

**Hand Book  
for  
Electoral Registration Officers**

**Election Commission of India  
2012**

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## CHAPTER I - INTRODUCTION

1. For a free and fair election, an accurate and error-free electoral roll is the most important pre-requisite. Some of the electoral malpractices like bogus voting and impersonations, , can be attributed, to a large extent to the defective ,electoral rolls. For enhanced participation of electors in the electoral process and reducing the electoral malpractices, it is essential to improve the registration processes which will in turn increase the fidelity of the electoral rolls. Therefore, adequate stress has to be given to the preparation and revision of the electoral rolls.
2. It is essential that the Electoral Registration Officers should be thorough with the law and procedure regarding their duties in relation to the preparation and revision of the electoral rolls. Further, in the matter of disposal of claims and objections they perform quasi-judicial functions. Any erroneous application of law will vitiate the accuracy of the rolls and will in turn affect the purity of elections.
3. Through this Handbook an attempt has been made to explain the preparation, revision and maintenance of electoral rolls. It covers all important points but is no substitute for all the relevant provisions of the Representation of the People Act, 1950 and the Registration of Electors Rules, 1960 made thereunder as also the directions issued by the Commission from time to time for the preparation and revision of the electoral rolls. The Electoral Registration Officers (ERO) are advised to firstly familiarize themselves with the existing provisions of the Representation of People Act (RPA) 1950, Registration of Electors Rules (RER) 1960, ECI Orders and Directions.( Please refer to the Commission's compendium of Instructions on Electoral Rolls 2012)

### Constitutional and Legal Provisions

4. 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.
5. 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.
6. Under Article 326 of Constitution of India, 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, shall be entitled to be registered as a voter at any election to the House of the People or to a State Legislative Assembly.
7. 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 (RPA), 1950. Section 28 of the aforesaid Act has conferred on the Central Government, the power to make rules, after consulting the Election Commission for carrying out the purposes of the aforesaid Act. In exercise of this power the Central Government has promulgated the Registration of Electors Rules (RER), 1960.

8. The Election Commission has issued various directions under the RPA, 1950 and the RER, 1960 from time to time. In addition, the Commission has also issued a number of instructions and clarifications.
9. **All the above constitute the framework of law under which the preparation and revision of electoral roll has to be carried out.**

#### **Types of Rolls:**

10. The extant Act and Rules provide that the rolls shall be maintained and updated differently for different types of constituencies. i.e. Assembly Constituencies and Council Constituencies.

#### **Electoral Rolls for Assembly and Parliamentary Constituency**

11. The Delimitation of Parliamentary and Assembly Constituencies Order, as amended from time to time, 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 comprise of monks residing in recognized monasteries all over the State of Sikkim.
12. The electoral rolls are maintained Assembly Constituency (AC) wise. 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.
13. For J&K, the rolls for Assembly Constituencies are prepared in accordance with Jammu & Kashmir Representation of the People Act, 1957 and the rules made there under. Only state-subjects as defined under the Constitution of Jammu and Kashmir are entitled to be included therein.
14. There is no separate electoral roll for any Parliamentary Constituency. The electoral roll of a Parliamentary Constituency consists of the electoral rolls for all the assembly constituencies comprised within that parliamentary constituency. It is not necessary to prepare or revise separately the electoral roll for any such

Parliamentary Constituency. J&K and Union Territories (UTs) not having a Legislative Assembly are the exceptions. In Jammu and Kashmir the electoral rolls are prepared separately for Parliamentary Constituencies and separately for Assembly Constituencies. In case of UTs ,too, not having Legislative Assembly, the rolls are maintained Parliamentary Constituency wise.

15. In accordance with sub-rule (1) of Rule 5 of RER, 1960, the electoral rolls are further organized into geographically defined 'parts' and each 'part' is further required to be organized into geographically identifiable 'sections'. These 'sections' contain household wise individual elector's details. The AC boundaries are delimited under the Delimitation of Parliamentary and Assembly Constituencies Order, 2008(except for the states of Assam, Arunachal Pradesh, Manipur, Nagaland and Jharkhand where Delimitation of Parliamentary and Assembly Constituencies Order, 1976 applies). However the 'parts' within an AC ( also known as polling station ) are created by the District Election Officer (DEO) in consultation with political parties and with the approval of the Commission under section 25 of the R.P.Act 1951. There are clear and specific guidelines and procedures for creating 'parts' for an AC. Each 'part' has an identified polling station (precinct) which is where the arrangements are made for the electors of that 'part' to cast their votes on the poll day.
16. The provision relating to the preparation and revision of electoral rolls for Assembly Constituencies apply in relation to every Parliamentary Constituency in the State of Jammu & Kashmir and in a Union Territory not having a Legislative Assembly.

### **Electoral Rolls for Council Constituencies**

17. The Delimitation of the Council Constituencies Orders, as amended from time to time by the President, give details of the council constituencies, their extent and the number of members to be elected from each such constituency. 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.
18. The Council Constituencies are:-
  - (a) Graduates' constituencies;
  - (b) Teachers' constituencies; and
  - (c) Local authorities' constituencies.
19. The rolls of these constituencies are different from the rolls for Assembly Constituency. The procedure for the preparation/revision of electoral rolls for Council Constituency is given in CHAPTER –XIII.

### **Electoral Rolls for Graduates' and Teachers' Constituency**

20. The electoral rolls for the Graduates' and Teachers' constituencies are not revised

periodically and are prepared before each biennial elections/bye-elections. The procedure for the preparation/revision of electoral rolls is given in CHAPTER – XIII.

### **Electoral Rolls for Local Authorities Constituency**

21. Under Rule 30 of the RER, 1960 the electoral rolls for the Local Authorities Constituencies are kept corrected up-to-date by the concerned Electoral Registration Officers on the basis of the changes among members of the local authorities. The application for inclusion is made in Form 17 and on receipt of such application, the ERO refers it to the Chief Executive Officer of the Local Authority concerned. On receipt of information ERO takes appropriate action.

### **Revision of rolls:**

22. In order to maintain the fidelity of roll and to keep it updated, the extant Acts and Rules provide for periodic revision of rolls. The electoral rolls are prepared or revised with reference to a qualifying date which is the first day of January of the year in which the rolls are so prepared or revised.

