeep	M	Am (W)3		Serv.No.174567-W, Indian Navy., I N S / A E D	325-E, Varunapuri, Mangor Hill., Vasco Da Gama
269	Yadav Brahamdeo Prasad	M	A M (W)3		Serv.No.172 360-A, Indian Navy., I N S H A N S A / A E D, Dabolim Airport	423-E, Varunapuri, Mangor Hill., Vasco Da Gama
270	Mishra Anantika Prasad	M	A M (W)3		Serv.No.173019-Z, Indian Navy., I N S H A N S A / A E D Dabolim, Airport.	404-G, Varunapuri Mangor Hill, Vasco Da Gama
271	Katewa Ravindra Kumar	M	Mobo Aofi		Serv.No.203956-N, Indian Navy., I N S H A M S A / A E D Dabolim, Airport	319-E, Varunapuri Mangor Hill., Vasco Da Gama
272	Singh Tejwant	M	Mcam-ii		Serv.No.164076, Indian Navy., I N S H A N S A / A E D Dabolim, Airport	422-E, Varunapuri, Mangor Hill., Vasco Da Gama
273	Singh Anju Kumar	M	Laom		Serv.No.170910-H, Indian Navy., I N S H A N S A / A E D, Dabolim, Airport	260-L, Varunapuri, Mangor Hill., Vasco Da Gama.
274	Reddy Chandrasekhar Bodhi	M	Laom		Serv.No.171111-R, Indian Navy., I N S H A N S A / A E D., Dabolim Airport.	26-G, Varunapuri, Mangor Hill., Vasco Da Gama.
275	Mishra Shoi Shankar	M	Poaf		Serv.No.168074, Indian Navy., I N S H A N S A / A E D., Dabolim Airport.	142-E, Varunapuri Mangor Hill., Vasco Da Gama.
276	Vudimudi Narayan Raju Badari	M	Poaf		Serv.No.171119-F, Indian Navy., I N S H A N S A / A E D, Dabolim Airport	31-H, Varunapuri Mangor Hill., Vasco Da Gama
277	Suryavanshi Madhukaran Narayan	M	Laom		Serv.No.17100 G-A, Indian Navy., C A B S, Cheetah Camp., Mumbai-88	202-H, Varunapuri Mangor Hill., Vasco Da Gama
278	Kumar Sanjeev	M	Lemar		Serv.No.179244-Z, Indian Navy., C A B S, Cheetah Camp., Mumbai-88	12-B, Varunapuri Mangor Hill., Vasco Da Gama
279	Kumar Ashwani	M	Lema		Serv.No.170820-B, Indian Navy., I N S H A N S A / A E D., Dabolim Airport.	398-C, Varunapuri, Mangor Hill., Vasco Da Gama
280	Singh Avtar	M	Lema		Serv.No.177419-Z, Indian Navy., I N S H A N S A / A E D., Dabolim Airport	202-M, Varunapuri, Mangor Hill., Vasco Da Gama
281	Tari Somnath Uttam	M	Era-3		Serv.No.180483-R, Indian Navy., C A B S Cheetah Camp., Mumbai-88	469,Shantinagar, Vasco Da Gama
282	Rawat Dinesh Singh	M	Mcam I I		Serv.No.163924-F, Indian Navy., C A B S Cheetah Camp., Mumbai-88	308-C, Varunapuri, Mangor Hill., Vasco Da Gama
283	Thankappan Biju	M	A M 3		Serv.No.178526, Indian Navy., C A B S Mankhurd, Mumbai.	146-A, Varunapuri Mangor Hill., Vasco Da Gama
284	Singh Baldev	M	Poaf		Serv.No.1164747-a, Indian Navy., C A B S Mankhurd Mumbai.	208-F, Varunapuri Mangor Hill., Vasco Da Gama

Note

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Electoral Roll, 2008 of Assembly Constituency 25-Vasco-Da-Gama (General), (S05) GOA

A. DEFENCE SERVICES

Sl. No.	Name Of Elector	Electo Type	Rank	Husband's Sl. No.	Regimental Address for despatch of Ballot paper	House Address
(1)	(2)	(3)	(4)	(5)	(6)	(7)
285	Kumar Hrishkesh	M	Poaf		Serv.No.165073-W, Indian Navy., C A B S Mankhurd Mumbai.	286-N, Varunapuri Mangor Hill,, Vasco Da Gama
286	Yadav Harendra Prasad	M	Chaa		Serv.No.192497-W, Indian Navy., C A B S Mankhurd Mumbai.	318-G, Varunapuri Mangor Hill,, Vasco Da Gama
287	Naik Gajanan Tama	M	Sep		Serv.No.2805830-K,The Madras, Regiment Wellington (nilgiris)	Old Housing Colony New, Vaddem Last Bus Stop, Vasco Da Gama
288	Muthamizham Palani Samy	M	Poaf		Serv.No.174210-H, Indian Navy., C A B S Mankhurd Mumbai.	131-C, Varunapuri Mangor Hill,, Vasco Da Gama
289	Singh Baljit	M	A M 4		Serv.No.117508-R, Indian Navy., C A B S, Mankhurd Mumbai	288-A, Varunapuri Mangor Hill,, Vasco Da Gama
290	Nayak Pravakar	M	Cpoaf		Serv.No.162504-B, Indian Navy., C A B S Mankhurd Mumbai.	310-D, Varunapuri Mangor Hill,, Vasco Da Gama
291	Singh Sudhir	M	Powtr		Serv.No.171212-W, Indian Navy., C A B S Mankhurd, Mumbai	279-A Varunapuri Mangor Hill,, Vasco Da Gama
292	Kumar Virender	M	Powtr		Serv.No.163853-R, Indian Navy., C A B D Mankhurd, Mumbai.	287-M, Varunapuri Mangor Hill,, Vasco Da Gama
293	Singh Prem	M	Mscpo-1		Serv.No.106877-Z, Indian Navy., C A B S Mankhurd Mumbai.	418-F, Varunapuri Mangor Hill,, Vasco Da Gama
294	Sharma Mukesh Kumar	M	S P O		Serv.No.164806-K, Indian Navy., C A B S Mankhurd Mumbai	28610, Varunapuri Mangor Hill, Vasco Da Gama
295	Singh Umeshwar	M	S P O		Serv.No.168932-N, Indian Navy., C A B S Mankhurd Mumbai	142-G, Varunapuri Mangor Hill,, Vasco Da Gama
296	Mistry Soumitra Rajan	M	Lro (Tal)		Serv.No.168932-H, Indian Navy., C A B S Mankhurd Mumbai	Comlen (Goa) H.Q.G.N.A.I N.S, Gomatank
297	Tajur Rafique	M	Lah		Serv.No.177295-T Aircats/ I N S. H A N S A Dabolim Goa.	82-G, Varunapuri Mangor Hill,, Vasco Da Gama
298	Dahiya Ramkanwar	M	Poelp		Serv.No.169053-N Aircats/ I N, S H A N S A, Dabolim Goa	17-E, Varunapuri Mangor Hill, Vasco Da Gama
299	Ahrai John	M	Poa(Ah)		Serv.No.165092-K, Aircats/ I N, S H A N S A, Dabolim Goa	206-G Varunapuri Mangor Hill, Vasco Da Gama
300	Yadav Jai Ram	M	Mcpor(tel)		Serv.No.177295-T, Aircats/ I N, S H A N S A, Dabolim Goa	78-B, Varunapuri Mangor Hill, Vasco Da Gama
301	Yadav Sunaina	W		188	Indian Navy Rages Goa Ihs, Hansa, Command Sailors Cheetha, Camp Mankhurd Mumbai=40	321 'a' Varunapuri Mangor Hill, Vasco
302	Katuyar Naveen	M	Chmech(al)		Indian Navy Rages Goa Ihs, Hansa,Cabs C Mankhurd, Mumbai 400088	13-e Varunapuri Mangor Hill, Vasco
303	Katiyar Rama	W		190	Indian Navy Rages Goa Ihs, Hansa,Cabs C Mankhurde, Mumbai 400088	13-e Varunapuri Mangor Hill, Vasco
304	Wagh Ashok Madhukar	M	Agghaa		Indian Navy Rages Goa Ihs, Hansa,Command Sailors Cheetah, Camp Mankhurd Mumbai=400	Qtr.No.d5 Varunapuri Mangor, Vasco
305	Wagh Manisha Ashok	W		192	Indian Navy Rages Goa Ihs, Hansa,Command Sailors Cheetah, Camp Mankhurd Mumbai=400	Qtr.No.d5 Varunapuri Mangor, Vasco
306	Singh Chand Dee	M	Cha(se)		Indian Navy Rages Goa Ihs, Hansa,Command Sailors Cheetha, Camp Mankhurd Mumbai=400	11,c.Varunapuri Mangore Hill, Vasco
307	Singh Abha	W		194	Indian Navy Rages Goa Ihs, Hansa,Command Sailors Cheetha, Camp Mankhurd Mumbai=400	11,c.Varunapuri Mangore Hill, Vasco
308	Das Sudan Charan	M	Poaf		Indian Navy Cabs,Mankhurd, Mumbai=400088	286h Varunapuri Mangore Hill, Vasco
309	Singh Kulvant	M	Eaar-ii		Indian Navy,Commandore Bureau, Of Sail Mankhurd, Mumbai-400088	214-m Varunapuri Mangore, Hill Vasco
310	Singh Vandana	W		197	Indian Navy,Commandore Bureau, Of Sail Mankhurd, Mumbai-400088	214-m Varunapuri Mangore, Hill Vasco
311	Rajkishor Prasad	M	Loam		Indian Navy Ihs Hansa Regas, Goa,Cabs	Jsa-10 Varunapuri Mangore, Hill Vasco

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Electoral Roll, 2008 of Assembly Constituency 25-Vasco-Da-Gama (General), (S05) GOA

A. DEFENCE SERVICES

Sl. No.	Name Of Elector	Elector Type	Rank	Husband's Sl. No.	Regimental Address for despatch of Ballot paper	House Address
(1)	(2)	(3)	(4)	(5)	(6)	(7)
312	Mala Devi	W		199	Indian Navy Ihs Hansa Reges, Goa,Cabs	Jsa-10 Varunapuri Mangore, Hill Vasco
313	Choudhary Ashok Kumar	M	Lemar		Indian Navy Rages Goa Ihs Hansa., Mankhur	P/28-h Varunapuri Mangore Hill, Vasco
314	Choudhary Indira Devi	W		201	Indian Navy Rages Goa Ihs Hansa., Mankhur	P/28-h Varunapuri Mangore, Hill Vasco
315	Kavitha Narayanan	W		222	Navy Hansa Cabs,Cheetah Camp., Mankhur Mumbai Navy	149-Vasco-Da-Gama
316	Tiwari Umesh	M	Chela			67/a, Varunapuri, Mangor Hill., Vasco-Da-Gama
317	Tiwari Prtima	W		224	Navy	67/a, Varunapuri, Mangor Hill., Vasco-Da-Gama
318	Mahender Kumar	M	Poela		Indian Navy	142-d, Varunapuri, Mangor Hill., Vasco-Da-Gama
319	Suman Kumar	W		226	Indian Navy	142-d, Varunapuri, Mangor Hill., Vasco-Da-Gama
320	Chaudhary Chitrnanjan Kumar	M	Mech(a)3		Indian Navy,Ins Hansa.	142-d, Varunapuri, Mangor Hill., Vasco-Da-Gama
321	Chaudhary Anjana	W		228	Indian Navy,Ins Hansa.	417-F, Varunapuri, Mangor Hill., Vasco-Da-Gama
322	Sanjay Kumar	M	Eaa 3		Indian Navy, Ins Hansa	417-b, Varunapuri, Mangor Hill., Vasco-Da-Gama
323	Kumar Neena Dhiman	W		230	Indian Navy, Ins Hansa.	417-b, Varunapuri, Mangor Hill., Vasco-Da-Gama
324	Rathore Krishna Sing	M			Navy Ald, Hansa, Dabolim Airport	328/e, Varunapuri, Mangor Hill., Vasco-Da-Gama
325	Rathore Saroj	W		232	Navy Ald, Hansa, Dabolim Airport	328/e, Varunapuri, Mangor Hill., Vasco-Da-Gama
326	Ram Bishesh Nath	M	Cheaar		Navy Cabs	Qno.89-c,Varunapuri, Mangor Hill., Vasco-Da-Gama
327	Ram Kumari Shyam	W		234	Navy Cabs	Qno.89-c,Varunapuri, Mangor Hill., Vasco-Da-Gama.
328	Kumar Manoj	M	Lam		Navy Ins Hansa,Inas 300.	82-H,Varunapuri, Mangor Hill., Vasco-Da-Gama
329	Kumar Kanta Punja	W		236	Navy Ins Hansa, Inas 300	82-H,Varunapuri, Mangor Hill., Vasco-Da-Gama
330	Sathyanathan K.A.	M	Mcaa(w)ii		Navy Ins Hansa,Aed Dabolim, Air Port	414/g, Varunapuri, Mangor Hill., Vasco-Da-Gama
331	Sathyanathan Sheena	W		238	Navy Ins Hansa, Aed Dabolim, Air Port	414/g, Varunapuri, Mangor Hill., Vasco-Da-Gama
332	Muralidharan Srinivasan V.	M	Mcaaii		Navy Cabs Mankhur, Cheetah, Camp,Mumbai	405/d, Varunapuri, Mangor Hill., Vasco-Da-Gama
333	Kumar Dharmender	M	Poelp		Navy Ins Hansa, Bld Cabs,Mumbai	279/p, Varunapuri, Mangor Hill., Vasco-Da-Gama
334	Bhatia Sunita Kumar	W		241	Navy Ins Hansa,Bld Cabs,Mumbai	279/p, Varunapuri, Mangor Hill., Vasco-Da-Gama
335	Yadav Shrikant	M	Poelr		Navy (electrical) Cabs.	143/b, Varunapuri, Mangor Hill., Vasco-Da-Gama
336	Yadav Sumitra	W		243	Navy (electrical) Cabs.	143/b, Varunapuri, Mangor Hill., Vasco-Da-Gama
337	Dekate Ujjwal Anil	M	Lemar		Indian Navy Cabs, Mumbai	387/c, Varunapuri, Mangor Hill., Vasco-Da-Gama
338	Dekate Vaishali U	W		245	Indian Navy Cabs,Mumbai	387/c, Varunapuri, Mangor Hill., Vasco-Da-Gama
339	Singh Chandra Deo	M	Mca(se)ii		Navy Cabs	309/d, Varunapuri, Mangor Hill., Vasco-Da-Gama
340	Rathod Vinod M.	M	Constable		Serv.No.0135500240, C I F S, Unit S C C L Ballampalli	Mangor Hill Vasco Da Gama
341	Naik Nagraj	M	Cost		Serv.No.942294902, Office Of, The Commandant, Cifs Unit., Gsl,Goa	R/o H.no.281, Gurudwara Road., Mangor Hill Vasco Da Gama
342	Naik Namita	W		346	Serv.No.942294902, Office Of, The Commandant,Cifs Unit,Gsl, Goa	R/o H.no.281, Gurudwara Road., Mangor Hill Vasco Da Gama
343	Murlihar B.r.	M	Const		Serv.No.911310119, Office Of, The Asst.Commandant, Cifs, Unit, Gsl, Goa	Mhn-188,Near Twins Bar, Mangor Hill.
344	Murlihar Pramila Bind	W		348	Serv.No.911310119, Office Of, The Asst.Commandant, Cifs, Unit, Gsl, Goa	Mhn-188, Near Twins Bar, Mangor Hill

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Electoral Roll, 2008 of Assembly Constituency 25-Vasco-Da-Gama (General), (S05) GOA

A. DEFENCE SERVICES

Sl. No.	Name Of Elector	Elector Type	Rank	Husband's Sl. No.	Regimental Address for despatch of Ballot paper	House Address
(1)	(2)	(3)	(4)	(5)	(6)	(7)
345	Kumar Bhupinder	M	Lro(tel)		Serv.No.174454-n, Indian, Navy, Cabs, Mumbai.	R/o. H.no.19/2, 2w, Detachment., C/o H.q. Goa Naval Area
346	Rekha Kumar	W		352	Serv.No. 174454-n, Indian, Navy, Cabs, Mumbai	R/o. H.no.19/2, 2w, Detachment., C/o H.q. Goa Naval Area
347	K.r. Mahesh Babu	M	Sub-clk		Serv.No.Jc-305734k , Capt Record, Officer, Abhilekh Karyalaya, Madras, Eng.Group,P.o.4201,Bangalore	R/o P-400/b, Mes Colony, Varunapuri, Vasco.
348	K.r. Sanitha A.r	W		354	Serv.No.Jc-305734k, Capt Record, Officer, Abhilekh Karyalaya, Madras, Eng.Group, P.o.4201,Bangalore	R/o P-400/b, Mes Colony, Varunapuri, Vasco.
349	Pattammadatil Chandrasekharan	M	Sub		Serv.No.Jc-3055161 Capt Record, Officer, Abhilekh Karyalaya, Madras, Eng. Group, P.o.4201, Bangalore	R/o P/399/a, Mes Colony, Mangor Hill, Vasco
350	Gosh Ranjit Kumar	M	Lme		Serv.No.118708-t, Navy Cabs., Ab12/ele-04, Mumbai 400 088	R/o 186/c, Down Mangor Hill,, Vasco
351	Benjamin Johnson	M	Pook(s)		Serv.No.150579-a Mankhurd Ab, 12/ele04 Mumbai 400 088	Mhn-679 Mangor, Vasco
352	Benjamin Jasmine	M			Serv.No.150579-a Mankhurd, Ab12/ele-04, Mumbai 400 088	Mhn-679 Mangor,Vasco
353	Pal Suresh Kumar	M	Lsa		Serv.No.117015-w, Mankhurd, Ab12/ele-04, Mumbai 400 088	R/o 684, Gurudwara Road, Vasco
354	Pal Vandana	M			Serv.No.117015-w, Mankhurd, Ab12/ele-04, Mumbai 400 088	R/o 684, Gurudwara Road, Vasco
355	Ram Keshav	M	Poacf		Serv.No.168372-r, Inas-300., Ins Hansa, Dabolim Airport,Goa	R/o Qtr No.140 A, Varunapuri, Mangor Hill Vasco
356	Ram Kamlesh	M			Serv.No.168372-r, Inas-300, Ins Hansa, Dabolim Airport,Goa	R/o Qtr No.140 A, Varunapuri, Mangor Hill Vasco
357	Singh Sanjay Kumar	M	U/nvk(sa)		Serv.No.03405-r, Coast Guard, Buvik, Bn/03405,Mumbai 88	P-234, Cgra Mangor Hill Vasco
358	Singh Antu	M			Serv.No.03405-r, Coast Guard, Buvik, Bn/03405, Mumbai 88	P-234, Cgra Mangor Hill Vasco
359	Rawat Suresh P.S.	M	Lma		Serv.No.123045-k, Cabs., Mankhurd,Ab12/eln04, Mumbai 400 088	R/o Shop No.9, C/o Anil Cold, Stores Varunapuri Mangor, Hill Vasco
360	Salasani Venkatesh Venkat Kumar	M	Rect		Serv.No.28135,96-n, Office Of, The Asst.Record Officer Records, The Madras Regiment.	H.No.87, Vasco
361	D'souza Roberte	M	Constable		Asst. Commandant, CISF, Unit, GSL, Goa	Voddant, H.No.253, Vasco Da, Gama
362	Suryavanshi Eknath Pandur	M	Constable		Asst. Commandant, CISF, Unit, GSL, Goa.	H.No.112, Nr. Old MES, Pump House, Shantinagar., Vasco Da Gama
363	Suryavanshi Priya Eknath	M			Asst. Commandant, CISF, Unit, GSL,Goa.	H.No.112, Nr.Old MES, Pump House, Shantinagar., Vasco Da Gama.

B. ARMED POLICE FORCE

Sl. No.	Name Of Elector	Elector Type	Buckle No.	Husband's Sl. No.	Regimental Address for despatch of Ballot paper	House Address
(1)	(2)	(3)	(4)	(5)	(6)	(7)
NIL						

C. FOREIGN SERVICE

Sl. No.	Name Of Elector	Elector Type	Husband's Sl. No.	Regimental Address for despatch of Ballot paper	House Address
(1)	(2)	(3)	(4)	(5)	(6)
NIL					

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Electoral Roll, 2008 of Assembly Constituency 25-Vasco-Da-Gama (General), (S05) GOA

Place : Mormugao

Date : 30/09/2008

Electoral Registration Officer

25-Vasco-Da-Gama Assembly Constituency

Note

Elector Type above will be M for an elector who is the member of Defence Services/ Armed Police Service/ Foreign Service, and it will be W for an elector who finds a place in this list by virtue of being the wife of a member of Defence Services/ Armed Police Service/ Foreign Service. If a wife herself belongs to Defence Services/ Armed Police Service/ Foreign Service, she would be categorised as member, and not as a wife.

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Electoral Roll, 2008 of Assembly Constituency 25-Vasco-Da-Gama (General), (S05) GOA

Supplement Details		Last Part : 31
Supplement No. : 1		Service Electors
Revision ID : Special Revision on account of Delimitation		Mother Roll : Basic Roll of Revision, 2008 Integrated with all Supplements prepared in accordance with the extract of newly delimited constituency.
Supplement Process & Year : 2008		
Supplement Type : List of additions, Deletions and Corrections		

Component List I : ADDITIONS LIST

A. DEFENCE SERVICES

Sl. No.	Name Of Elector	Elector Type	Rank	Husband's Sl. No.	Regimental Address for despatch of Ballot paper	House Address
(1)	(2)	(3)	(4)	(5)	(6)	(7)

NIL

B. ARMED POLICE FORCE

Sl. No.	Name Of Elector	Elector Type	Buckle No.	Husband's Sl. No.	Regimental Address for despatch of Ballot paper	House Address
(1)	(2)	(3)	(4)	(5)	(6)	(7)

NIL

C. FOREIGN SERVICE

Sl. No.	Name Of Elector	Elector Type	Husband's Sl. No.	Regimental Address for despatch of Ballot paper	House Address
(1)	(2)	(3)	(4)	(5)	(6)

NIL

Component List II : DELETIONS LIST

A. DEFENCE SERVICES

Sl. No.	Name Of Elector	Elector Type	Rank	Husband's Sl. No.	Regimental Address for despatch of Ballot paper	House Address
(1)	(2)	(3)	(4)	(5)	(6)	(7)

NIL

B. ARMED POLICE FORCE

Sl. No.	Name Of Elector	Elector Type	Buckle No.	Husband's Sl. No.	Regimental Address for despatch of Ballot paper	House Address
(1)	(2)	(3)	(4)	(5)	(6)	(7)

NIL

C. FOREIGN SERVICE

Sl. No.	Name Of Elector	Elector Type	Husband's Sl. No.	Regimental Address for despatch of Ballot paper	House Address
(1)	(2)	(3)	(4)	(5)	(6)

NIL

Component List III : CORRECTIONS LIST

A. DEFENCE SERVICES

Sl. No.	Name Of Elector	Elector Type	Rank	Husband's Sl. No.	Regimental Address for despatch of Ballot paper	House Address
(1)	(2)	(3)	(4)	(5)	(6)	(7)

NIL

B. ARMED POLICE FORCE

Sl. No.	Name Of Elector	Elector Type	Buckle No.	Husband's Sl. No.	Regimental Address for despatch of Ballot paper	House Address
(1)	(2)	(3)	(4)	(5)	(6)	(7)

NIL

Note

Elector Type above will be M for an elector who is the member of Defence Services/ Armed Police Service/ Foreign Service, and it will be W for an elector who finds a place in this list by virtue of being the wife of a member of Defence Services/ Armed Police Service/ Foreign Service. If a wife herself belongs to Defence Services/ Armed Police Service/ Foreign Service, she would be categorised as member, and not as a wife.

Whenever an elector is categorised as a member, Rank/Buckle No. must be given in case of Defence Services/Armed Police Service.

Electoral Roll, 2008 of Assembly Constituency 25-Vasco-Da-Gama (General), (S05) GOA
Component List III : CORRECTIONS LIST

C. FOREIGN SERVICE

Sl. No.	Name Of Elector	Elector Type	Husband's Sl. No.	Regimental Address for despatch of Ballot paper	House Address
(1)	(2)	(3)	(4)	(5)	(6)
NIL					

Place : Mormugao

Date : 30/09/2008

Electoral Registration Officer
25-Vasco-Da-Gama Assembly Constituency

Note Elector Type above will be M for an elector who is the member of Defence Services/ Armed Police Service/ Foreign Service, and it will be W for an elector who finds a place in this list by virtue of being the wife of a member of Defence Services/ Armed Police Service/ Foreign Service. If a wife herself belongs to Defence Services/ Armed Police Service/ Foreign Service, she would be categorised as member, and not as a wife.
Whenever an elector is categorised as a member, Rank/Buckle No. must be given in case of Defence Services/Armed Police Service.

ANNEXURE 37
(Chapter 9, Para 9.11)

Format 1 A (With DEO)

Polling Station wise elector information (Gender Ratio)

District	
AC No. & Name	
Gender Ratio of District (As Per Census)	
Gender Ratio of District (As Per current Electoral roll)	

Polling Station Number	Census Gender Ratio of district	Elector as per roll on the basis of which the last General Election was held (give year)		Elector as per last final roll (give qualifying date)		Elector as per last final roll w.r.t the publication of (draft/final) roll		Elector as per now proposed publication of (draft/final) roll		
		Male	Female	Sex Ratio	Male	Female	Sex Ratio	Male	Female	Sex Ratio
1	2	3	4	5	6	7	8	9	10	11
AC Total										

Format 1 B (With CEO)

Constituency wise elector information (Gender Ratio)

Name of State:	
Gender Ratio of State (As Per Census)	
Gender Ratio of State (As Per current Electoral roll)	

Name Of District	Assembly Constituency	Census Gender Ratio of district	Elector as per roll on the basis of which the last General Election was held (give year)		Elector as per last final roll (give qualifying date)		Elector as per last final roll w.r.t the publication of (draft/final) roll		Elector as per now proposed publication of (draft/final) roll			
			No	Name	Male	Female	Sex Ratio	Male	Female	Sex Ratio	Male	Female
1	2	3	4	5	6	7	8	9	10	11	12	13
State Total												

Format 2A
(To be kept with DEO) Only where PS wise population known)

Polling Station wise Elector information (Elector-Population ratio)

Name of District:									
No. & Name of AC									
Projected Population of District (Projected upto the year of current revision)									
Total Electors of district									
Elector-Population Ratio of District (Projected upto the year of current revision)									
Polling Station No.	Total Population (Projected as on the proposed publication year)		Electors as per proposed (draft/final) roll w.r.t. (give date) as qualifying date		Ratio of Electors to Population				
	Male	Female	Male	Female	Total	Male	Female	Total	
1	2	3	4	5	6	7	8	9	10
AC Total									

Format 2B (With CEO)

Constituency wise Elector information (Elector-Population ratio)

Name of State:											
Projected Population of State (Projected upto the year of current revision)											
Total Electors in State											
Elector - Population Ratio in State											
Name Of District	Assembly Constituency	Total Population (Projected as on the proposed publication year)			Electors as per proposed (draft/final) roll w.r.t. (give date) as qualifying date			Ratio of Electors to Population			
		No	Male	Female	Total	Male	Female	Total	Male	Female	Total
1	2	3	4	5	6	7	8	9	10	11	12
State Total											

District Age-Cohort Wise Elector Information

Format 3A

Name of District:		Year of Revision			
District Population in numbers (projected upto the year of current revision)					
District Population of 18+ only (projected upto year of current revision) [Y]					
Age Cohort	Projected Census Population in age cohort (Projected upto the year of current revision)	%age of (2) to 'X' i.e. total Population as per census	Electors as per proposed (draft/final) roll w.r.t. (give date) as qualifying date	%age of (4) to 'X' i.e. total population as per voter roll	%age of (4) to 'Y' i.e. registered voters vs eligible voters
1	2	3	4	5	6
18-19					
20-29					
30-39					
40-49					
50-59					
60-69					
70-79					
80+					
District Total					

- 1 Constituency wise figures to be kept in a similar format for each constituency within the district by the DEO.
2. Wide variation and discrepancies should be closely studied and reasons ascertained by the DEO at district level and the ERO at constituency level.

Format 3B

State Age-Cohort Wise Elector Information

Name of State:		Year of Revision			
Total State Population in numbers (projected upto the year of current revision)					
State Population of 18+ only (in numbers projected to year of current revision)					
Age Cohort	Projected Census Population in age cohort (Projected upto the year of current revision)	%age of (2) to 'X' i.e. total Population as per census	Electors as per proposed (draft/final) roll w.r.t. (give date) as qualifying date	%age of (4) to 'X' i.e. total population as per voter roll	%age of (4) to 'Y' i.e. registered voters vs eligible voters
1	2	3	4	5	6
18-19					
20-29					
30-39					
40-49					
50-59					
60-69					
70-79					
80+					
State Total					

Format 4A (With DEO)

Rolling Station wise Information on Inclusion and Deletions in Current Electoral Rolls Over Previous Roll

Name of AC: _____

Polling Station	Number of Electors in last published draft/final roll w.r.t. (give date) as qualifying date		Total claims lodged in Form 6 subsequent to last publication of roll		Total Claims admitted		Total Objections Lodged in Form 7 subsequent to last publication of roll		Total Objections admitted		Suo-motu Deletion subsequent to last publication of roll		Total Deletions subsequent to publication of roll		Number of Deletions due to			Number of Electors in now proposed Roll w.r.t. (give date) as qualifying date		Net change over previous roll		% Change over previous roll (+/-)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Expired	Shifted	Repeated	Male	Female	(+/-)	(+/-)		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
AC Total																							

Format 4B (With CEO)

Constituency-wise Information on Inclusion and Deletions in Current Electoral Over Previous Roll

Name of State: _____

Assembly Constituency	Number of Electors in last published draft/final roll w.r.t. (give date) as qualifying date		Total claims lodged in Form 6 subsequent to last publication of roll		Total Claims admitted		Total Objections Lodged in Form 7 subsequent to last publication of roll		Total Objections admitted		Suo-motu Deletion subsequent to last publication of roll		Total Deletions subsequent to publication of roll		Number of Deletions due to			Number of Electors in now proposed Roll w.r.t. (give date) as qualifying date		Net change over previous roll		% Change over previous roll (+/-)		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Expired	Shifted	Repeated	Male	Female	(+/-)	(+/-)			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	20	21
District Total																								
State Total																								

Format 5C (With CEO)

Photo Coverage in Current Rolls

Name of State:

Name Of District	Assembly Constituency	PS with <50% Photo elector		PS with >50%<60 % Photo elector	PS with >60%<70 % Photo elector	PS with >70%<80 % Photo elector	PS with >80%<90 % Photo elector	PS with >90% Photo elector	% of Non-photo Electors
		No	Name						
1	3	4		5	6	7	8	9	10
State Total									

Format 5D (With CEO)

EPIC Coverage in Current Rolls

Name of State:

Name Of District	Assembly Constituency	PS with <50% EPIC		PS with >50%<60 % EPICr	PS with >60%<70 % EPIC	PS with >70%<80 % EPIC	PS with >80%<90 % EPIC	PS with >90% EPIC	% of Residual Electors
		No	Name						
1	3	4		5	6	7	8	9	10
State Total									

Format 8A (With DEO)

Polling Station Wise Information on Migrated Electors

AC Number and Name		Total Electors	Electors found shifted during BLO survey since last draft publication	Of column 4, shifted with entire family	Of column 5, shifted without entire family	suo- motu Notice Issued against column 5	suo- motu Notice Issued against column 6	Suo-motu Deleted under Rule 21A			Notice issued on Form 7 against column 5	Notice issued on Form 7 against column 6	Deleted through Form 7 during revision period		
#	Name							Against column 7	Against column 8	Total (9+10)			Against column 12	Against column 13	Total (14+15)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Constituency total															

Format 8B (With CEO)

Constituency wise Information on migrated Electors

Name of State: Of District	Assembly Constituency	Total Electors	Electors found shifted during BLO survey since last draft publication	Of column 5, shifted with entire family	Of column 5, shifted without entire family	suo- motu Notice Issued against column 6	suo- motu Notice Issued against column 7	Suo-motu Deleted under Rule 21A		Notice issued on Form 7 against column 6	Notice issued on Form 7 against column 7	Deleted through Form 7 during revision period				
								Against column 8	Against column 9			Against column 13	Against column 14	Total (15+16)		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
State Total																

ANNEXURE 38
Chapter 11, Para 11.3.