23. According to the section 21 of RPA, 1950,--

(a) the electoral roll shall, unless otherwise directed by the Election Commission for reasons to be recorded in writing, be revised in the prescribed manner by reference to the qualifying date (i) before each general election to the House of the People or to the Legislative Assembly of a State and (ii) before each bye-election to fill a casual vacancy in a seat allotted to the constituency.

(b) It shall also be revised in any year in the prescribed manner by reference to the qualifying date if Election Commission has directed such revision

(c) If the electoral roll is not revised as above for any reason whatsoever, the continued operation of the electoral roll shall not be affected.

26. Further, the Election Commission may at any time, for reasons to be recorded, direct a special revision of the electoral roll for any constituency or part of a constituency in such manner as it may think fit. The electoral roll for the constituency, as in force at the time of the issue of any such direction, shall continue to be in force until the completion of the special revision so directed.

### **Types of revision**

27. There are four kinds of revision, namely, (i) intensive, (ii) summary, (iii) partly intensive and partly summary, (iv)special.

28. The Commission orders **intensive revisions** from time to time. In an intensive revision, Enumerator/BLO visits each house and notes down the particulars of the eligible members of the house in an Electoral Card. A copy of the Electoral Card is handed over to the head of the household or, in his absence, to any adult member of the family. On the basis of such enumeration, draft rolls are prepared and

published, inviting claims and objections. After disposal of such claims and objections, the rolls are finally published. As such after intensive revision a de novo electoral roll is made.

29. **Summary Revision** of the electoral rolls for all assembly constituencies are normally undertaken every year on the orders of the Commission. In a summary revision, there is no house-to-house enumeration. The existing roll is published in 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.
30. In a **partly intensive and partly summary revision**, existing 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.
31. 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 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 Commission in each case having regard to the circumstances of the case and other relevant factors. It may be intensive, summary or partly intensive and partly summary revision.
32. Besides specific revisions, there is a provision of **continuous updation** of rolls in the period when no revision of rolls is underway. The qualifying date of the last finally published roll is applicable during such continuous updation.

### **Lay-out and Structure of Electoral Rolls**

33. Every AC 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 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 AC roll is at **Annexure 1.1a**. Please note that the title page shall always be followed by a constituency map. *The constituency map should depict clearly the extent and boundary of the constituency, major roads, railway lines, river and at least the administrative boundary of the block/tehsils.* At the end of the assembly roll shall be the Summary Sheet (**Annexure 1.1b**)
34. Under Sub-rule (1) of Rule 5 of Registration of Electors Rules, 1960, an electoral roll of the Assembly Constituency has to be divided into convenient 'parts' with identifiable geographical boundary. 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 at **Annexure 1.2a**. This title page is followed by a sketch map (Nazri naksha) of the polling station area covered by the part. *The sketch map should depict the settlements (habitation area), sections,*

- streets, important buildings like polling stations, post office, health centres etc.* Thereafter the elector details in prescribed format shall be provided. At the end of roll of a part, there shall be a Summary Sheet (**Annexure 1.2b**).
35. These parts shall further be organized into geographically identifiable ‘sections’. 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.*
36. 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 at **Annexure 1.3a** and of text roll is at **Annexure 1.3b**.
37. 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 Commission has however, with voter’s convenience in mind, has desired that a part should not have more than 1200 electors in urban area and 1000 electors in rural area.
38. The last part of the roll will have the list of Service Voters (SVs). Service voters are such electors in Armed Forces, Armed Police Forces of States working outside the state and Government of India Employees who are posted outside India who but for their service qualification would have resided in that particular AC. . (For more details please refer Chapter IX)

### **Polling Stations**

39. Each part of the electoral roll shall cover a well defined and compact geographical area. For each such area there shall be a polling station (precinct) where the District Election Officer/Returning Officer shall facilitate voting by the electors of that part. Under Section 25 of Representation of People’s Act (RPA), 1951, the DEO is responsible for providing the polling stations. As explained, corresponding to each of the polling station, there shall be an (‘part’ of the) electoral roll wherein all the registered voters residing within that well defined polling station area shall be enlisted.
40. 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. 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.
41. The Commission has directed that the polling station should made in such a way that an elector normally should not have to walk for more than 2 KMs in order to exercise the franchise. Now, the Commission orders for rationalization of polling stations as a separate activity before every annual revision

42. The Commission has further directed that each revenue village which has a electoral population of more than 300 should be provided with an independent polling station situated within that village itself, if *a pucca building is available Normally temporary structure for polling stations have to be avoided. In extreme situations, the Commission's specific approval is mandatory*
43. The Commission has further directed that identified vulnerable pockets, hamlets or villages should be provided polling stations of their own, located within their area irrespective of the electorate size in that pocket /hamlet/village. The CEOs should keep a special watch on this.
44. In case of rural areas, not more than two and in case of urban areas, not more than four polling stations should be located in the same premise.
45. The Law provide for creation of polling stations in accordance with instructions of the ECI. According to existing instructions of the ECI, to create a new polling station or to modify the location of the polling station, the proposal has first to be published by the DEO in draft form at his office and other prominent locations. He shall provide a copy of the draft list (proposal) to all recognized political parties and sitting MPs/MLAs concerned and invite suggestions and objections. A minimum of 7 days shall be provided for this purpose. Thereafter after disposing of the suggestions and objections received in a meeting with political parties and after making necessary corrections in the draft list, the DEO will firm up the proposal and forward , through CEO concerned to the ECI for approval in **Annexure 1.4 and 1.5** After ECI approval, the final list of polling stations shall be published in his notice board and widely disseminated by the DEO. The ERO shall rearrange the electoral roll very carefully in accordance with the newly created polling stations/parts.

### **Language of electoral rolls**

46. *Language of the electoral roll shall be as directed and notified by the ECI under Rule 4 of R E Rules which is normally the official language of the State/UT. However , in an Assembly Constituency, where more than 20% of the electors speak and use a different language than the official language and the number of people literate in that minority language and script is significantly large, the Commission will issue direction that it shall be printed and published in that minority language also . (The ballot paper shall also be printed in that case in multi-lingual form). Besides, the language of electoral rolls in all metros should also be published in English . Please refer **Annexure 1.6** Service voter's list (last part) is invariably in English language.*

## **CHAPTER II - THE ADMINISTRATIVE MACHINERY**

### **1. Election Commission of India**

Article 324 of the Constitution 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.