DECLARATION

*

(For an elector of 25+ age group seeking registration in a new place on change of residence but without an EPIC having been issued earlier)

I,....., Son/Daughter/Wife of R/o.....
....., declare as under: -

1. I have applied for registration in the electoral roll of.
.....Constituency on change of my residence.
(for persons seeking registration in a new place on change of residence)

or

I have applied for registration in the electoral roll of constituency,
as my name does not figure in any electoral roll.
(for persons of 25 years or more seeking registration in the same place)

2. I have not been issued any EPIC at any time in the past in any constituency.

Signature of the Applicant

Place:
Date:

*(Making false declaration in matters related to preparation/revision of electoral roll is an offence punishable under Section 31 of the Representation of the People Act, 1951, and also under the provisions of the Indian Penal Code)

ANNEXURE 39
Chapter 12, Para 12.1
Election Commission of India

REGISTER

OF

CLAIM APPLICATIONS
(Form 6)

FOR

**INCLUSION OF NAMES IN ELECTORAL ROLL (AFTER
FINAL PUBLICATION OF ELECTORAL ROLL)**

District..... State:

No. & Name of Assembly/Parliamentary Constituency

No. of Register :

Year from To.....

CERTIFICATE

*This is to certify that the Register contains pages from _____
to _____ . (number
of pages in words). I have actually counted the pages and found them correct.*

Signature

Date:

Electoral Registration Officer of
_____ Assembly Constituency and

(Here insert the Designation)

Completion Instructions for Form 6 Register

Page No. A running page no. will be given at the top corner of each page of the register.

- Col. 1 – Application No.:** This will be a running serial number, starting from 1, for the applications received in Form 6. Each application received after final publication upto the next draft publication shall be continuously numbered.
- Col.2 – Date of presentation of the Application.** The date should be after date of final publication.
- Col.3 –** In areas where there is no house numbering, House No., if any, available in the relevant part of the electoral roll in respect of any other family members of the applicant should be filled up by the official receiving the application. This is necessary whenever the supplements are integrated to bring the person under the same household.
- Col.4 -** Indicate the letter “F/M/H/O”, as the case may be, in bracket after the name of the relation.
- Col.5 -** Indicate complete EPIC no. with full prefix.
- Col.6 –** The electoral roll part that covers the address of the applicant should be mentioned by the official from the current electoral roll.
- Col.7 –** Electoral roll part is further sub-divided into sections for every separately identifiable locality within the Part and each such section is having distinct numeric number. The official should indicate the no. & name of the relevant section after checking from the current electoral roll.
- Col.13 –** The serial number of accepted claims should be one more than the previous existing serial number in the relevant part of electoral roll. Subsequent applications for same part to be consecutively numbered.
- Col.14 –** Intimation of decision taken should be given in the prescribed form within 3 days.
- Col.15 –** The applications received in a calendar month should be disposed of during the next month and the manuscript should be prepared for every part separately, in duplicate, by hand by 25th of that month. The format of the manuscript will be same as that of the electoral roll.
- Col.16 –** One copy of the manuscript of additions should be attached below the relevant part and the other copy should be sent to the center, where electoral roll database is maintained for data entry.
- Col.17 -** The data entered will be stored in the database of the relevant Assembly constituency for printing at the time of next draft publication or on the last date for filing nominations in case there is a bye-election from the constituency.
- Co.18 -** Normally during continuous updation, electors who have shifted their residence either within the constituency or have shifted in from other constituency will file applications. Each such application will have corresponding deletion of the entry in the relevant part of electoral roll of the constituency of previous residence. Action should be taken after disposal of the

claim application for intimating the ERO concerned for deletion of the other entry. This should be done in a time bound manner and as such all such intimations should be given within one month thereafter.

REGISTER OF CLAIM APPLICATIONS (Form 6)

Decision Taken	Date of decision		If accepted Part No. and Sl. No. in the Electoral Roll	Date of intimation of decision to applicant	Date of preparation of manuscript	Date of transfer for data entry	Date of printing of supplements	Whether intimation sent to other ERO concerned to delete the entry
	Accepted	Rejected						
10	11	12	13	14	15	16	17	18

Please refer to completion instructions for Form 6 Register

Election Commission of India

REGISTER

OF

OBJECTIONS

(Form 7)

SEEKING DELETION OF NAME IN ELECTORAL ROLL (AFTER FINAL
PUBLICATION OF ELECTORAL ROLL)

District..... State:

No. & Name of Assembly/Parliamentary Constituency

No. of Register :

Year from To.....

CERTIFICATE

*This is to certify that the Register contains pages from _____
to _____. (number of pages in words). I have actually counted the pages and found
them correct.*

Date:

Signature
Electoral Registration Officer of
_____ Assembly
Constituency and

(Here insert the Designation)

Completion Instructions for Form 7 Register

Page No. A running page no. will be given at the top corner of each page of the register.

- Col. 1 – Application No.:** This will be a running serial number, starting from 1, for the applications received in Form 7. Each application received after final publication upto the next draft publication shall be continuously numbered.
- Col.2 – Date of presentation of the Application.** The date should be after date of final publication.
- Col.3 – In areas where there is no house numbering, House No.,** if any, available in the relevant part of the electoral roll in respect of any other family members of the applicant should be filled up by the official receiving the application.
- Col.4-6 & 8** These columns are in respect of person whose entry is being objected to. In case the EPIC no. is not indicated by the objector, the same may be taken from the electoral roll, if available. Indicate complete EPIC no. with full prefix if the person is having any EPIC issued in that constituency or any other constituency in India.
- Col. 7** Electoral roll part is further sub-divided into sections for every separately identifiable locality within the Part and each such section is having distinct numeric number. The official should indicate the no. & name of the relevant section after checking from the current electoral roll.
- Col.14 – Intimation of decision taken** should be given in prescribed form within 3 days.
- Col.15 – The applications received in a calendar month** should be disposed of during the next month and the manuscript should be prepared for every part separately, in duplicate, by hand by 25th of that month. The format of the manuscript will be same as that of the supplement of deletion of electoral roll.
- Col.16 – One copy of the manuscript of deletions** should be attached below the relevant part and the other copy should be sent to the center where electoral roll database is maintained for data entry.
- Col.17 - The data entered will be stored in the database of the relevant Assembly constituency** for printing at the time of next draft publication or on the last date for filing nominations in case there is a bye-election from the constituency.

Election Commission of India
REGISTER
OF
CORRECTION APPLICATIONS
(Form 8)
FOR
CORRECTION OF ENTRIES IN ELECTORAL ROLL
(AFTER FINAL PUBLICATION OF ELECTORAL ROLL)

District..... State:

No. & Name of Assembly/Parliamentary Constituency

No. of Register :

Year from To.....

CERTIFICATE

*This is to certify that the Register contains pages from _____
to _____ (number
of pages in words). I have actually counted the pages and found them correct.*

Signature

Date:

Electoral Registration Officer of
_____Assembly Constituency
and

Completion Instructions for Form 8 Register

Page No. A running page no. will be given at the top corner of each page of the register.

Col. 1 – Application No.- This will be a running serial number, starting from 1, for the applications received in Form 8. Each application received after final publication upto the next draft publication shall be continuously numbered.

Col.2 – Date of presentation of the Application. The date should be after date of final publication.

Col.3 - 5 In these columns note down the existing details of the applicant seeking correction in the electoral roll.

Col.6 - In this column indicate in capital letters the corrections to be made. Use separate row for correction of each field like name, relation name, age, sex, EPIC No. etc. in the following manner:-

NAME - RAKESH KUMAR
AGE - 25
SEX - MALE

Col.12 – Intimation of decision taken should be given in prescribed form within 3 days.

Col.13 – The applications received in a calendar month should be disposed of during the next month and the manuscript should be prepared for every part separately, in duplicate, by hand by 25th of that month. The format of the manuscript will be same as that of the supplement of correction of electoral roll.

Col.14 – One copy of the manuscript of corrections should be attached below the relevant part and the other copy should be sent to the center where electoral roll database is maintained for data entry.

Col.15 - The data entered will be stored in the database of the relevant Assembly constituency for printing at the time of next draft publication or on the last date for filing nominations in case there is a bye-election from the constituency.

REGISTER OF CORRECTION APPLICATIONS (Form 8)

Date of Hearing, if necessary	Decision Taken		Date of decision	Date of intimation of decision	Date of preparation of manuscript	Date of transfer for data entry	Date of printing of supplements
	Accepted	Rejected					
8	9	10	11	12	13	14	15

Please refer to completion instructions for Form 8 Register

Election Commission of India
REGISTER
OF
TRANSPOSITION APPLICATIONS
(Form 8A)
FOR
TRANSPOSITION OF ENTRIES IN ELECTORAL ROLL
(AFTER FINAL PUBLICATION OF ELECTORAL ROLL)

District..... State:

No. & Name of Assembly/Parliamentary Constituency

No. of Register :

Year from To.....

CERTIFICATE

*This is to certify that the Register contains pages from _____
to _____ . (number
of pages in words). I have actually counted the pages and found them correct.*

Signature

Date:

Electoral Registration Officer of

Assembly
Constituency and

(Here insert the Designation)

Completion Instructions for Form 8A Register

Page No. A running page no. will be given at the top corner of each page of the register.

Col. 1 – Application No.: This will be a running serial number, starting from 1, for the applications received in Form 8A. Each application received after final publication upto the next draft publication shall be continuously numbered.

Col.2 – Date of presentation of the Application. The date should be after date of final publication.

Col.3 - In this column indicate the name and address of the person filing the application.

Col.4 - 6 Application for transposition of entry from one part to another part of the electoral roll of same constituency can be filed by the person seeking transposition of his entry or by a person seeking transposition of entry in respect of some other person whose new address of ordinary residence is known to the applicant. In these columns note down the existing details of the person whose entry is to be transposed.

Col.7 - Part no. to which the entry has to be transposed will be mentioned by the applicant in Form 8A if it is known to him. This column may be filled up by the official concerned only after the application is accepted after checking the current part of the electoral roll covering the area where the entry is proposed to be transposed to.

Col.13 – This may be filled up after getting the printed copy of the supplement of addition of the part where the entry is ordered to be transposed.

Col.14 – Intimation of decision taken should be given within 3 days in prescribed form.

Col.15&16- The applications received in a calendar month should be disposed of during the next

month and the manuscript should be prepared for every part separately, in duplicate, by hand by 25th of that month. There will be two supplements, one for addition in the part where the entry is transposed and another for deletion from the part from where the entry is transposed. Thus there will be two supplements. The format of the manuscript will be same as that of the supplement of addition and deletion of electoral roll.

Col.17 – One copy of the manuscript of corrections should be attached below the relevant part and the other copy should be sent to the center where electoral roll database is maintained for data entry.

Col.18 - The data entered will be stored in the database of the relevant Assembly constituency for printing at the time of next draft publication or on the last date for filing nominations in case there is a bye-election from the constituency.

REGISTER OF TRANSPOSITION APPLICATIONS (Form 8A)

Continuous Update(Year) Date of Final Publication.....

Application No.	Date of Filing	Applicant's Name & Address	Details of person whose entry is to be transposed		Part No. to which the entry has to be transposed	Date of Display of Notice in Prescribed Form alongwith a	
			Name	Serial No.			
1	2	3	4	5	6	7	8

REGISTER OF TRANSPOSITION APPLICATIONS (Form 8A)

Date of Hearing if necessary	Decision Taken		Date of decision	If accepted, Part No. and Sl. No. in the Electoral Roll where the entry is transposed and included	Date of intimation of decision	Date of preparation of manuscript		Date of transfer for data entry	Date of printing of supplements
	Accepted	Rejected				For deletion from Part No. mentioned in col. 5	For inclusion in the Part No. and Serial No. mentioned in col. 13.		
9	10	11	12	13	14	15	16	17	18

ANNEXURE 40
Chapter 14, Para 14.8

Election Commission of India (ANNEXURE-I) Application for Issue of Replacement Elector's Photo Identity Card (EPIC)		FORM ID ECI-EPIC-001
A	State/ UT :	
	AC ⁵ (No. & Name):	
	District:	
B Elector's Particulars (To be filled by Elector)		
To, The Electoral Registration Officer, Assembly/ Parliamentary ² Constituency		Sir/Madam, I request that a Duplicate Electoral Photo identity Card be issued to me as my original card is lost/destroyed/mutilated .or due to change of address I want to get afresh card with my new address. I am returning my EPIC to you along with fee for issue of duplicate EPIC My name is included in the electoral roll for the above constituency. Particulars in support of my claim for issue of duplicate EPIC are given below:
1. Name of Elector:		2. EPIC No of Original card (if known) :
3. Father's/ Mother's/ Husband's* Name :		4. Sex (M/F):
6. Address (i) House / Door number :		5. Date of Birth (DOB) If not known then Age in Years)as on 1st Jan, 200____,.....
(ii) Street/ Mohalla / Road/ Gali :		
(iii)Area / Locality :		
(iv) Town/Village :		(v) PIN CODE
(vi) Police Station :		(vii) District:
(viii) Reasons for applying for a Duplicate card		
1. I will collect EPIC from VRC/CSC 2. I wish to receive my EPIC by Post(self addressed and stamped envelope enclosed) 3. I will collect EPIC from BLO.		
() Signature of the applicant		
(ix) Tick (✓)the appropriate box: <input type="checkbox"/> I hereby return my mutilated /old card. <input type="checkbox"/> I undertake to return the earlier card issued to me if the same is recovered at a later date.		Date: Place:
<i>For official Use</i>		
<i>Authentication for Issue of EPIC (To be filled by ERO's Representative)</i>		
Part No. :	Serial No. of Elector in Part :	ID number of Designated Photography Location (DPL) or Common Service centers (CSE).:
Register No.	Serial No. in Register	#Token No. or Receipt No.
Verified by:	Signature	
Date: __/__/200__		
D Acknowledgement of R- EPIC by the Elector		
Received Duplicate EPIC on (Date):		Elector's Signature
- - 200__		or Thumb Impression

**ANNEXURE 41
Chapter 15, Para 15.6**

DECLARATION BY SERVICE PERSONNEL

(TO BE OBTAINED DURING HOUSE-TO-HOUSE ENUMERATION AND TO BE ATTACHED WITH THE APPLICATION FOR INCLUSION OF NAME IN FORM-6)

I,(NAME IN BLOCK LETTERS) son / daughter / *wife ofam applying for getting myself registered as a general elector at the place of my posting/ *posting of my husband which is my actual place of ordinary residence as I do not wish to avail of the fictional domicile under Section 20(3) of the R.P. Act, 1950 to get registered as an elector in the last part of the electoral roll of my native place where I would have been ordinarily resident but for my /*my husband's service qualification.

I hereby declare that I am qualified to claim ordinary residence at my present place of residence as I am staying here for a sufficient span of time with my family/*my husband.

I, further, declare that I have neither got myself already registered nor have applied for such registration as service elector in the last part of the electoral roll of my native place, where I would have been ordinarily resident but for my/*my husband's service qualification, prepared afresh during 2002 or during subsequent summary revisions conducted every year since then to update that last part of electoral roll.

I further declare that I am aware of the law that prohibits getting registered as an elector at more than one place either in the same constituency or in different constituencies.

SIGNATURE OF THE SERVICE PERSONNEL
*Wife of the service personnel

RANK.....
RECORD OFFICE

Place:.....
Date:.....

To be filled up by the service personnel signing the Enumeration Card after providing information to the Enumerator at the time of house-to-house enumeration or to be attached with the application in Form 6 for inclusion of name filed by service personnel and their wives.

** Applicable for wives of service personnel only.*

ANNEXURE 42
Chapter 15, Para 15.6

{LETTER HEAD OF THE SENDER WITH COMPLETE POSTAL ADDRESS}

Ref. No.

Dated

To

The Chief Electoral Officer,
(Name of the State).

Subject: Submission of Form 2 / 2A – Forwarding thereof.

Sir,

Please find enclosed herewith two copies of the statement containing details of (in numerical and words) number(s) of duly filled form(s) that is / are being sent. Further, the Form(s) in duplicate alongwith one copy of declaration each in respect of the service personnel who has / have applied for registration as service voter(s) in your State is / are enclosed. One copy of the statement may kindly be sent back after verifying with the forms.

Yours etc.

Signature of the sending authority

ANNEXURE 43
Chapter 16, Para 16.4

Declaration

I _____ hereby declare that Mr./Ms_____, son/daughter of Mr./Ms_____ who has submitted an application for registration as overseas elector in electoral roll of AC_____ is my _____ (relationship). I hereby declare that I have checked all particulars of his/her self-attested documents enclosed with his/her application in Form 6A and have verified that to the best of my knowledge and belief they are true. I hereby also verify the signature of the applicant. I am registered as an elector at Sr. No. in Part No. of elector roll of Assembly Constituency.

(signature of the relative of the applicant)

Note:- Any person who makes a statement or declaration which is false and which he either knowing or believing to be false or does not believe to be true is committing a punishable offence under Section 31 of the Representation of the People Act, 1950.

ANNEXURE 44
Chapter 18, Para 18.5

Report 1: Summary Information on Administrative Units

State/UT Code & Name:

1. No. of Districts : N1
2. No. of Sub-Divisions : N2
3. No. of Tehsils : N3
4. No. of Police Stations : N4
5. No. of Development Blocks : N5
6. No. of Panchayats : N6
7. No. of Post Offices : N7
8. No. of Villages : N8
9. No. of Towns : N9
 - a. Administered by Notified Area Councils :N9a
 - b. Administered by Municipalities : N9b
11. No. of Parliamentary Constituencies : N11
12. No. of Assembly Constituencies : N12
13. No. of Polling Station Locations : N13

Report 2: List of ACs and their corresponding Districts

State/UT Code & Name:

AC_No	AC_Name	DIST_No	DIST_NAME

Report 3: List of ACs and their corresponding Districts & Tehsils

State/UT Code & Name:

AC_No	AC_Name	DIST_No	DIST_NAME	TEHSIL_NO	TEHSIL_NAME

Report 4: AC wise No. of Parts and Polling Station Locations

State/UT Code & Name:

AC_No	AC_Name	Number of Parts	Number of Polling Station Locations

Report 5: AC and Part wise list of Polling Station

AC No and Name:

AC No	AC Name	Part No.	Polling Station Location's FVTM		Polling Station's Building name & Location area ID	Corresponding Village/Town/Forest/Metro Name	Corresponding District Name
			Type	No			

Report 6: AC wise number of Villages/ Towns / Forests/Metros

AC No and Name:

AC_No	AC_Name	Number of				Total number of Villages/ Towns/Forests/ Metros
		Villages	Towns	Forests	Metros	

Report 7a: AC and part wise list of Villages/ Towns/ Forests/Metros

AC No and Name:

AC No	AC Name	Part No.	Parts FVTM		Part's Village/ Town/ Forest/Metro Name	Corresponding Tehsil Name	Corresponding District Name
			Type	No			

Report 7b: Block and Panchayat wise Villages

District Name:

Block		Panchayat		Village Name	VILG_SL_NO	Corresponding Tehsil		Corresponding District	
No	Name	No	Name			No	Name	No	Name

Report 7c: District, Tehsil and Police Station wise Villages

District Name:

District		Tehsil		Police Station No.	Police Station Name	Village Name	VILG_SL_NO	POST-OFFICE	POST-OFFPIN
No	Name	No	Name	No	Name				

Report 7d: District and Tehsil wise Towns

District Name:

District		Tehsil		TOWN_NAME	TOWN_NO	TOWN_TYPE
No	Name	No	Name			

Report 8: AC and part wise number of Sections

State/UT Code & Name:

AC_No	AC_Name	Part No	No. of Sections in the Part

**ANNEXURE – 45
Chapter 20, Para 20.4**

Tentative list of Alert and notification messages

Notifications to Applicant:

MiD - 1	Your Application has been received for addition/shifting/deletion/correction. Use <id> for future reference
MiD - 2	Your Application is incomplete as <particulars > not furnished. Re-submit with complete details.
MiD - 3	Your entry in electoral roll <sl. no., part no. >has been proposed for deletion
MiD - 4	BLO <name, mobile No.> may contact/verify you between <date> to <date>
MiD - 5	BLO <name> verification of your application done on <date>
MiD - 6	Your application <id> has been rejected by ERO due to <reason>. You may appeal to DEO/CEO <designation, address> before <date>
MiD - 7	Visit ERO office at <venue>on <date> between <time> to <time> for Personal hearing for your application <id>
MiD - 8	<Name> has been added in/deleted from electoral Roll at <Sr.no.> in <part no.> within <AC name> on <date>
MiD - 9	Your EPIC <No.> is sent for printing.
MiD - 10	Your EPIC <No.> is ready. Please collect during office hours from <address>/BLO shall deliver it shortly/You will receive it by Post.

SMS in Cases of Appeal to DEO/CEO

MiD - 1	Appeal for <ref no.> to DEO/CEO has been received.
MiD - 1a	Officer <name, mobile No.> may contact/verify you between <date> to <date>
MiD - 1b	Officer <name> field verification of your application done on <date>
MiD - 2	Your application <id> has been rejected by DEO due to <reason>. You may appeal to CEO < address> in 15 days
MiD - 2a	Your application <id> has been rejected by CEO due to <reason>.
MiD - 3	Personal hearing for your application <id> has been scheduled by DEO/CEO on <date> between <time> to <time> at <venue>
MiD - 4	Your appeal is upheld. ERO <constituency name> has been directed to carry out changes in electoral Rolls
MiD - 5	<Name> has been added in/deleted from electoral Roll at <Sr.no.> in <part no.> within <AC name> on <date>

Notifications to Supervisor:

MiD - 1	Application<no.> in form<no.> has been registered and checklist has been generated. Ready for BLO <part No.>Field verification
MiD - 2	BLO <part No.>has/has not submitted report for application <id> /in prescribed time limit.
MiD - 3	BLO <part No.>has submitted report for application <id> without <reasons/documents>. BLO re-verification required.

Notifications to BLO:

MiD - 1	Application <id> in form <no.> for your part has been registered for
---------	--

	verification
MiD-1a	Application <id> in form <6,8A> for your part has been registered for migration at ERO <AC No., name, state>. Field verification to be done on or before <date>
MiD - 2	Checklist for Application <id> has been generated at ERO office, to be verified on or before <date>
MiD - 3	Application <id> BLO field verification report received as Correct/ incorrect due to <reason>.
MiD - 4	Application <id> has been allocated to you for re-verification
MiD - 5	Application <id> BLO field re-verification report received as Correct/ incorrect due to <reason>.
MiD –6	<Name> has been added in/deleted from electoral Roll at <Sr.no.> in <part no.> within <AC name> on <date>
MiD – 7	Application <id> EPIC <No.> is sent for printing.
MiD – 8	Application <id> EPIC <No.> is ready. Please collect for delivery to applicant.

Notifications to EO

MiD - 1	Application <id> in <part no.>has been submitted in Form <6/6A/7/8/8A> on <date>
MiD - 2	Preliminary Scrutiny of Application <id> done and handed over for scanning.
Mid- 3	Application <id> scanning completed, Checklist Generated and issued for BLO Field verification
MiD - 4	Reminder. Hearing for application <id> has been scheduled on <date> at <time>
MiD - 5	Application <id> in form <6> for your AC <part/sl. No.> has been registered for migration at ERO <AC No., name, state>. Field verification to be done on or before <date>
MiD-5a	Application <id> in form <6> for your AC <part/sl. No.> has been registered for migration at ERO <AC No., name, state> is pending for BLO field verification since<date>. Report to be sent on or before <date>
MiD – 6	Applicant <id> with EPIC < No.>has been migrated and added to electoral Roll at <Sr. No.> in part no. <part no.> of <AC No., name, state> on default.

Notifications to ERO / AERO

MiD-1	Application <id> after BLO field verification on <date>and EO/AERO scrutiny on<date>is ready for your decision/since<date>. Please process/Early
MiD - 2	Application <id> after BLO re- verification <date>and EO scrutiny on<date>is ready for your decision/since<date>. Please process/Early
MiD – 3	Reminder. Hearing for application <id> has been scheduled on <date> at <time>
MiD – 4	Application <id> in form <6> for your AC <part/sl. No.> has been registered for migration at ERO <AC No., name, state> is pending for BLO field verification since<date>. Report to be sent on or before <date>
MiD – 5	Applicant <id> with EPIC < No.>has been migrated and added to electoral Roll at <Sr. No.> in part no. <part no.> of <AC No., name, state> on default.
MiD – 5a	Applicant <id> with EPIC < No.>has been migrated and added to electoral Roll at <Sr. No.> in part no. <part no.> of <AC No., name, state>

ANNEXURE 46
Chapter 21, Para 21.2

The Third Schedule to the R.P. Act, 1950
(See section
10)

Allocation of Seats in the Legislative Councils

Name of State	Total number of seats	Number to be elected or nominated under article 171(3)				
		Sub-clause (a)	Sub-clause (b)	Sub-clause (c)	Sub-clause (d)	Sub-clause (e)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1. Andhra Pradesh	58	20	5	5	20	8
2. Telangana	40	14	3	3	14	6
2. Bihar	75	24	6	6	27	12
3. Madhya Pradesh*	90	31	8	8	31	12
4. Maharashtra	78	22	7	7	30	12
5. Karnataka	75	25	7	7	25	11
6. Tamil Nadu [#]	78	26	7	7	26	12
7. Uttar Pradesh	100	36	8	8	38	10

* Provisions relating to Constitution of the Madhya Pradesh Legislative Council under the Legislative Councils Act, 1957 have been brought into force. Consequently, Legislative Council in Madhya Pradesh has not been constituted.

[#] Substituted by The Tamil Nadu Legislative Council Act, 2010 dated 18.5.2010. Consequently the Resolution passed by the Tamil Nadu Legislative Assembly on 7.6.2011 for withdrawal of decision to create Legislative Council in Tamil Nadu.

[Column (3) – Local Authorities’ Constituency

Column (4) – Graduates’

Constituency Column (5) – Teachers’

Constituency Column (6) – By MLAs

Constituency

Column (7) – Nominated Members]

ANNEXURE 47
Chapter 21, Para 21.2

The Fourth Schedule to the R. P. Act, 1950
[See section 27(2)]

**LOCAL AUTHORITIES FOR PURPOSES OF
ELECTIONS TO LEGISLATIVE COUNCILS**

ANDHRA PRADESH

1. Municipal Corporations
2. Municipalities
3. Nagar Panchayats
4. Cantonment Boards
5. Zila Praja Parishads
6. Mandal Praja Parishads

TELANGANA

1. Municipal Corporations
2. Municipalities
3. Nagar Panchayats
4. Cantonment Boards
5. Zila Praja Parishads
6. Mandal Praja Parishads

BIHAR

1. Nagar Parishads
2. Cantonment Boards
3. Nagar Panchayats
4. Zila Parishads
5. Panchayat Samitis
6. Nagar Nigams (Corporations)
7. Gram Panchayats

MADHYA PRADESH

1. Municipalities
2. Janapada Sabhas
3. Mandal Panchayats
4. Cantonment Boards
5. Notified Area Committees
6. Town Area Committees

MAHARASHTRA

1. Municipalities
2. Cantonment Boards
- (*)
4. Zilla Parishad

(* Entry '3' omitted by Act 21 of 1989, sec. 5)

KARNATAKA

1. City Municipal Corporations
2. City Municipal Councils
3. Town Municipal Councils
4. Town Panchayats
5. Zilla Panchayats
6. Taluk Panchayats
7. Grama Panchayats
8. Cantonment Boards

TAMIL NADU

1. Municipalities, as referred to in article 243Q of the Constitution
2. Panchayat Union Councils
3. Cantonment Boards
4. District Panchayats referred to in the Tamil Nadu Panchayat Act, 1994 (Tamil Nadu Act 21 of 1994)
5. Kshetra Panchayats
6. Cantonment Boards

UTTAR PRADESH

1. Municipal Corporations
 2. Municipal Councils
 3. Zilla Panchayats
 4. Nagar Panchayats
 5. Kshetra Panchayats
 6. Cantonment Boards
-

ANNEXURE 48
Chapter 22, Para 22.2

Format of Electoral Rolls of Local Authorities' Constituency

(Note: - Roll shall be published Part wise for each local authorities' constituency. Roll of each part will be published section wise. Separate inclusion, deletion and modification supplementary lists shall be published along with the mother roll till the electoral roll is integrated.)

Constituency Header

Part Header

Part No. of Electoral Roll

Part Summary

Constituency Summary

Each Part of the Electoral Roll shall be published sectionwise, in the following columns:-

Section No.....

Name of Local Authority.....