### **2. Chief Electoral Officer**

Under Section 13 A of the Representation of the People Act, 1950, there shall be a Chief Electoral Officer (CEO) for each State/Union Territory. He is an Officer of the Government designated or nominated by the Election Commission in this behalf in consultation with the State Government. Subject to the superintendence, direction and control of the Election Commission, the Chief Electoral Officer shall supervise the preparation and revision of electoral rolls of all the constituencies in the State.

### **3. District Election Officers**

3.1 Section 13 AA 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 (DEO) of their districts. However, there may be some exceptions to this normal practice due to administrative reasons.

3.2 Subject to the superintendence, direction and control of the Chief Electoral Officer, the District Election Officer shall coordinate and supervise all work in the district or in the areas within his jurisdiction in connection with preparation and revision of electoral rolls for all Parliamentary, Assembly and Council constituencies.

3.3 Under the law, the Election Commission has the power to designate or nominate more than one such officer for a district if the Commission is satisfied that the functions of the office cannot be performed satisfactorily by one officer.

### **4. Electoral Registration Officers**

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 (ERO), 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 (SDOs) 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 SDOs are not available in a state for appointing as ERO then the officers of Tehsildar or equivalent status may also be considered. 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.

## **5. Assistant Electoral Registration Officers**

Section 13C of the Representation of the People Act provides for the appointment of one or more persons as Assistant Electoral Registration Officers (AERO) 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.

## **6. Appellate Officers**

6.1 During the process of preparation or revision of electoral roll, an appeal shall lie from any decision of the Electoral Registration Officer, under rules 20, 21, or 21A of the RER, 1960 to such officer of the Government as the Election Commission may designate in this behalf under Rule 23 of RER, 1960. The Deputy Commissioner/District Magistrates/District Collectors/District Election Officers are normally appointed as the Appellate Officers.

6.2 During the period of continuous updation of the roll, an appeal against any order of the Electoral Registration Officer, under Section 22 or 23 of the Representation of the People Act, 1950 shall lie before the DM/ADM/Executive Magistrate/District Collector / District Election Officer and a further appeal against the order of the first Appellate Authority will lie before the Chief Electoral Officer of the concerned State/UT..

## **7. Designated Officers**

In addition to the above statutory appointments, required numbers of Designated Officers are also appointed by the concerned ERO under Rule 14 of the R.E. Rules, 1960 during the revision process. The Designated Officer displays the electoral roll parts and receives claims and objections. He also distributes Form 6, 6A, 7, 8, 8A to the eligible person on demand.

## **8. Booth Level Officers (BLOs) and Supervisors:**

8.1 BLOs and Supervisors are serving ( officers of the Government or Local Bodies. They are appointed by the ERO after obtaining approval of the DEO. They are appointed under Section 13 B (2) of the RPA, 1950 for revision of rolls.

8.2 Each BLO shall have one Polling Station area under his/her jurisdiction. Where Polling Stations are set up separately for males and females of a particular polling area, then one BLO only be appointed for those two Polling Stations (i.e. same polling area). Similarly, only one BLO be appointed for a Polling Station and its auxiliary Polling Station. In difficult geographical areas, BLOs can be appointed for a group of sections. Such Polling Station, may therefore, have more than one BLOs. Since BLOs 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. 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 BLOs if they voluntarily come forward for their deployment as BLOs. No employee associated with security services, essential services, and public utilities or involved in commercial/revenue-generating activities should be drafted as BLO if avoidable. In urban areas, retired government servant can be appointed as BLO, if serving government servants are not available within that polling area. In rural areas, retired government servant shall only be appointed as BLO, if the DEO gives a non-availability certificate that *no serving government servant was found residing within the polling areas*. . Following is a list of categories of the Govt/Semi Govt employees who can be appointed as BLO:-

1. Teachers
2. Anganwadi workers,
3. Patwari/Amin/Lekhpal,
4. Panchayat Secretary,
5. Village Level Workers,
6. Electricity Bill Readers,
7. Postman,
8. Auxiliary Nurses & Mid-wives,
9. Health workers,
10. Mid-day meal workers,
11. Contract teachers,
12. Corporation Tax Collectors, and
13. Clerical Staff in Urban area (UDC/LDC etc.)

8.3 To the extent possible, a BLO should be an elector in the polling station where he is deputed as BLO. This will make his/her work easy after office hours and also because he/she would be working in a known and familiar locality.

8.4 Teachers shall be drafted minimally as BLOs. However, where necessary, they should be drafted for BLO work during holidays and during non-teaching hours and non-teaching days so as not to cause any loss of academic work.

8.5 BLOs shall be provided with a kit bag inscribed with ECI logo, a BLO's Register in prescribed format, BLO's photo I-Card, a copy of Handbook for BLO's, sufficient No. of Forms (6, 6A, 7, 8 and 8A) and adequate quantity of stationery.

8.6 During revision of electoral rolls, the BLOs may be assigned the tasks of enumeration, verification of existing entries of the rolls, receipt of Forms 6,7,8, etc. from eligible persons of his polling station area, verification of Forms 6,7,8 etc. as and when received from the ERO/AERO, collection of these forms as well as photographs from electors for EPIC and Photo Roll maximization. BLOs should hand over the Forms etc. thus collected to the Designated Officers and EROs for further processing by them.

8.7 During the continuous updation period, BLOs may be used for identification of dead and shifted voters, in a campaign mode, on specified dates prescribed for the purpose by the ECI (one week in each half of a year).

8.8 In an election year, the BLO's tasks shall begin with publication of draft rolls till the completion of 2nd Supplementary according to specific programme approved by the ECI.

8.9 BLOs have a duty to verify the existing entries of electors in electoral roll of the relevant part given to them and note down the corrected details from it. The BLOs will fill up the information in his/her BLO's Register (**Annexure 2.1a**) and corrections thereof, if

any be done, In Annexure 2 of BLO Register, they should mention and update the information pertaining to the newly developed areas, list of migrant electors and list of eligible electors/families whose names are not included in the electoral rolls for any reasons.