1. Serial Number in Part
2. First Name of Elector
3. Surname of Elector
4. Name of Relation
5. Surname of Relation
6. Relation Type (Father/Mother/Husband/Other)
7. Sex
8. Date of Birth
9. Whether literate(Yes/No)
10. Photo
11. EPIC Number
12. Name of State where elector is enrolled in Assembly Constituency (if enrolled in any assembly constituency)
13. No. of Assembly Constituency where elector is enrolled (if enrolled in any assembly constituency)
14. Name of Assembly Constituency where elector is enrolled (if enrolled in any assembly constituency)
15. No. of Part of Assembly Constituency where elector is enrolled (if enrolled in any assembly constituency)
16. Name of Part of Assembly Constituency where elector is enrolled (if enrolled in any assembly constituency)
17. Serial Number in Part where elector is enrolled (if enrolled in any assembly constituency)

ANNEXURE 49
Chapter 22, Para 22.2

Format of Electoral Rolls of Graduates’ Contintuency

(Note:- Roll shall be published Part wise for each Graduates’ Constituency. Roll of each part will be published section wise. Separate inclusion, deletion and modification supplementary lists shall be published along with the mother roll till the electoral roll is integrated. There shall be as many supplementary lists as the number of revisions after the last integration)

Constituency Header
Part Header
Electoral Roll of the Part
Part Summary
Constituency Summary

The Electoral Roll of the part shall be published in the following columns:-

1. Serial number in part
2. First name of elector
3. Surname of elector
4. Name of relation
5. Surname of relation
6. Relation type (Father/Mother/Other)
7. Sex (Male/Female/Other)
8. Date of Birth
9. Name of local authority of which elector is a member
10. Photo
11. EPIC number
12. Name of State where elector is enrolled in Assembly Constituency (if enrolled in any Assembly Constituency)
13. No. of Assembly Constituency where elector is enrolled (if enrolled in any Assembly Constituency)
14. Name of Assembly Constituency where elector is enrolled (if enrolled in any Assembly Constituency)
15. No. of part of Assembly Constituency where elector is enrolled (if enrolled in any Assembly Constituency)
16. Name of part of Assembly Constituency where elector is enrolled (if enrolled in any Assembly Constituency)
17. Serial number in part where elector is enrolled (if enrolled in any Assembly Constituency)

ANNEXURE 50
Chapter 22, Para 22.2

Format of Electoral Rolls of Teachers' Contituency

(Note: - Roll shall be published Part wise for each teachers' constituency. Roll of each part will be published section wise. Separate inclusion, deletion and modification supplementary lists shall be published along with the mother roll till the electoral roll is integrated.)

Constituency Header
Part Header
Part No. of Electoral Roll
Part Summary
Constituency Summary

Each Part of the Electoral Roll shall be published in the following columns: -

1. Serial Number in Part
2. First Name of Elector
3. Surname of Elector
4. Name of Relation
5. Surname of Relation
6. Relation Type (Father/Mother/Husband/Other)
7. Sex
8. Date of Birth
9. Name(s) of specified educational institution(s) where engaged in teaching for three years out of last six years (names of all such educational institutions should be given in which the elector has been engaged in teaching in the last six years)
10. Photo
11. EPIC Number
12. Name of State where elector is enrolled in Assembly Constituency (if enrolled in any assembly constituency)
13. No. of Assembly Constituency where elector is enrolled (if enrolled in any assembly constituency)
14. Name of Assembly Constituency where elector is enrolled (if enrolled in any assembly constituency)
15. No. of Part of Assembly Constituency where elector is enrolled (if enrolled in any assembly constituency)
16. Name of Part of Assembly Constituency where elector is enrolled (if enrolled in any assembly constituency)
17. Serial Number in Part where elector is enrolled (if enrolled in any assembly constituency)

ANNEXURE 51
Chapter 23, Para 23.2

Certificate

Certified that all changes in the membership of (name of the local body concerned such as Municipalities/District Boards/Cantonment Boards/Notified Area Committee/Zilla Parishads/Panchayat Samitis/Mandal Panchayats etc.) during the quarter ending March/June/September/December, 20.... Have been intimated to the Electoral Registration Officer vide letter No. date mentioned below:-

- 1.
- 2.
- 3.

Chief Executive Officer
.....
(name of the local body concerned)

Date:

ANNEXURE – 52
Chapter 23, Para 23.3

PREPARATION OF ELECTORAL ROLLS OF GRADUATES’ CONSTITUENCIES OF LEGISLATIVE COUNCIL

Notice under rule 31(3) of the Registration of Electors Rules, 1960

(1) In pursuance of rule 31(3) of the Registration of Electors Rules, 1960 each of the Electoral Registration Officers whose particulars appear in the FIRST SCHEDULE below calls upon every person entitled to be registered in the electoral roll of the constituency mentioned therein to send to, or deliver at, his Office on or before the 7th November 20....(day) at the latest an application in Form 18 appended to the Registration of Electors Rules, 1960 and reproduced in the second schedule below, for inclusion of his/her name.

(2) The applications may also be sent to the Assistant Electoral Registration Officers/Designated Officers whose particulars are shown in the FIRST SCHEDULE below.

As the electoral rolls for the Graduates’ Constituencies are required to be prepared afresh every time before an election, all persons whose names are included in the existing electoral rolls for these Constituencies should also submit fresh applications in the prescribed form.

Qualifications- Every person who is a citizen of India, is ordinarily resident in the constituency and has for at least 3 years before 1st November----- (i.e qualifying date) been either a Graduate of a University in the territory of India or in possession of an equivalent qualification is eligible to be included in the electoral roll. The list of the said equivalent qualifications is available with the officers mentioned in the First Schedule below. The period of three years shall be computed from the date on which the result of the qualifying degree examination was declared and published by the University or other authority concerned.

(3) The application in Form 18 (annexed at SECOND SCHEDULE) must be duly supported by any one of the following forms of documentary evidence in all cases: -

- (a) The degree, diploma or certificate in original granted by the University or Institution concerned or any copy thereof duly self attested and duly authenticated by any of the Additional Designated Officers, who is of the rank of :- (a) Tehsildar; (b) Principals of the Govt. Degree Colleges/Inter Colleges; (c) Principals of the Govt. Girls Degree Colleges / Girls Inter Colleges; (d) Joint Block Development Officers of all Blocks; (e) Executive Officers (Gazetted) of Nagar Palikas/Nagar Panchayats; (f) All the Gazetted Officers of the District concerned (f) **Notary Public.** ; or
- (b) A copy of an entry in the Government record or a certificate issued to a Graduate employee by the Gazetted Head of Offices, in the prescribed format which is reproduced as THIRD SCHEDULE below, on the basis of entries in Government records in his custody or a copy of an entry in the record of the Statutory Body, Corporation or Public Undertaking specifying the degree, diploma or certificate possessed by the claimant duly attested by the Head of the office concerned; or
- (c) An attested copy of the card of registration as registered Graduate issued by the University, a certified copy of the relevant entry in the list of registered Graduates’ the Roll of Advocate, the

register of Medical Practitioners, the register of Chartered Accountants, the register of Engineers maintained by Institute of Engineers etc.; or

- (d) An affidavit by the claimant supported by a certificate from the Registrar of the University, or the Principal of a College affiliated to any University or from the Head of the Department of such College under whom he had studied.
- (e) The mark sheet in original granted by the university or Institution concerned or any copy thereof duly self attested and duly authenticated by the Additional Designated Officer provided that there is clear indication there that claimant has passed the concerned examination.

(4) The eligible persons should apply for enrolment of their names in the prescribed Form 18 along with supported documents listed in para 3 above, as per the procedure given below:-

- a) In case where the applications are sent by post to the ERO/AERO/Designated Officer, the applicant has to enclose with his application, a copy of his degree/certificate/mark sheet duly self attested and duly authenticated by the Additional Designated Officer.
- b) In cases where the applicant directly submits his application in person before the Designated Officer duly appointed for the purpose, he will produce the original degree/certificate/mark sheet before the Designated Officer.

(5) Any application where the above procedure is not followed will be summarily rejected by the ERO as incomplete.

(6) Applications in bulk whether submitted in person or by post, shall not be considered for inclusion by the ERO. However, the Head of the Institutions may forward the applications of all his staff together. One member of a family may also submit the Form 18 of other members of the same family and may get the certificate verified by producing original certificates in respect of each member or submitting copies of supporting documents duly self-attested by the applicant and duly authenticated by the Additional Designated Officer.

(7) It should be noted that any person who makes a statement or declaration in the application which is false and which he either knows or believes to be false, or does not believe to be true will be punishable under section 31 of the Representation of People Act, 1950.

(8) Printed applications in Form 18 may be obtained from the Offices of ERO/AERO/Designated Officers. Manuscript, typewritten, cyclostyled or privately printed forms will also be accepted.

FIRST SCHEDULE

Name of Constituency:					
Extent:					
Particulars of Election Officers*	Name	Designation	Office Address	Contact Telephone numbers	Extent of Jurisdiction#
(1)	(2)	(3)	(4)	(5)	(6)
1. Electoral Registration Officer					
2. Assistant Electoral Registration Officer					
3. Assistant Electoral Registration Officer					
4. Assistant Electoral Registration Officer					
5. Designated Officer					
6. Designated Officer					
7. Designated Officer					
8. Designated Officer					
9. Designated Officer					
10. Designated Officer					

Signature and Seal of the Electoral Registration Officer

Note for CEO and ERO. (not to be printed in the notice and advertisement)

* The number of AEROs and Designated Officers will be as per actual position in any constituency. The number indicated in the format is purely illustrative.

The extent of jurisdiction (Col. 6) will be the whole constituency for the ERO, the whole district within a constituency for the AERO and defined area – such as sub-division or circle or block – for the Designated Officer. This needs to be spelt out clearly in the notice for every individual officer.

SECOND SCHEDULE

FORM 18
(See rule 31)

Claim for inclusion of name in the electoral roll for a graduates' constituency

To
The Electoral Registration Officer,
..... (Graduate) Constituency.

Sir,
I request that my name be registered in the electoral roll for the.....(graduate's) Constituency.

The particulars are:—

Name (in full).....Sex.....
Father's/Mother's/Husband's name (in full)
Qualification
Occupation
House address (Place of ordinary residence)
House No.
Street/Mohalla
Town/Village
Post Office
Police Station/Tehsil/Taluka/Mouza
District
Age.....

2. *I am a graduate of the.....University having passed the degree/diploma examination in the year
OR

*I am in possession of a diploma/certificate in.....which is a qualification equivalent to that of a graduate of a
University in India having passed the examination for the diploma/certificate in the year.....

3. In support of my claim as being a graduate/in possession of the above diploma/certificate. I submit herewith.....

4. ** My name has not been included in the electoral roll for this or any other graduates' constituency.
OR

**My name has been included in the electoral roll for the.....graduates' constituency under the
address given below and I request that it be deleted from that roll:—
.....

5. I declare that I am a citizen of India and that all the particulars given above are true to the best of my knowledge.

Place.....

Date.....

.....
Signature of claimant.

NOTE : Any person who makes a statement or declaration which is false and which the either knows or believes to be false or
does not believe to be true is punishable under section 31 of the Representation of the People Act, 1950.

*Strike out the paragraph not applicable.

**Strike off the inappropriate alternative.

Additional information

7. Name of the elector /applicant
8. Father's/Mother's/Husband's name
9. (a) Whether registered as elector for any assembly constituency - Yes/No
(b) If yes, mention the following particulars
 - (xi) Number and Name of AC
 - (xii) Part/Polling station number (if known)
 - (xiii) Date of Birth
 - (xiv) EPIC number (if any)

Please paste a
photograph of the
elector/applicant here

(xv) Contact No.

Mobile

((vi) Email address (if any)

Land line

(Signature of the elector/applicant)

.....(Perforation.....)

Intimation of action taken

The application in Form 18 of Shri/Shrimati/Kumari.....address..... has been—

(a) accepted and the name of Shri/Shrimati/Kumari.....has been registered at Serial No.... in Part No.....

(b) rejected for the reason.....

Date.....

Electoral Registration Officer.
(Address).....

.....(Perforation).....

Receipt for application

Received the application in Form 18 from Shri/ Shrimati/Kumari*.....address*.....

Date.....

Electoral Registration Officer.
(Address).....

*To be filled in by the applicant.

THIRD SCHEDULE
FORMAT

Certificate issued to a Graduate employee by the Gazetted head of office regarding his educational qualification

Certified on the basis of entries in Government records in my custody that Shri/Kumari/ Smt.
_____ (here give name in full) son/daughter/wife of
_____ who is employed in this office
as _____ has passed _____ (Here mention the particulars of the
degree/diploma examination) from _____
(Here mention the name of the University / Board) in the year _____.

Place : _____

(Signature of Head of Office)

Date : _____

(To be signed by a Gazetted

Officer.)

ANNEXURE 53

Chapter 23, Para 23.3

ELECTION COMMISSION OF INDIA

Revision of Electoral Rolls for Graduates' Constituencies of

Legislative Council

Notice under rule 31(4) of the Registration of Electors Rules, 1960

In pursuance of rule 31(4) of the Registration of Electors Rules, 1960, each of the Electoral Registration Officers of (1) (2)..... Graduates' Constituencies vide his notice dated 1st October 20--, called upon every person entitled to be registered in the electoral roll of the relevant Graduates' constituency mentioned above, to send to, or deliver at, his office on or before ----- **(i.e the last date of receipt of applications)** application in Form 18 appended to the Registration of Electors Rules, 1960 and reproduced in the second schedule of the said notice published in the edition dated 1st October, 2015 of (1)..... and (2) News papers.

All the above mentioned persons may submit their applications in Form 18 on or before before ----- **(i.e the last date of receipt of applications)**, if not already done.

The said details are also available in the official website of the Chief Electoral Officer, Maharashtra at www.....

ANNEXURE 54

Chapter 23, Para 23.4

PREPARATION OF ELECTORAL ROLLS OF TEACHERS' CONSTITUENCIES OF
.....LEGISLATIVE COUNCIL

Notice under rule 31(3) of the Registration of Electors Rules, 1960

In pursuance of rule 31 (3) of the Registration of Electors Rules, 1960 each of the Electoral Registration Officers whose particulars appear in the FIRST SCHEDULE below hereby calls upon every person entitled to be registered in the electoral roll of the constituency mentioned in the said Schedule to send to or deliver at his Office, on or before 7th November, 20... at the latest, an application in Form 19 appended to the Registration of Electors Rules, 1960 and reproduced in the Second Schedule below, for inclusion of his/her name.

2. The applications may also be sent to the Assistant Electoral Registration Officers / Designated Officers whose particulars are shown in the FIRST SCHEDULE.

As the electoral rolls for the Teachers' Constituencies are required to be prepared afresh every time before an election, all persons whose names are included in the existing electoral rolls for these Constituencies should also submit fresh applications in the prescribed form.

3. Qualifications: - Every person who is a citizen of India, and is ordinarily resident in the constituency and has, within the six years immediately before 1st November, 20..., been engaged for a total period of at least three years in teaching in any of the educational institutions, within the State specified to be not lower in standard than that of a Secondary School is eligible to be included in the electoral roll. The list of Educational Institutions so specified is available with the officers mentioned in the First Schedule.

4. Every application in Form 19 by a person seeking enrolment in Teachers' Constituency shall be accompanied by a certificate from the Head of the Educational Institution certifying the engagement of the person concerned as a teacher for a total period of three years within the last preceding six years. The format for the certificate will be as follows:-

'CERTIFICATE'

"This is to certify that Shri/Smt./Km. _____ has been teaching in _____
(name of the institution) for a total period of three years within the last preceding six years against a sanctioned
post on regular / ad-hoc ** basis.

2. (a) **As per the records of the Institution , He / She has been engaged in this institution continuously from
____(date) to ____ (date).

OR

(b) **As per the records of the Institution, He/She has been engaged in this institution for the following
periods of service: -

From _____ to _____

From _____ to _____

From _____ to _____

----- - ---- (Signature, Name & Seal of the Head of Institution)

(** Strike out whichever is not applicable)

6. In the case of a person who is not engaged in teaching on the date of application, the Certificate should be signed by the Head of the Institution, in which he last served.

7. Applications in bulk whether submitted in person or by post, shall not be considered for inclusion by the ERO. However, the Head of the Institutions may forward the applications of all his staff together. One member of a family may also submit the Form 19 of other members of the same family and may get the certificate verified by producing original certificates in respect of each member.

8. It should be noted that any person who makes a Statement or declaration in the application which is false and which he either knows or believes to be false, or does not believe to be true will be punishable under Section 31 of the Representation of People Act, 1950.

9. Printed applications of Form 19 may be obtained from the Offices of ERO/AERO/Designated Officers or Manuscript, typewritten, cyclostyled or privately printed forms will also be accepted.