8.10 Supervisory Officers shall maintain checks on the quality of work done by the BLOs and closely monitor it. Each Supervisory Officer has 10-20 BLOs under his/her supervision.

## **9. Electoral Roll Observers**

The ECI also appoints some senior officers to oversee the roll revision process as Electoral Roll Observers. In those states, which have revenue divisions, the Divisional Commissioners work as Electoral Roll Observers for districts under their jurisdictions. In other states, super time scale IAS officers, posted in the state, are appointed as Electoral Roll Observers. Such appointments shall be under provisions of Article 324 of the Constitution of India. These observers are normally required to visit their assigned areas atleast for three times and submit report directly to the Commission (with a copy to the CEO of the state concerned) on the quality of the electoral rolls. Sample check lists of tasks for Electoral Roll Observers are given in **Annexure 2.1b**.

## **10. 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. Normally no Assistant Electoral Registration Officers are appointed in any of the local authorities' constituencies.

## **11. Staff deputed for roll revision to be deemed to be on deputation to ECI**

Under Section 13 CC of RPA, 1950 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 ECI for the period for which they are so employed and shall be subject to control, superintendence and discipline of the ECI. During the period of revision of rolls, any transfer or disciplinary action of an ERO/AERO should be done with the approval of the Commission. For other roll related staff it can be done with the approval of CEO concerned. Any violation of the same should will be viewed seriously by the Commission

## **12. Duties of EROs**

As an Electoral Registration Officer you are fully responsible for the preparation, maintenance and revision of roll for your constituency. The main items of work in this regard are:

- i. Drawing up a plan of action for completion of revision according to the schedule fixed by the Commission giving a detailed time line for completion of each activity within the different stages of revision;
- ii. Procurement of different types of forms and stationary in sufficient quantities;
- iii. Identification and appointment of various functionaries viz. BLOs, Designated Officers (DOs), Supervisors etc. required for revision;
- iv. Prepare training modules and provide adequate training to BLOs and designated Officers through master trainers, well in advance;
- v. 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 RER, 1960;
- vi. Giving further publicity to notice in Form 5 as considered necessary;
- vii. Supplying , under acknowledgement,(under Rule 11 (c) of RER 1960) free of cost, 2 copies of the draft roll to every recognized political party in the state concerned. One copy shall be a hard print copy and the other copy may be a soft copy of the roll in pdf format (in case of photo rolls, the softcopy shall not contain the photographs but instead carry only a patch that 'photo is available' in place of photograph);
- viii. Convening a meeting of representatives of political parties and requesting them to go through the published roll and point out any corrections therein and explain to them the need for timely information and submissions;
- ix. During revision process, 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 in notice board.
- x. Enquire into or getting inquired into the claims and objections received;
- xi. Issuing notices of hearing in case of claims and objections where required;
- xii. Review and monitor closely the quality of work of the AEROS, Supervisors, Designated Officers and BLOs;
- xiii. Inclusion of names inadvertently omitted and deletion of names wrongly included under relevant provisions of law ;
- xiv. Publication of the final alongwith the supplements of additions, deletions and corrections ;
- xv. Supply (under Rule 22 (c) of RER, 1960) 2 copies of the finally published roll, free of cost, to every recognized political party of the state concerned – one of which shall be a hard copy on print medium and the other shall be a 'softcopy' on electronic medium (in case of photo rolls, the softcopy shall not contain the photographs but instead shall only carry a patch that 'photo is available' in place of photograph); and
- xvi. Analyze electoral roll data in prescribed formats (**Annexure 2.2 to 2.9**) and formulate,/implement strategies to address the anamolies such study may reveal.

## CHAPTER III - GENERAL PRINCIPLES OF VOTER REGISTRATION

### Disqualifications for registration in an electoral roll:

1. According to Section 16 of RPA, 1950, a person shall be disqualified for registration in an electoral roll if (s)he—
  - a. Is not a citizen of India; or
  - b. Is of unsound mind and stands so declared by a competent court; or
  - c. Is, for the time being, disqualified from voting under the provisions of any law relating to corrupt practices and other offences in connection with elections. (Please refer Section 11A of the RPA, 1951).
2. 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.
3. No person shall be entitled to be registered in the electoral roll for more than one constituency and no person shall be entitled to be registered in the electoral roll for any constituency more than once as provided in Section 17 and 18 of RPA, 1950.

### Conditions for registration in an electoral roll:

4. According to the provisions of Section 19 of RPA, 1950, subject to the above said restrictions, every person shall be entitled to be registered in the electoral roll of the Constituency who--
  - a. is not less than 18 years of age on the qualifying date and
  - b. is ordinarily resident in a constituency,

### Meaning of 'ordinarily resident' (Section 20 of the RPA 1950):

5. A person is said to be ordinarily resident in a place if he uses that place for sleeping. He need not be eating in that place and may be eating from a place outside. Temporary periods of absence from this ordinary place of stay can be ignored. It is not necessary that the period of stay should be continuous for any particular length of time and should be without any break. Temporary absence on account of duty or employment or even for pleasure should not be considered to interrupt the concept of ordinary residence. It is purely a question of fact whether a person is ordinarily resident at a particular place or not. Mere absence for some time 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. Persons who have gone out of the country for business or employment should be treated as having moved out of that place. Mere ownership or possession of a building or other immovable property will not bestow upon the owner, the residential qualification. On the other hand even persons living in sheds and persons living on pavements without any roof are eligible for enrolment provided they are ordinarily resident in the sheds or on pavements in a particular area, and do not change the place of residence and are otherwise identifiable.

### **Exceptions to the general principle of ordinary residence:**

6. **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 activities as legislators.
7. **Inmates of jails**, other legal custody, hospitals, beggar homes, asylums etc. should not be included in the electoral rolls of the constituency in which such institutions are located.
8. **Students**, if otherwise eligible, living in a hostel or mess or lodge more or less continuously, going back to his 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 enrollment 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]. Also refer to Para 5 of chapter IV.
9. **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 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 / High Commissions are enrolled in their native places and not at their places of postings. They are called 'Service Voters'. Thus electors having a service qualification are entitled to get registered at their native places which may be different from their 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 is not available to the husband of a female service voter .
10. **Overseas Electors:**  
Under Section-20A of the Representation of the People Act, 1950, inserted vide Representation of the People (Amendment) Act, 2010, which has come into force w.e.f. 10<sup>th</sup> 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/her name registered in the electoral roll of the constituency in which his/her place of residence in India as mentioned in his/her 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/her 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/her place of residence as shown in the passport is located.