(Here print the First and Second schedules)

FIRST SCHEDULE

Name of Constituency:					
Extent:					
Particulars of Election Officers*	Name	Designation	Office Address	Contact Telephone numbers	Extent of Jurisdiction#
(1)	(2)	(3)	(4)	(5)	(6)
1. Electoral Registration Officer					
2. Assistant Electoral Registration Officer					
3. Assistant Electoral Registration Officer					
4. Assistant Electoral Registration Officer					
5. Designated Officer					
6. Designated Officer					
7. Designated Officer					
8. Designated Officer					
9. Designated Officer					
10. Designated Officer					

Signature and Seal of the Electoral Registration Officer

Note for CEO and ERO. (not to be printed in the notice and advertisement)

* The number of AEROs and Designated Officers will be as per actual position in any constituency. The number indicated in the format is purely illustrative.

The extent of jurisdiction (Col. 6) will be the whole constituency for the ERO, the whole district within a constituency for the AERO and defined area – such as sub-division or circle or block – for the Designated Officer. This needs to be spelt out clearly in the notice for every individual officer.

SECOND SCHEDULE

“[FORM 19
[See rule 31]

Claim for inclusion of name in the electoral roll for a teachers' constituency

To
The Electoral Registration Officer,
.....(Teachers') Constituency.

Sir,

I request that my name be registered in the electoral roll for the.....(teachers')
Constituency.

The particulars are:—

Name (in full).....Sex.....

Father's/Mother's/Husband's name (in full).....

House address (Place of ordinary residence):—

House No.....

Street/Mohalla.....

Town/Village.....

Post Office.....

Police Station/Tehsil/Taluka/Mouza

District

Age

2. During the last six years I have been engaged in teaching for a total period of more than three years as follows:--

Name of Educational Institution	From (Date)	To (Date)	Period
1.			
2.			
3.			
4.			

In support of the above I submit herewith.....
.....
.....

3. *My name has not been included in the electoral roll for this or any other teachers' constituency.

OR

*My name has been included in the electoral roll for the.....teachers' constituency under the address given below

and I request that it be deleted from that roll:—

.....
.....
.....

4. I declare that I am a citizen of India and that all the particulars given above are true to the best of my knowledge and belief.

Place.....

Date.....

.....
Signature of claimant.

NOTE:-Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true is punishable under section 31 of the Representation of the People Act, 1950.

*Strike out the paragraph not applicable.

Additional information

Please paste a photograph of the elector/applicant here

- 10. Name of the elector /applicant
- 11. Father's/Mother's/Husband's name
- 12. (a) Whether registered as elector for any assembly constituency - Yes/No
 - (b) If yes, mention the following particulars
 - (xvi) Number and Name of AC
 - (xvii) Part/Polling station number (if known)
 - (xviii) Date of Birth
 - (xix) EPIC number (if any)
 - (xx) Contact No. Mobile

Land line

((vi) Email address (if any)

(Signature of the elector/applicant)

..... (Perforation).....

Intimation of action taken

The application in Form 19 of Shri/Shrimati/Kumari..... address..... has been—

(a) accepted and the name of Shri/Shrimati/Kumari..... has been registered at Serial No..... in Part No.....

(b) rejected for the reason..... Date.....

Electoral Registration Officer
(Address).....
.....]

.....(Perforation).....

Receipt for application

Received the application in Form 19 from Shri/Shrimati/ Kumari*..... address*.....

"No voter to be left behind"

Date.....

Electoral Registration Officer
(Address).....
.....]

*To be filled in by the applicant.

ANNEXURE – 55
Chapter 23, Para 23.4

ELECTION COMMISSION OF INDIA
Preparation of Electoral Rolls for -----Teachers’ Constituency of -----
Legislative Council

Notice under rule 31(4) of the Registration of Electors Rules, 1960

In pursuance of rule 31 (3) of the Registration of Electors Rules, 1960, the Electoral Registration Officers 1) (2) (3)..... Teachers’ Constituencies vide their notice dated 1st October 20---, called upon every person entitled to be registered in the electoral roll of the relevant constituency mentioned above , to send to, or deliver at, his Office, on or before -----(i.e the last date of receipt of applications), an application in Form 19 appended to the Registration of Electors Rules, 1960 and reproduced in the second schedule of the said notice published in the edition dated 1st October 2015 of (1)..... and (2) News papers.

All the above mentioned persons may submit their applications in Form 19 on or before -----(i.e the last date of receipt of applications), if not already done.

The said details are also available in the official website of the Chief Electoral Officer, Maharashtra at www.....

ANNEXURE 56
Chapter 23, Para 23.4

Certificate of head of Institution of an educational institution specified by the State Government under clause (b) of sub-section (3) of section 27 of Representation of the People Act, 1950

'CERTIFICATE'

"This is to certify that Shri/Smt./Km. _____ has been teaching in _____ (name of the institution) for a total period of three years within the last preceding six years against a sanctioned post on regular / ad-hoc ** basis.

2. (a) **As per the records of the Institution , He / She has been engaged in this institution continuously from _____(date) to _____(date).

OR

(b) **As per the records of the Institution, He/She has been engaged in this institution for the following periods of service: -

From _____ to _____

From _____ to _____

From _____ to _____

Institution)

(Signature, Name & Seal of the Head of

(** Strike out whichever is not applicable)

N.B: If any person, who has applied for inclusion of his name in a teachers' constituency, has been engaged in teaching in more than one specified educational institutions in the last six years, the certificate from the Head of institution of each of such educational institution will be required for the period for which he was engaged in teaching in that educational institution.

In the case of a person who is not engaged in teaching on the date of application, the Certificate should be signed by the Head of the Institution, in which he last served.

ANNEXURE 57
Chapter 23, Para 23.10

Database Structure of Legislative Council Electoral Rolls

Database Name: ECICONTROLTABLE

1. Table Name- TC_LIST

CCODE	bigint	Primary Key and Identity	Yes
ST_CODE	char(3)	Checked	
TC_NO	int	Checked	
TC_NAME_EN	nvarchar(100)	Checked	
TC_NAME_V1	nvarchar(100)	Checked	

2. Table Name- GC_LIST

CCODE	bigint	Primary Key and Identity	Yes
ST_CODE	char(3)	Checked	
GC_NO	int	Checked	
GC_NAME_EN	nvarchar(100)	Checked	
GC_NAME_V1	nvarchar(100)	Checked	

3. Table Name- TPART_LIST

CCODE	bigint	Primary Key and Identity	Yes
ST_CODE	char(3)	Checked	
TC_NO	int	Checked	
TPART_NO	int	Checked	
DIST_NO	int	Checked	
TPART_NAME_EN	nvarchar(100)	Checked	
TPART_NAME_V1	nvarchar(100)	Checked	

4. Table Name- GPART_LIST

CCODE	bigint	Primary Key and Identity	Yes
ST_CODE	char(3)	Checked	
GC_NO	int	Checked	
GPART_NO	int	Checked	
DIST_NO	int	Checked	
GPART_NAME_EN	nvarchar(100)	Checked	
GPART_NAME_V1	nvarchar(100)	Checked	

Database Name: EDETAILS_TC_GC

1. Table Name- T_ELECTORS

CCODE	bigint	Primary Key and Identity Yes
ST_CODE	char(3)	Checked
AC_NO	int	Checked
PART_NO	int	Checked
TC_NO	int	Checked
TPART_NO	int	Checked
FNAME_EN	nvarchar(50)	Checked
FNAME_V1	nvarchar(50)	Checked
LNAME_EN	nvarchar(50)	Checked
LNAME_V1	nvarchar(50)	Checked
RLN_TYPE	char(1)	Checked
RFNAME_EN	nvarchar(50)	Checked
RFNAME_V1	nvarchar(50)	Checked
RLNAME_EN	nvarchar(50)	Checked
RLNAME_V1	nvarchar(50)	Checked
ADDRESS	nvarchar(300)	Checked
INSTI_NAME	nvarchar(200)	Checked
DOB	date	Checked
AGE	int	Checked
EPIC_NO	nvarchar(17)	Checked

2. Table Name- G_ELECTORS

CCODE	bigint	Primary Key and Identity Yes
ST_CODE	char(3)	Checked
AC_NO	int	Checked
PART_NO	int	Checked
GC_NO	int	Checked
GPART_NO	int	Checked
FNAME_EN	nvarchar(50)	Checked
FNAME_V1	nvarchar(50)	Checked
LNAME_EN	nvarchar(50)	Checked
LNAME_V1	nvarchar(50)	Checked
RLN_TYPE	char(1)	Checked
RFNAME_EN	nvarchar(50)	Checked
RFNAME_V1	nvarchar(50)	Checked
RLNAME_EN	nvarchar(50)	Checked
RLNAME_V1	nvarchar(50)	Checked
HOUSE_NO	nvarchar(20)	Checked
QUALIFICATION	nvarchar(50)	Checked
OCCUPATION	nvarchar(100)	Checked
DOB	date	Checked
AGE	int	Checked
EPIC_NO	nvarchar(17)	Checked

ANNEXURE 59
Chapter 24, Para 24.3

**FORMAT FOR ISSUING CERTIFIED COPY OF EXTRACT FROM
ELECTORAL ROLL(with photograph)**

(Letter head of the authority issuing the extract)

Dy. No. of the Application
(as entered in the register on
receipt of each application)

Date of issue :

**EXTRACT FROM ELECTORAL ROLL OF _____(Assembly/ Parliamentary
Constituency)in the State/UT of _____**

PART NO.	_____
Section No.	_____
(here print the complete detail of the Section including PIN code)	

1	EPIC No.
Elector's Name:	
Father's Name:	
House No.:	
Age:	Sex:
	Photo

Certified to be true extract from the electoral roll of the above-mentioned constituency, revised w.r.t. 01.01.20__ as the qualifying date and as in force on the date of issue of this certificate.

Place:

(Signature and seal of competent authority)

Date:

ANNEXURE 60
Chapter 25, Para 25.2

FORM ID : BLA 1

Communication with regard to Authorised Persons to intimate names of representatives authorised by recognised NATIONAL OR STATE Political party for appointment of Booth Level Agents

To

1. The Chief Electoral Officer,
.....(State/Union Territory).

2. The District Election Officer,
.....
.....(State/Union territory)

3. The Electoral Registration Officer,
ofassembly constituency.

Subject:- Revision of electoral rolls – Authorisation of persons to appoint Booth Level Agents (BLAs)

Sir,

In pursuance of instructions issued by the Election Commission of India vide its letter No.23/BLA/2008/ERS dated 19th November, 2008, I hereby communicate that the following person (s)

has/have been authorised by the party, which is a National Party/State Party in the State of to intimate the names of the party representatives who shall be appointed as Booth Level Agents to receive printed copies of the draft/final electoral roll on behalf of the party from the Designated Officer/Booth Level Officers appointed by the Election Commission of India during the revision of rolls with reference to 1st January, 200.....as the qualifying date..

Name of the person authorised to appoint	Name of office held in the party	District(s)/constituency/constituencies in respect of which he/she has
1	2	3
(1)		
(2)		
(3)		

2. The specimen signatures of the above mentioned person (s) so authorised are given below:-

(1) Specimen signatures of Shri
..... (i)
..... (ii)
(iii)

(2) Specimen signatures of Shri
..... (i)
..... (ii)
(iii)

(3) Specimen signatures of Shri
..... (i)
..... (ii)
(iii)

Yours faithfully,

President/Secretary
Name of the Party

Place
.....
Date
.....

(Seal of the Party)

NB.

1. This must be delivered to the Electoral Registration Officer, District Election Officer and the Chief

Electoral Officer concerned by 3 p.m. **within 7 days of announcement** of the scheduled date for draft publication.

2. Form must be signed in ink by the office bearer (s) mentioned above. No facsimile signature or signature by means of rubber stamp, etc., of any office bearer shall be accepted.

3. The seal of the party must be put.

4. No form transmitted by fax or e-mail shall be accepted.

ANNEXURE 61
Chapter 25, Para 25.2

FORM ID: BLA 2

Intimation as to the name of Booth Level Agent appointed by the Persons Authorised by
recognised
NATIONAL OR STATE Political party for appointment of Booth Level
Agents

To
The Designated Officer/Booth Level Officer
Electoral Roll Part No.....
.....Constituency.

Subject:- Revision of electoral rolls – Appointment of Booth Level Agents
(BLAs). Sir,

In pursuance of instructions issued by the Election Commission of India vide its letter No.23/BLA/2008/ERS dated 19th November, 2008, I have been authorised by the party to appoint Booth Level Agents of the party. In pursuance thereof, I hereby appoint Shri/Smt/Kum.....as the Booth Level Agent of the party for electoral roll part No.....ofAssembly Constituency. He/she will collect printed copies of the draft/final electoral roll for the said part on behalf of the party from the Designated Officer/Booth Level Officers appointed by the Electoral Registration Officer during the revision of rolls with reference to 1st January, 200.....as the qualifying date..

His/her name is included in this part of the electoral roll at serial no..... He/she is well conversant with the area covered by the part of the electoral roll and is in a position to verify the entries in the electoral roll.

Specimen signatures of Shri/Smt./Kum.
(i) (ii)
(iii)

Yours faithfully,

Place: (Name and Signature of the
Date : Authorised person of the Party)

(Seal of the Party).

N.B.

1. This must be delivered to the Designated Officer/Booth Level Officer appointed by the Electoral Registration Officer for the part of the electoral roll on draft publication of electoral roll at the designated location any time commencing from the date of draft publication of the roll till the last date for filing claims and objections.
2. Form must be signed in ink by the authorised person mentioned above. No facsimile signature or signature by means of rubber stamp, etc. shall be accepted.
3. This Form must be presented in person before the Designated Officer/Booth Level Officer

ANNEXURE 62
Chapter 25, Para 25.2

FORM OF ACKNOWLEDGMENT

I hereby acknowledge receipt of printed copy of draft / final electoral roll of part No.....ofAssembly Constituency. There arenumber of pages of the printed roll andnumber of entries. I have verified the copy of the roll with the copy displayed by the Designated Officer/Booth Level Officer at the polling station and am satisfied that entries in both the copies of electoral roll are identical.

Date :

(full signature of BLA)

Name in full:

Name of the Party:

ANNEXURE 63
Chapter 25, Para 25.2

FORMAT FOR FURNISHING LIST OF DEAD VOTERS

No. & Name of assembly constituency:

Electoral Roll Part No.

Sl.No. of entry in the electoral roll	Name of the elector	EPIC No., if issued	Source of information	Remarks

I hereby declare that the information furnished by me is on the basis of proper verification of the part of the electoral roll given to me and I am aware of the penal provisions of Section 31 of the Representation of the People Act, 1950 for making false declaration.

Date:

(full signature of BLA)

Name in full:

Name of the Party:

ANNEXURE 64
Chapter 25, Para 25.2

FORMAT FOR FURNISHING LIST OF SHIFTED ELECTORS

No. & Name of assembly

constituency: Electoral Roll Part

No.

Sl.No. of entry in the electoral roll	Name of the elector	EPIC No., if issued	Place of shifting (with address if known)	Source of information

I hereby declare that the information furnished by me is on the basis of proper verification of the part of the electoral roll given to me and I am aware of the penal provisions of Section 31 of the Representation of the People Act, 1950 for making false declaration.

Date:

Name of the Part

(full signature of BLA)

Name in full:

FREQUENTLY ASKED QUESTIONS (FAQ)

FREQUENTLY ASKED QUESTIONS(FAQ)

Q. 1 What are the main categories of electors in India?

Ans.- There are 3 categories of electors in India: –

- (i) General electors,
- (ii) Overseas (NRI) electors
- (iii) Service Electors

Q. 2 Who is eligible to be registered as a general elector?

Ans.- Every Indian citizen who has attained the age of 18 years on the qualifying date i.e. first day of January of the year of revision of electoral roll, unless otherwise disqualified, is eligible to be registered as a voter in the roll of the part/polling area of the constituency where he is ordinarily resident.

Q. 3 What is the relevant date for determining the age of 18 years? Can I get myself registered as a voter on the day when I have completed 18 years of age?

Ans.- According to Section 14 (b) of the Representation of People Act, 1950 the relevant-date (qualifying date) for determining the age of an applicant is the first day of January of the year in which the electoral roll after revision is finally published. For example, if you have completed or are completing 18 years of age on any date from and after 2nd January 2013 but upto to 1st January 2014, you will be eligible for registration as a voter in the elector roll going to be finally published in January, 2014.

Q. 4 What is the relevant date for revision of electoral roll for Assembly/Parliamentary Constituency?

Ans.- The relevant date for revision of electoral roll is 1st January of the year in which the roll is finally published.

Q. 5 Can a non-citizen of India become a voter in the electoral rolls in India?

Ans.- No. A person who is not a citizen of India is not eligible for registration as a voter in the electoral rolls in India. Even those who have ceased to be citizens of India on acquiring the citizenship of another country are not eligible to be enrolled in the electoral rolls in India.

Q. 6 Can a non-resident Indian settled in foreign land become an elector of electoral roll in India?

Ans.- Yes. According to the provisions of Sec 20A of the Representation of People Act, 1950 by the Representation of the People (Amendment) Act, 2010, a person who is a citizen of India and who has not acquired the citizenship of any other country and is otherwise eligible to be registered as a voter and who is absenting from his place of ordinary residence in India owing to his employment, education or otherwise is eligible to be registered as a voter in the constituency in which his place of residence in India as mentioned in his passport is located.

Q. 7 How can one get registered / enrolled in the electoral roll for Assembly/Parliamentary Constituency?

Ans.- One has to file the application for the purpose, in prescribed Form 6, before the Electoral Registration Officer / Assistant Electoral Registration Officer of the constituency within which the place of ordinary residence of the applicant falls. The application accompanied by copies of the relevant documents can be filed in person before the concerned Electoral Registration Officer / Assistant Electoral Registration Officer or sent by post addressed to him or can be handed over to the Booth Level Officer of your polling area, or can even be filed online on website of Chief Electoral Officer of the concerned state or website of Election Commission of India. While filing Form 6 on line, the copies of necessary documents should also be uploaded.

Q. 8 From where Form 2/2A/3/6/7/8 and 8A can be obtained?

Ans.- It can be downloaded from the website of Election Commission of India. Forms are also available free of cost in offices of Electoral Registration Officers / Assistant Electoral Registration Officers and Booth Level Officers of the concerned polling station areas.

Q. 9 What documents are required to be enclosed with Form 6?

Ans.- One recent passport size coloured photograph, duly affixed in the box given for the purpose in Form 6 and photo-copies of documentary proof of age and residence are required to be enclosed with Form 6. The list of documentary proof of age and residence which can be enclosed with Form 6 is given in the guidelines enclosed with Form 6. For filling up Form 6, the said guidelines enclosed therewith may be referred to.

Q. 10 I do not have a ration card. Can I get enrolled without a ration card? What are the other documents which I can show as a proof of my residence?

Ans.- If an applicant does not have a ration card, he can submit any other proof of residence, listed in the guidelines enclosed with Form 6.

Q. 11 Is a documentary proof of age required in cases where age of the applicant is more than 21 years?

Ans.- Documentary proof of age is required only in those cases, where age of the applicant is between 18 and 21 years. In all other cases, declaration of his age by the applicant will be taken as proof of age.

Q. 12 An applicant who is of 18-21 years of age doesn't have any of the documentary proof of age / date of birth. What paper he is required to attach with his application form for registration as an elector?

Ans.- In case none of the documents specified by the Commission in the said guidelines is available with an applicant who is of 18-21 years of age, a declaration in prescribed format given in Annexure – I (enclosed with the Guidelines attached with Form 6 available on the website of Election Commission) made by either of the parents of the applicant (or by guru in case of an elector in transsexual ('others') category) can be given. In those cases, where parental declaration is given as proof of age, the applicant will have to present himself for verification before Booth Level Officer / Assistant Electoral Registration Officer / Electoral Registration Officer. Further, if none of the above documents is available and neither of the parents is alive, the applicant can attach a certificate of his age given by a sarpanch of the concerned Gram Panchayat or by a member of the concerned Municipal Corporation / Municipal Committee/Legislative Assembly/Parliament.

Q. 13 I am a student staying at the place of study in a hostel / mess far from my native place. I want to get myself registered at my present address of residence. What should I do?

Ans.- In case of a student residing at the place of study, in hostel or mess managed by the educational institutions or elsewhere will have the option to get himself / herself registered as elector at his / her native place with his / her parents or at the address of hostel / mess where he / she is resident for the time being for pursuing his / her

studies. The course pursued by the said students should be recognized by Central / State Governments / Boards / Universities / Deemed Universities and such courses should be of not less than 1 year's duration. Such student who wants to enrol himself / herself at the hostel / mess will have to attach a bonafide certificate (as per the specimen at Annexure II of Guidelines attached to Form 6 available on the website of Election Commission) from the Headmaster / Principal / Director / Registrar / Dean of his/her educational institution with Form 6.

Q. 14 A homeless person, who is otherwise eligible for registration as an elector, does not possess documentary proof of ordinary residence. What is the procedure of verification in such case?

Ans.- In case of homeless persons, the Booth Level Officer will visit the address given in Form 6 at night to ascertain that the homeless person actually sleeps at the place which is given as his address in Form 6. If the Booth Level Officer is able to verify that the homeless person actually sleeps at that place, no documentary proof of place of residence shall be necessary. Booth Level Officer must visit for more than one night for such verification.

Q. 15 I am a tenant and my landlord does not want me to get enrolled. How can I get enrolled as a voter?

Ans.- To get enrolled in the voter list is your statutory right. Please check the electoral roll of your area available on website of Election Commission / Chief Electoral Officer of the state / in office of Electoral Registration Officer / Assistant Electoral Registration Officer. If your name is not included in the roll, please fill up Form 6 and deposit it with the Electoral Registration Officer / Assistant Electoral Registration Officer / Booth Level Officer.

Q. 16 Who is competent to verify claim applications and objections?

Ans.- The Electoral Registration Officer/Assistant Electoral Registration Officer of the concerned constituency.

Q. 17 Where the postal address of the Electoral Registration Officers can be obtained from?

Ans.- Postal addresses of all Electoral Registration Officers are available on the website of Election Commission of India / Chief Electoral Officers of respective State / Union-Territory (link to which has been provided on the Election Commission of India website).

Q. 18 If I apply on line, whether I need to send to the Electoral Registration Officer's address, signed copy of the Form 6 along with required documents.

Ans.- As soon as the Electoral Registration Officer / Assistant Electoral Registration Officer receives Form 6 filed on line, he downloads the form along with enclosure and deputed Booth Level Officer to visit your residence to verify and obtain your original signature on the application form.

Q. 19 Where will be the notice of hearing sent by Electoral Registration Officer?

Ans.- The Electoral Registration Officer will send notice at the address of applicant in the country of his current residence, as informed by him and it will be considered as due service of notice to the applicant.

Q. 20 Is personal appearance of applicant or hearing parties necessary? If yes, how will the hearing be conducted?

Ans.- Normally, personal appearance or hearing is not necessary. On receipt of Form 6/6A, the Electoral Registration Officer shall display a copy of the said form on his notice board inviting objections, if any, within a week period. The Electoral Registration Officer may also ask the concerned Booth Level Officer to visit the residence of the applicant and verify with him / her, relatives or the neighbours, if any, the information provided by the applicant. If Form 6/6A is complete in all respects and copies of all relevant documents enclosed and no person has objected within the stipulated period of one week the Electoral Registration Officer / Assistant Electoral Registration Officer can order inclusion of name in the electoral roll after such verification by the Booth Level Officer as considered necessary. In case there is an objection to the claim in Form 6/6A for inclusion of name, the Electoral Registration Officer / Assistant Electoral Registration Officer hears the applicant and the objector in respect of the objection raised. If the objector is also available there then both the parties are heard. Such designated officer of the Indian mission will send a report to the Electoral Registration Officer to enable him to take decision in the case. In no case, the personal appearance of the applicant/objector living abroad shall be required by the ERO in India.

Q. 21 Where can the list of claims and objections be seen?

Ans.- It can be seen on the website of the Chief Electoral Officer of the State concerned. It also can be seen on the notice board at the office of the Electoral Registration Officer.

Q. 22 How will an applicant know that his/her name is included in the electoral roll?

Ans.- The decision of the Electoral Registration Officer will be communicated to the applicant by post on his address given by him in Forms 6/6A and also by SMS on the mobilenumber given by him in Forms 6/6A. Electoral rolls are also available on the website of the Chief Electoral Officer of the State concerned and can be seen by anybody.

Q. 23 How can corrections be made if there are some mistakes in the entries in the electoral roll pertaining to electors?

Ans.- For correction of mistakes in electoral rolls, an application in Form 8 is to be submitted to the Electoral Registration Officer concerned.

Q. 24 I have shifted from my residence where I am registered an elector to some other place. How do I ensure that I am enrolled in my new place of residence?

Ans.- In case the new residence is in the same constituency, please fill Form 8A, otherwise fill up Form 6 and submit to the Electoral Registration Officer / Assistant Electoral Registration Officer of the area of your new residence.

Q. 25 I have shifted my residence recently. I have Electors Photo Identity Card (EPIC) with the old address. Can I get new EPIC for the present address?

Ans.- First of all, you have to ensure that you are enrolled in the electoral roll of the concerned Assembly Constituency in which your new address is located. Though, it is not necessary to get your new address changed in EPIC, however, if you want to change address in EPIC, that can be done by making an application with a charge of Rs.25/- to Electoral Registration Officer of the new constituency. The Electoral Registration Officer will issue an EPIC with new address though the number of EPIC will be the same as that of the old EPIC.

Q. 26 My EPIC has some errors. What is the procedure to have a new EPIC with correct-particulars?

Ans.- You can make an application in Form 8 for rectification of the errors in your EPIC. The Electoral Registration Officer will issue a new EPIC, with the same number, aftermaking the necessary corrections.

Q. 27 I have lost my old EPIC. How can I get a new EPIC?

Ans.- A replacement EPIC can be issued to an elector on payment of a fee of Rs.25/-, alongwith a copy of the complaint lodged with the Police amount the loss of EPIC. However, no fee will be charged if the EPIC has been lost for reason beyond the controlof the elector like flood, fire, other natural disaster etc.

Q. 28 Who can object to the inclusion of names in electoral rolls?

Ans.- Any person who is a voter in the concerned constituency may object to the inclusion of names in electoral roll on the ground that the person whose names is included or is proposed to be included is not eligible to be registered as a voter in thatconstituency. An objection can be made in Form 7 to the concerned Electoral Registration Officer along with the relevant proof.

Q.29 My neighbour / relative has shifted his residence to a new place but his name still continues in the electoral roll. In which Form the application for deletion of his name from the electoral roll can be made?

Ans.- For deletion of name of a shifted / dead / absentee elector from the electoral rollapplication can be made in Form 7. For deletion of a duplicate entry also, application should be made in Form 7.

Q.30 When can one get registered in electoral roll. Is enrollment being on throughout theyear.

Ans.- The Election Commission normally orders revision of existing electoral roll every year sometime in the months of September to October and such revised rolls are finally published in first week of January of the coming year. One can submit claim application (Form 6/6A) during period for lodging claims and objections to Elec-

toral Registration Officer or an officer designated to receive such applications, i.e., Designated Officer. Even after final publication, the rolls are updated continuously and one can get registered anytime during the continuous updation by filing a claim application to Electoral Registration Officer / Assistant Electoral Registration Officer.

Q.31 Can one be enrolled at more than one place? If I am working / residing in Delhi, can I be an elector in my native place in Uttarakhand?

Ans.- No. A person cannot be enrolled as a voter at more than one place in view of the provisions contained in Sections 17 and 18 of Representation of People Act, 1950. Likewise, no person can be enrolled as an elector more than once in any electoral roll. Any person while applying for fresh enrolment, makes a statement or declaration whether his / her name is already included in the electoral roll of any other constituency, and if such statement/declaration is false and which the applicant either knows or believes to be false or does not believe to be true, he is liable to be punished under section 31 of the Representation of the People Act, 1950.

Q.32 If I have a complaint against the order of Electoral Registration Officer, to whom I should make an appeal?

Ans.- During the period of revision, you can file an appeal to the District Election Officer. In the case of application during the process of continuous updation, such appeal against any order of Electoral Registration Officer will lie before the first Appellate Authority District Magistrate / Additional DM / Executive Magistrate / District Collector of the District concerned. A further appeal against the order of first Appellate Authority will lie before the second Appellate Authority, i.e. Chief Electoral Officer of the State.

Q. 33 Who is an overseas (NRI) elector? Can an NRI settled in foreign land become an elector of electoral roll in India?

Ans.- An overseas elector is a person who is a citizen of India and who has not acquired citizenship of any other country and is otherwise eligible to be registered as a voter and who is absenting from his place of ordinary residence in India owing to his employment, education or otherwise is eligible to be registered as a voter in the

constituency in which his place of residence in India as mentioned in his passport is located. According to the provisions of Section 20A of the Representation of People Act, 1950, an NRI settled in foreign land can become an elector in electoral roll in India.

Q. 34 How can an overseas Indian (NRI) get registered / enrolled in the electoral roll?

Ans.- He/she has to file an application for the purpose in prescribed Form 6A before the Electoral Registration Officer / Assistant Electoral Registration Officer of the constituency within which the place of ordinary residence of the applicant in India as given in his/her passport falls. The application accompanied by duly self-attested copy of the relevant documents can be filed in person before the concerned Electoral Registration Officer / Assistant Electoral Registration Officer or sent by post addressed to him or can be filed online on website of Chief Electoral Officer of the concerned state or website of Election Commission of India. While filing Form 6A on line, the copy of the passport and copies of other necessary documents like visa should also be uploaded.

Q. 35 What does a ‘passport’ mean in above question?

Ans.- ‘Passport’ means a passport issued by the Indian Government, in which visa endorsement has been made. It doesn’t mean necessarily the current passport, since in many cases the current passport may not contain details of the address in India, mentioned in the original passport but may contain the address in foreign land.

Q. 36 From where Form 6A can be obtained?

Ans.- It can be downloaded from the website of Chief Electoral Officer of the concerned state or website of Election Commission of India. Form 6A is also available free of cost in Indian Missions in foreign countries. Besides, Booth Level Officers in every polling station area in India have been asked to distribute blank Form 6A to families of overseas Indians in India to send the same to persons living abroad.

Q. 37 What documents are required to be enclosed with Form 6A?

Ans.- One recent passport size coloured photograph, duly affixed in Form 6A, photocopies of the relevant pages of the passport containing photograph, his address in India and all other particulars of the applicant and also the page of passport containing the valid visa endorsement.

Q. 38 What other formalities are required to be fulfilled at the time of filing application in Form 6A?

Ans.- If the application is sent by post, the photo-copy of each of the documents referred to in the answer to Question No. 8 above, should be duly self-attested. If the application is submitted in person before the Electoral Registration Officer / Assistant Electoral Registration Officer, the original passport should be produced for verification.

Q. 39 If I apply a claim application in Form 6A, on line, whether I need to send by post to the Electoral Registration Officers address, signed copy of the Form 6A along with required documents.

Ans.- Yes, it is necessary to send signed copy of Form 6A and self attested copies of requisite documents.

Q. 40 What is the procedure of verification of self-attested documents submitted by an overseas Indian (NRI) along with his application in Form 6A?