11. **Persons holding declared offices:** 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. Declared office holders at the Centre are President and Vice President, Ministers and Ministers of state and Deputy Ministers of the Union, Deputy Chairman and Members of the Planning Commission, Speaker and Deputy Speaker of the Lok Sabha, Deputy Chairman of the Rajya Sabha and Parliamentary Secretaries of the Union. Declared office holders of a state are, Governor, Cabinet Ministers, Ministers of State and Deputy Ministers, Chairman and Deputy Chairman of State Legislative Council, Speaker and Deputy Speaker of State Legislative Assembly, Parliamentary Secretaries of the state and the Lt. Governor of UTs. 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.
12. It would be clear from above that all cases cannot 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 his normal place of residence even though he may be temporarily absent from there.

### **Penal Provisions:**

#### **Breach of Official Duty**

13. If any ERO, AERO or other person deployed to perform any official duty in connection with the preparation, revision or correction of an 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 RPA, 1950 with imprisonment for a term which shall not be less than 3 months but which may extend to 2 years and with fine.
14. No court shall take cognizance of any offence punishable under Section 32 of RPA 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.
15. 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.

#### **Making False Declaration:**

16. 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 RPA, 1950 with imprisonment for a term which may extend to one year, or with fine or with both.

17. Under Section 31 of RPA, 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.
18. The period of limitation commences on the date of the order passed by the ERO and not on the date of offence as claimed by the complainant. In case of crossing this limit, a complaint should be accompanied by an application for condonation of delay.

## CHAPTER IV - PREPARATION OF DRAFT ELECTORAL ROLLS

### Procedure during Intensive Revision

1. In an intensive revision, the entire roll is prepared *de novo* without reference to the earlier existing rolls. The Enumerator/ BLOs are assigned specific areas (polling station wise) with a sketch map. In the first visit, the houses within the area are serial numbered by the Enumerator/BLO if they do not already have assigned numbers – (assigned by the local body of that area). In the second visit, the Enumerator/BLOs visit the houses and enumerate the eligible voters living within the houses. Separate page of enumeration pad (Electoral Card) is used for one household.
2. Over a group of Enumerator/BLOs, there are Supervisory Officers and over a group of Supervisory Officers, in some cases, there may be an Inspector assigned to monitor and check the enumeration works.
3. **Safeguards against Registration of Under-aged Persons:** As fairness of elections is dependent on the correctness of the electoral roll, adequate care should be taken to ensure that the names of under-aged persons are not included. The responsibility for getting the names of ineligible persons entered in the electoral roll can be placed squarely on the head of the family, whose signature is taken on the record of enumeration card during house-to-house enumeration. Section 31 of the RPA, 1950 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. If, during the preparation of manuscript of rolls, one comes across cases where ineligible persons have been entered in the manuscript on the basis of information furnished by the head of family, suitable action should be initiated under the above provision against those heads of families. The provisions of this section should be brought to the notice of the head of the household by the Enumerator while getting his signature on Electoral Card.
4. **Enrolment of orphans:** If an orphan is brought up from infancy in an orphanage and becomes eligible for enrolment as an elector on attaining the age of 18 years and is not in a position to give the names of either his father or mother, names of such persons, if eligible shall be entered in the electoral cards by the Enumerator/BLO and under the column meant for father's/mother's/husband's name the Enumerator/BLO shall mention the name of the orphanage. In case the orphan was not brought up in any orphanage but in a family, the enumerator shall write the name of that family head. 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. In cases which are not covered by the above categories, the enumerator/BLO shall enter "not known". In the relationship column of the electoral roll the word 'others' shall be indicated.

5. **Enrolment of students living in hostel/lodge: During house to house enumerations ,they should not be covered. However, subsequently,** 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 landlord where they are residents for the time being for pursuing their studies. 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 or not less than one year's duration. 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 want to enroll themselves as an elector at the place of their present stay will have to apply for registration to the ERO 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 ERO of the concerned constituency alongwith a bonafide certificate from the Head Master/Principal/Director/Registrar/Dean of the educational institution (**Annexure 4.1**). 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 ERO concerned shall squarely lie on the student.

6.1 **Enrolment of names of tenants:** A tenant living at a particular address is eligible to get enrolled in the electoral roll at the address where he/she is staying. The inclusion in the concerned part of electoral roll can be during the period when an intensive revision/verification is undertaken by house-to-house visit or by filing an application in Form 6 after draft/final publication. The ERO who is the statutory authority to allow or reject such inclusion in the electoral roll has to satisfy himself before taking any decision in the matter. The onus of proof lies with the applicant seeking registration in the electoral roll for the first time or due to change of residence. The ERO can rely on documentary evidence or hold a summary inquiry to satisfy him. It has to be borne in mind that once a name is ordered to be included in the electoral roll by the ERO/AERO, the onus of proof shifts on the authority or individual objecting to such inclusion at a later stage due to some reason or the other.

6.2 **Enrolment of senior citizen in old age homes:** Senior Citizens, who are inmates of Old Age Home, are eligible to be enrolled in the Constituency, in which they are ordinarily resident in old age home, provided they fulfill other eligibility criteria provided under law.

7. The entire work of intensive revision is done under the leadership of the ERO. The EROs should check the enumeration pads and the Supervisor's reports to see whether there are any obvious mistakes or omissions and, if so, necessary steps should be taken to rectify such defects. **All relevant elector detail should be captured in the enumeration pad and in no case the EPIC numbers of the EPICs already issued shall be left out against individual electors.**

8. The roll is prepared on the basis of these records and is first written in a manuscript form. Therefore, extreme care should be taken in preparing the manuscript rolls from

the electoral cards and it should be ensured that all persons entered in the electoral card are included in the manuscript rolls. EROs must get the manuscript prepared, **part wise**, by (or under direct presence of) the enumerator/BLO who did the enumeration. The manuscript of this preliminary roll should be written in prescribed format (**Annexure 4.2**) for the electoral rolls. **In this format filling up of EPIC numbers shall be compulsory for those who have been issued EPICs already.**

9. After transcription of the entries in the enumeration pads into the manuscript rolls, the part numbers of the rolls into which the entries in the pads had been incorporated should be noted in the pads. These pads should be serially arranged and preserved in the ERO's office or at such place as the CEO may by order specify until the expiration of one year after the next intensive revision of the rolls in the area (Rule 32 (1) of RER, 1960).