Ans.- As soon as Electoral Registration Officer receives Form 6A along with copies of self-attested documents, he will send Booth Level Officer of the concerned polling area for field verification. Booth Level Officer will visit the home address mentioned in the passport of the applicant. He will enquire from the relations of the applicant, if any, to verify the self attested copies of documents and give a declaration to the effect. In those cases where no relative is available or no relative is willing to give declaration for verification of documents, or Electoral Registration Officer is not satisfied with verification of documents by the relatives, the documents will be sent for verification to the concerned Indian Mission in the country where the applicant resides. The officer in Indian Mission authorized to verify the claims application will take further necessary action as mentioned in answer to Question No. 14 above.

Q. 41 Where the entries pertaining to overseas (NRI) elector find place in the electoral roll?

Ans.- Name of overseas elector is included in a separate section for "Overseas Electors" which is the last section of the roll of that particular part / polling station area of the constituency in which his place of residence in India as mentioned in his passport is located.

Q. 42 Whether Electoral Registration Officer is to be informed of the change in current-residential address of the overseas (NRI) electors in the country of his/her residence?

Ans.- Yes. It is the responsibility of the overseas elector to keep the Electoral Registration Officer informed of the change in residential address in the country of his/her residence.

Q.43 Whether Electoral Registration Officer is to be informed when the overseas (NRI) elector returns to India and becomes ordinarily resident in India?

Ans.- Yes. An overseas elector must do so. In such a case, the person can then be registered as a general elector at the place where he is ordinarily resident in India.

Q. 44 How can an overseas (NRI) elector whose name is enrolled in the electoral roll exercise his/her franchise?

Ans.- After enrolment, an overseas (NRI) elector will be able to cast his vote in an election in the Constituency, in person, at the polling station provided for the part where he is registered as an overseas (NRI) elector.

Q. 45 Is an overseas (NRI) elector issued an EPIC ?

Ans. – An overseas (NRI) elector is not issued an EPIC as he is allowed to cast his vote in an election in the constituency, in person at the polling station on production of his original passport.

Q. 46 Whether the overseas (NRI) elector should surrender EPIC, if already issued to him, in India ?

Ans.- Yes, the overseas elector should surrender EPIC, if already issued to him, in India, alongwith submission of Form 6 A.

Q. 47 Whether there is any minimum period for which one should be out of country so as to apply for registration as overseas elector?

Ans.- No such period is prescribed.

Q. 48 Who is a service voter?

Ans.- Service voter is a voter having service qualification. According to the provisions of sub – section (8) of Section 20 of Representation of People Act, 1950, service qualification means –

- (a) Being a member of the armed Forces of the Union ; or
- (b) Being a member of a force to which provisions of the Army Act, 1950 (46 of 1950), have been made applicable whether with or without modification ;
- (c) Being a member of an Armed Police Force of a State, and serving outside that state; or
- (d) Being a person who is employed under the Government of India, in a post outside India.

Q. 49 How is a service voter different from an ordinary elector?

Ans.- While an ordinary elector is registered in the electoral roll of the constituency in which his place of ordinary residence is located, person having service qualification can get enrolled as 'service voter' at his native place even though he actually may be residing at a different place (of posting). He has, however, an option to get himself enrolled as general elector at the place of his posting where he factually, at the point of time, is residing ordinarily with his family for a sufficient span of time.

Q.50 What are the application Forms in which various categories of service voters have to apply for enrolment as elector?

Ans.- Following are the application Forms in which various categories of service voters are to make application for enrolment as service voter: -

- (i) Members of Armed Forces – Form 2
 - (ii) Members of Armed Police Force of a State, serving outside that State – Form 2 A
 - (iii) Persons employed under Government of India on post outside India – Form 3
- However, if a service personnel has opted to get himself enrolled as general elector at place of his posting, where he is actually residing, he will have to apply in Form 6 like other general electors.

Q. 51 Are members of all Armed Forces / Para Military Forces eligible to be enrolled as service voters?

Ans.- As per the existing arrangements, members of Indian Army, Navy and Air Force and personnel of General Reserve Engineer Force (Border Road Organization), Border Security Force, Indo Tibetan Border Police, Assam Rifles, National Security Guards, Central Reserve Police Force, Central Industrial Security Force and SashastraSeemaBal are eligible to be registered as service voters.

Q. 52 What is the process of enrollment of a service personnel as a service voter?

Ans.- Election Commission orders revision / updation of rolls for service voters twice in a year. The Commission sends a communication to Ministry of Defence, Ministry of Home Affairs and Ministry of External Affairs intimating them of the commencement of revision programme. As soon as the programme is announced, persons having service qualification can fill up the application in statutory Form 2 / 2A / 3, in duplicate, and handover to the officer in-charge of record office or the nodal authority in Ministry of External Affairs (in case of persons employed under Government of India on a post outside India). The person applying in Form 2 / 2A has also to submit a declaration in a prescribed format to the effect that he did not get enrolled as general elector in any constituency. The declaration need not be in duplicate. The officer in-charge / nodal authority will check the Form and declaration and ensure that the Form is complete in all respects and particulars filled by the applicant therein are correct. The officer in-charge, will then, sign the verification certificate provided in the Form itself and forward the same to the Chief Electoral Officer of the State concerned. The Chief Electoral Officer sends the Form to respective District Election Officer who will then send it to the Electoral Registration Officer of the constituency. The Electoral Registration Officer will process the Form.

Q. 53 Is wife or son/daughter of a service voter also enrolled as a service voter?

Ans.- The wife of a service voter shall, if she is ordinarily residing with him, be also deemed to be a service voter in the constituency specified by that person. The service voter has to make a statement to the effect in the relevant Form 2/2A/3 that his wife ordinarily resides with him. The wife will be enrolled as a service voter on the basis of declaration made by her husband in the application form itself submitted by him and no separate declaration / application is required to be made by the wife. A son / daughter / relative / servant etc. residing ordinarily with a service voter cannot be enrolled as service voter.

Q.54 Is facility of enrolment as a service voter available to the husband of a female service voter?

Ans.- Under the existing law, this facility is available only to the wife of a male service voter and is not available to the husband of a female service voter.

Q.55 Can one be enrolled simultaneously as a service voter at his native place as well as a general voter at the place of posting?

Ans. No. A person, at a particular time, cannot be enrolled as a voter at more than one place in view of the provisions contained under Sections 17 and 18 of Representation of People Act, 1950. Likewise, no person can be enrolled as an elector more than once in any electoral roll. As explained above, a service voter has option either to get himself registered as service voter at his native place or as general elector at the place of posting. When a person applies for registration as a service voter in Form 2 / 2A, he has to submit a declaration in a prescribed format to the effect that he did not get enrolled as ordinary general elector in any constituency.

Q. 56 Who is a Classified Service Voter?

Ans.- Service voter belonging to Armed Forces or forces to which provisions of Army Act, 1950 are applicable, has Option of either voting through postal ballot or through a proxy voter duly appointed by him. A service voter who opts for voting through a proxy is called Classified Service Voter (CSV).

Q.57 Who is a 'proxy'?

Ans.- A service voter may appoint (by applying to Returning Officer in Form 13 F of Conduct of Elections Rules, 1961 – Form available at the website of Election Commission) any person as his / her proxy to give vote on his / her behalf and in his / her name at the polling station. The proxy shall have to be ordinary resident of that constituency. He need not be a registered voter but he / she must not be disqualified to be registered as a voter.

Q. 58 What is the procedure of appointment of a 'proxy'?

Ans.- A 'proxy' can be appointed in the following two ways:-

- a. If a service voter is at the place of his posting, he has to put his signature in Form 13F before the Commanding Officer of the Unit and then to send the

Form to his proxy for affixing his / her signature before a Notary / First Class Magistrate. Thereafter, the proxy can submit the Form to the Returning Officer concerned.

- b. If a service voter is at his native place, both he and his proxy can sign Form 13 F before a Notary / First Class Magistrate and then send to the Returning Officer concerned.

Q. 59 For what period a proxy remains valid?

Ans.- The provision for voting through proxy is valid till the person making the appointment is a service voter. Once appointed, the proxy will continue until his appointment is revoked by the service voter. The facility of proxy voter can be revoked and the proxy can be changed at any time or for any number of times by the Classified Service Voter. Thus a Classified Service Voter can revoke and opt back for postal ballot route or even substitute the proxy by intimating the Returning Officer in Form 13 G of Conduct of Elections Rules, 1961 (Form available at the website of Election Commission). Revocation will become effective from the date it is received by the Returning Officer.

Q. 60 When should the application for appointment of a proxy be made?

Ans.- Application for appointment of a proxy should be received by the Returning Officer before the last date of filing of nomination papers. An application for appointment of a proxy received after the last date of filing nomination papers cannot be considered for the election in progress, though it will be valid for subsequent elections unless revoked / changed.

Q. 61 How does a ‘proxy’ record the vote on behalf of the service voter at the polling station?

Ans.- The proxy can record the vote on behalf of the service voter at the polling station to which service voter is assigned, in the same manner as any other elector assigned to that polling station. The proxy will be entitled to vote on behalf of the service voter, in addition to the vote that he / she may cast in his / her own name if he/she is a registered elector in the constituency, at the polling station to which he / she has been normally assigned.

Q.62 Can a Classified Service Voter be issued postal ballots by the Returning Officer?

Ans.- A Classified Service Voter cannot be issued postal ballots but the appointed proxy shall physically come and vote at the polling station which covers the classified voter's home address.

Q. 63 What is the structure of list of service voters in the electoral roll?

Ans.- While the list of classified service voter shall be maintained polling station wise, the list of other service voters is prepared separately for a constituency as a whole and all service voters registered therein shall be arranged at the end of electoral roll of a constituency as a separate last part. All service voters belonging to a constituency shall be listed together, irrespective of the place of residence, in this last part. These service voters do not have any specified polling station. The last part meant for service voters has three subparts – 'A' (For Armed Forces), 'B' (Armed Police Force of States serving outside the respective State) and 'C' (For persons employed under Government of India against a post outside India).

Q.64 How many times the last part of electoral roll for service voters is updated in a year?

Ans.- The last part of electoral roll / list of service voters is updated twice and 2 supplements are brought out in a year.

Q.65 In which language the last part of rolls is prepared for service voters?

Ans.- The last part containing the list of service voter is prepared in English only.

Q. 66 Is a service voter issued Elector Photo Identity Card (EPIC) like ordinary electors?

Ans.- A service voter is not issued Elector Photo Identity Card (EPIC). Elector Photo Identity Card (EPIC) is a document of identity which an elector has to show at the polling station at the time of casting his vote. As service voters are issued postal ballots or votes through his 'proxy', they are not required to visit the polling stations personally and therefore Elector Photo Identity Cards (EPICs) is not issued to them.

Q. 67 Is a service voter required to apply for issue of a postal ballot paper?

Ans.- No; the Returning Officer will himself send a postal ballot paper to him through his record office (or direct or through the Ministry of External Affairs in the case of a service voter serving outside India).

Q.68. What is the relevant date for revision of electoral rolls for Legislative Council Constituencies?

Ans.- In the case of Local Authorities Constituencies there is no qualifying date, however the qualifying date for being enrolled in Graduates and Teachers Constituencies 1st day of November of the year in which the preparation or revision of the electoral rolls is commenced.

Q. 69 How can one get registered/enrolled in the electoral rolls for Legislative Constituencies?

Ans.- For enrolment in electoral roll for Local Authorities Constituencies only ex-officio and nominated members of the Local Authorities in the concerned State are eligible. The application for inclusion can be made in Form 17 to the Electoral Registration Officer. For registration in Graduates and Teachers Constituencies, one has to file the application for the purpose, in prescribed Form 18 or 19 as the case may be, before the Electoral Registration Officer / Assistant Electoral Registration Officer of the constituency within which the place of ordinary residence of the applicant falls. The application accompanied by copies of the relevant documents can be filed in person before the concerned Electoral Registration Officer / Assistant Electoral Registration Officer or sent by post addressed to him.

Q. 70 From where Form 17/18/19 can be obtained?

Ans.- It can be downloaded from the website of Election Commission of India. Forms are also available free of cost in offices of Electoral Registration Officers / Assistant Electoral Registration Officers.

Q. 71 What are the conditions for enrolment in Graduates and Teachers Constituencies?

Ans.- For enrolment in a Graduates' Constituency one should be an ordinarily resident in that Constituency, and should have, for at least three years before the qualifying date (1st November of the year), been either a Graduate of a university in India or in possession of any of the qualification deemed to be equivalent to that of a Graduate of a university in India. For registration in electoral roll for a Teachers'

Constituency, one should be ordinarily resident in that Constituency and within the six years immediately before the qualifying date (1st November of the year), for a total period of at least three years, should have been engaged in teaching in any of the educational institutions notified by the State Government within the State, not lower than in standard than that of a secondary school.

Q. 72 What documents are required to be enclosed with Form 18?

Ans.- The eligible persons should apply for enrolment of their names in the prescribed Form 18 along with any of the documents listed below-

- (i) The degree/diploma certificate, in original, issued by the University or Institution concerned or a copy thereof, duly authenticated by the Designated Officer/Additional Designated Officer/Gazetted Officer of the District concerned.
- (ii) A copy of an entry in the Government record or a certificate issued to a Graduate employee by the Gazetted Head of Offices/Institutes on the basis of entries in Government records in his custody or a copy of an entry in the record of Statutory Bodies, Corporations or Public undertakings specifying the degree, diploma or certificate possessed by the claimant, duly at tested by the Head of the office concerned; or
- (iii) An at tested copy of the card of registration as Registered Graduate issued by the University, a certified copy of the relevant entry in the list of Registered Graduates', the Roll of Advocates, the Register of Medical Practitioners, the Register of Chartered Accountants, the Register of Engineers maintained by Institute of Engineers, etc.; or
- (iv) An Affidavit by the claimant, supported by certificate from the Registrar of a University, or the Principal of a College affiliated to University or from the Head of the Department of such College under whom he had studied; or
- (v) The mark sheet, in original, issued by the University or Institution concerned or a copy thereof, duly authenticated by the Additional Designated Officer/Gazetted Officer of the District concerned/Notary Public.

Q. 73 What documents are required to be enclosed with Form 19?

Ans.- Every person applying for enrolment (in Form-19) in Teachers' constituency must submit documentary proof of having been engaged in teaching in any

of the specified educational institutions for a total period of at least three years within six years immediately before the qualifying date. Electoral Registration Officer / Assistant Electoral Registration Officer concerned should make such verification of the documentary proof as he considers necessary. A certificate by the Head of the teaching institution should normally be considered adequate documentary proof of possessing that teaching qualification. If any person, who has applied for inclusion of his name in a teachers' constituency, has been engaged in teaching in more than on specified educational institutions in the last six years, the certificate from the Head of institution of each of such educational institution will be required for the period for which he was engaged in teaching in that educational institution.

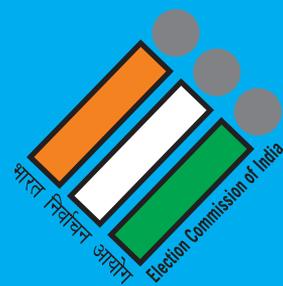
Q. 74 What are the Form of application for objection/correction/transposition in electoral rolls for Legislative Council Constituencies?

Ans.- Application for objection, correction and transposition in electoral rolls for Legislative Council Constituencies can be made in Forms 7, 8 and 8A, respectively.

Q. 75 What is '1950' ?

Ans.- To make the enrolment process more transparent and citizen friendly, the Election Commission has established State call centers with a toll free telephone number '1950' at all State headquarters. This number is accessible from all landline and mobile telephones of the States without adding STD code and from outside the State by adding STD code of the State capital. The citizens can make a call to the State call center using '1950' to enquire about the registration process, revision program and status of their claims & objections.

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"No voter to be left behind"