10. The names in the rolls for each part should be arranged according to house numbers. The serial number of the electors should be in separate series for each part starting with Serial Number 1. Following precautions need to be taken for entry of the elector details:

10.1 Rule 6 of RER, 1960 provides that the names of electors in each part of the roll should be arranged according to house numbers except in cases where it is considered that the alphabetical order is more convenient or that the names should be arranged partly according to house number and partly according to alphabetical order. It is certainly desirable that the members of the same house should find their names at the same place in the roll.

10.2 For recording elector details, full name, including surname, by which an elector is commonly known should be entered in the appropriate column of the roll. Where the elector is commonly known by initial letters, the names for which these letters stand need not necessarily be entered in full.

10.3 Honorific appellations like Shri, Smt., Kumari, Khan, Begum, Pandit etc. should not be entered in the electoral roll.

10.4 The personal names of women must be entered. It is not sufficient to enroll a women elector as wife of 'X' or daughter of 'Y'.

10.5 Father's name should be entered in the case of men and unmarried women and the husband's name in the case of married women and widows. It should, however, be borne in mind that this is only for purposes of identification and need not be insisted on in all cases. In places where matriarchal system prevails, the mother's name should be entered.

10.6 In the case of persons belonging to any religious order like Sadhus, monks and nuns who do not wish to give the names of their fathers or mothers it would be sufficient to give the name of the Guru or of the religious institution or order in the relation's column. In the relationship column of the roll the word 'other' shall be indicated.

11. The manuscript should be prepared in the language or languages prescribed by the Election Commission for the constituency. The manuscript should be prepared in columns and all the entries should be made in words and not by dots, dashes or abbreviations like "do".

12. The scribes preparing the manuscripts should be asked to certify at the end of the copy of the manuscript rolls that the manuscript has been prepared strictly according to the entries in the electoral cards in enumeration pads and are true and correct to the best of their knowledge.

13. **After the new rolls for the entire constituency in manuscript form have been prepared, arrangement should be made for the checking of the manuscripts to ensure that no mistakes have crept in and also to get mistakes, if any, corrected immediately.**

14. At this point, the following points also should be checked:

**14.1 Removal of names of disqualified person:** The ERO should verify that the names of person disqualified for registration of voting are not included in the manuscript rolls and also ensure that the name of such person, whose disqualifications have been removed are reinstated in the appropriate places. Under Section 16(1) (c) of the RPA 1950, a person shall be disqualified for registration in an electoral roll, if he is for the time being disqualified from voting under the provisions of any law relating to corrupt practices and other offences in connection with elections. Under Section 16(2), the name of any person who incurs such disqualification after his name is registered shall forthwith be struck off from the electoral rolls. Section 11A of the RPA, 1951 stipulates that a person shall be disqualified for voting at any election—

**14.1.1** If he is convicted of an offence punishable under section 171E or 171F of the Indian Penal Code or Under Section 125 or Section 135 or Section 136(2)(a) of the RPA, 1951 or;

**14.1.2** If he is disqualified by a decision of the President under Section 8A (1) of the RPA, 1951 on being found guilty of a corrupt practice at an election under Section 99 of that Act.

**14.1.3** The disqualification mentioned at 14.1.1 above is for 6 years from the date of conviction, and at 14.1.2 above is for the period specified in the order of the President.

**14.2** If the Registration Officer receives intimation that the disqualification of a person, whose name has been struck off from the electoral rolls then in force, has been removed, he should restore, *suo motu*, the name in the roll. This is provided under the proviso to the Section 16 of the RPA, 1950.

**14.3** If, however, such intimation is received after that roll has ceased to be in force, and a revised roll for the constituency has come into force, the name of person should not be included *suo moto* in that revised roll.

**14.4** However, there is no objection to the inclusion of such a name in the roll, if the person concerned makes an application for inclusion under Section 23 of the RPA, 1950.

**14.5 Retention of names of Members of Parliament and State Legislature:** The Electoral Registration Officer should ensure that the names of all Members of Parliament and the State Legislatures find a place in the roll. Special care should be taken to see that the names of members of Parliament and members of State Legislatures are not left out from the electoral rolls. At the time of draft publication of the electoral rolls, the ERO should certify to the Chief Electoral Officer that the names of MPs, MLAs and MLCs continue to be borne on the rolls on which they were registered at the time of their

elections. The following procedure should be strictly followed to avoid any omissions of legislators:

- 14.5.1** An exhaustive list shall be made of all the assembly constituencies, the electoral rolls of which contain the name of any sitting MP, MLA or MLC. The Chief Electoral Officer shall send to the ERO of each such constituency, a copy of the relevant entries in the list. The List shall be kept up-to date and the ERO kept informed of all amendments from time to time.
- 14.5.2** At the time of the preliminary (draft) publication of the electoral rolls, the ERO shall certify to the CEO that the names of such MPs, MLAs and MLCs continue in the rolls.
- 14.5.3** In every case where the name of any such person has been omitted from the roll, the ERO shall report to the CEO, the full facts which occasioned such omissions.
- 14.5.4** At the end of every yearly revision, the CEO shall report to the Commission all cases under paragraph 13.5.3, which have occurred in the state with a copy of the report of the ERO in each case.
- 14.5.5** In cases where a Member of Parliament is elected from a State other than the one where he is enrolled as an elector, the CEO of the former State shall communicate the name of such member of Parliament to the CEO of the State where he is enrolled as an elector, well in advance of the qualifying date. The CEO of the latter state shall confirm to the CEO of the former State that the  
  
said Member of Parliament continues to be registered as elector in the electoral roll of that State.

15. All the parts should be arranged in a serial order. A careful check should then be made that all the areas specified within the constituency in the Delimitation order are included and the ERO should certify the same.

16. Thereafter part-wise data in the manuscript shall be computerized and converted into electronic database. This will complete the entry of elector details into computer database. (Details in Chapter X on Computerization of Rolls)

17. More importantly, besides the manuscript of elector details, the control tables for the Constituency (which will give the constituency, polling station and all other details) must also be populated and computerized. With the compulsory computerization of rolls, this is one of the most important activities for accurate and complete publication of rolls. Commission has issued a separate set of guidelines for computerization of rolls. They are dealt in detail in Chapter X.

18. The list of voters so collated, area-wise (polling station wise) shall be published as draft of the electoral roll. For each polling station there shall be a corresponding 'part' and each of these 'parts' aggregates to form the electoral roll for the Assembly Constituency.

19. However, before undertaking any printing of the draft rolls, a sample of the electoral roll, i.e. the title page and the summary page of the assembly roll (annexure 1.1a

& 1.1b) and a full print out of a part's roll (A part roll shall also have a title and summary page – annexure 1.2a & 1.2b) shall be sent to the CEO for scrutiny (in accordance with ECI's instructions) and approval by him. Once it has been approved, the roll can be printed and published as **Draft Electoral Roll**.

### **Procedure during Summary Revision**

20. In the case of summary revision, there is no de-novo door-to-door enumeration. The existing electoral roll in force is published as draft electoral roll and applications for inclusion are invited with a specified qualifying age. The entries of elector particulars in the rolls shall follow the same conventions as elaborated in the paragraph 9 and its sub-paras above.

21. The ERO shall have to notify the roll revision programme in Form 5 under RER 1960 (**Annexure 4.3**). For announcing a roll revision programme, prior written permission of the ECI has to be obtained along with specific dates for each of the stages of roll revision. These dates must be given wide publicity through press meet and meeting with political parties at the DEO and CEO levels.

### **Pre-requisites to Seeking Publication of Draft Roll in Summary Revision:**

22. **Suo-motu corrections in the roll since last publication:** Changes in the previously published final rolls may have been necessitated by the corrections suggested by the political parties and other agencies to the previously published final roll. (The recognized political parties would have been supplied previously, free of cost 2 copies of the finally published electoral rolls. The idea of such free supply is that they would have the copies so supplied checked by their own party workers before the next publication of the rolls as draft and are expected to forward to the EROs well in advance of the date fixed for the publication of the rolls in draft, their suggestions in the form of lists of names to be deleted from the roll as well as necessary corrections of erroneous entries. Similar amendments are supposed also to be received from the various local bodies.) All such suggestions received after the last final publication should be checked and after following due procedure, as are found necessary, incorporated in the supplement of continuous updation to be prepared (but not necessarily published) before the draft publication.

23. **De-duplication of voters:** Under Sections 17 & 18 of the RPA, 1950, no person is entitled to be registered in more than one constituency and for any constituency more than once. Therefore, de-duplication software should be run and the duplicate entries thoroughly investigated and after due process is followed, the rolls cleansed of duplicate entries. ERO must undertake de-duplication *suo-motu* within the constituency between different parts and within a part (and the DEO across the district – in some cases CEO - across a set of identified districts) before draft publication of rolls under summary revision. After computerized de-duplication check (across all parts comprising an AC roll) on the entries in the previously published final roll (about to be published as draft roll) database, the repeated names in the electoral rolls should be issued notices under Section 22 of RPA, 1950 and full procedure of verification of facts should be followed. If the name actually happens to be doubly appearing, then the person's name should be

retained only at one location where he/she is ordinarily residing (in consultation with him/her) and deleted from the other location. Such deletions would form part of the supplement (of deletions) of continuous updation and should form part of the draft publication of rolls under summary revision, in case the draft roll is not an integrated one.

24. **A check of the presence of names of MPs and MLAs:** EROs should check for the presence of names of MPs and MLAs in the rolls as well as for the removal of names of disqualified persons (as explained in case of intensive revision in Para 13 above). Corrective action must be taken following the due process of law before any draft publication under summary revision process as part of run-up to draft publication.

25.1 **Preparation of supplement of continuous updation:** Subsequent to the last finally published rolls, there may have been received some claims for inclusions, objections for deletions, corrections and transpositions in Forms 6, 7, 8, and 8A under the provision of continuous updation of the electoral rolls. Therefore a list of amendments due to such continuous updation after the previous final publication of the rolls has to be prepared. This list should contain only such names that have been ordered to be included or deleted by ERO or the CEO (appeal cases under Section 24 of RPA 1950). This supplement should be written, as in the case of intensive revision, for each part of the rolls. If there are no entries in any of the parts, the entry “nil” should be made under that heading. Before publication of the draft rolls, these inclusions, deletions and corrections should be finalized and a supplement thereof prepared. It has to be published along with the draft publication, in case the draft roll is not integrated (Draft rolls shall be integrated only in the election year or on specific directions of the commission in this regard).

25.2 **Integration of Supplements and Preparation of Integrated Rolls:** In the year when general election to the state assembly or the parliament is due, the roll and its supplements should be integrated into one basic roll and published as draft. In non-election years, the basic roll from previous years along with all its supplement(s) from previous years should be published together, without integration, as the draft roll. **Thus, integration of components of the electoral roll in force into one roll is not necessary before draft publication every year unless specified by the ECI in its revision order. However, in case of an election year the existing electoral roll with all its supplements shall first be integrated into one roll and then published as the draft roll.**

26. **Disposal of Claims/Objections during the revision process and printing of supplements in case of any bye election or municipal elections:** As per the provisions of sections 21(2) and 21(3) of the Representation of People Act, 1950, the validity of the existing electoral roll does not get affected and the existing electoral roll continues to be in force until the completion of the revision ordered by the Election Commission under Sections 21(2) or 21(3). Therefore, during the process of revision of electoral rolls, the persons who fulfill the qualifications for inclusion of their names with reference to the earlier qualifying date, shall be eligible to apply for such inclusion under section 23 of the Representation of the People Act, 1950. Likewise, the provisions of section 22 providing for deletion, correction or transposition of entries also apply during this process of revision. If a person applies for inclusion of name in the draft electoral roll under revision, who is otherwise eligible to be included in the existing roll, then such

applications should be dealt with in accordance with Rules 26(3) and 26(4) of the Registration of Electors Rules, 1960 and an additional supplement of electoral roll may be published, before the date of final publication of electoral rolls, wherever the necessity arises in the case of any bye-election or municipal election being announced meanwhile by the Election Commission of India or the State Election Commissioner.

**27. Reorganization of Polling Stations Before Publication of the Draft:** Before publishing the draft roll, the ERO must reorganize the rolls in accordance with the new 'parts' or the polling stations (auxiliary or otherwise) that may have since been created. In this regard following needs to be ascertained:

1. Commission has directed that a separate and independent part(s)/polling station(s) should be created for each revenue village to the extent possible. Therefore, the roll should be organized in such a manner that every revenue village that has an elector population of 300 or more is provided a separate and independent part/polling station. The polling station(s) should be located within its own territory. In rural area, the voters in one part/polling station should not be more than 1000.
2. In urban area also the rolls should be reorganized to ensure voter convenience. It has been observed that not only the urban parts (of roll) have large number of electors but also a number of polling stations are clustered in a congested manner in one building. In urban area, the parts should be so reorganized to ensure that not more than 1200 voters are there in one part. Similarly, to the extent possible, the polling stations should be de-congested in urban areas before publishing the draft rolls.
3. An attempt should be made to de-congest the polling stations. Not more than 4 polling stations in urban area and not more than 2 in a rural area should be located within the same building.
4. Further, the roll of a part must be organized neatly into as many sections as there are distinct or distinguishable geographical units. For example in a rural area normally a village comprises many hamlets. The electors should not be organized under one section (under that village name) but each hamlet should form a separate section under that part and electors of one hamlet should be put in the separate section meant for that hamlet. Similarly, in urban area, each housing complex/ society/ or even a multi-story building should be put under separate sections within a part.
5. The proposed list of new polling stations/parts should be published as draft for at least one week at prominent places and shared with recognized political parties of the state concerned and objections to it invited. Thereafter a meeting with political parties locally shall be held at DEO level to consult them on the objections received and with the gist of consultations, a report submitted to the ECI with annexure 1.4, 1.5 and 1.6 duly filled up for approval of the new parts/polling stations. Once the approval is received, the roll should be organized in accordance with the changed set of polling stations/parts before the draft is published.

**28. Control table updation:** Control tables, in accordance with all the modifications carried out since the last final publication, must be updated by the ERO/DEO before the draft publication. All modifications in polling stations, sections,

service voters etc. must be reflected in the control tables. (See Chapter XII)

29. **Identification of revision staff (including BLO):** Before any draft publication, all the BLOs, Designated Officers, Supervisors etc must be identified and appointed by the ERO for specified period. Their jurisdiction should also be decided. Proper training & orientation should also be completed through qualified master trainers. The name, address, contact numbers with respective jurisdiction of all roll revision related officials (including the BLOs) should be put on the CEO's website before publication of the draft rolls for the convenience of the general public. This should be done 10 to 15 days before the proposed draft publication.

29.1 While identifying the staff like BLO, care should be taken not take the teachers as this disturbs the academic calendar of schools. If taking teachers is inevitable, a minimal number should be taken, teacher of single or two teacher school should not be drafted, and the teachers should be drafted for electoral roll revision duty only after the school hours or on holidays;

29.2 Even though a BLO is designated as such on a continual basis like ERO or AERO, he/she should not be treated as a permanent election staff. BLO should be drafted for specific period during the summary revision for specific task of verifying claims, objections and corrections.

29.3 During summary revision, BLO can also be used for other specified tasks for specified period

29.4 BLOs can also be used for a limited and specified period for works like photography campaign for EPIC and photo-roll coverage improvement.

29.5 In the remaining period (continuous updation) the BLOs shall be drafted for 1 week during winters and 1 week during summers, specifically for identification and removal of dead and shifted voters from the electoral roll in a campaign mode. The Commission may notify such campaign dates on an All-India basis. Otherwise the CEOs may fix such campaign week for their respective states.

30. **Training and Orientation of Revision Staff:** ERO should draw up a detailed training schedule for the revision staff. Minimum training of 1 full working day must be imparted before launching the summary revision. Master trainers for imparting such trainings should be trained for every Assembly Constituency. Audio-visual training material and written handouts should be used for training. Every revision staff from ERO down to BLO must be given a checklist of points to check during field visits. A system of monitoring their work should also be put in place and explained to them beforehand.

31. **Availability and provisioning of Forms:** Adequate number of Forms required during the revision process, in required languages, should also be ensured at all designated locations and with all revision related officials.

32. **Readiness of the CEO's Web-site:** Before draft publication, the web-site should be readied and test checked to ensure that the draft roll can be immediately put on the web-site and care should be taken to ensure that the print publishing and the web publishing of the draft roll is at the same time, without any time lag between them. Additionally, on the website, a **search facility** should be provided for citizens to search for their names in the roll. In case the name is not found in the rolls, then the website

should be able to guide that person as to which is his/her AC (on the basis of address keyed in by the seeker), which is the polling station, who is his/her BLO, what is BLO's contact phone number and address, who is the ERO/AERO and what is the contact address and contact phone number and how (on which form) he/she should apply to become a voter. **This search facility shall also be utilized by an ERO to identify all Form 6, that would be received by him, whether the applicant is already enrolled at his/her previous residential address given in the Form or not and take appropriate action accordingly.** Therefore, this is a very important preparatory step before draft publication of rolls and CEOs/DEOs should take extra pains to ensure that this is accomplished with due care, test checks and dry runs. Elector registration facilitation details as above must be put on the website 10-15 days before the actual publication of the draft roll.

33. **Providing elector information in requisite formats:** The CEOs shall provide information in prescribed formats (**Annexure 2.2 to 2.9**) to the ECI after the draft rolls are integrated and are ready for publication.

#### **Printing of the Draft Electoral Rolls:**

34. CEO should send the proposed revision schedule after completing all the listed out pre-draft publication works. Commission, when directing a revision schedule should also ensure that the CEOs have completed these formalities with rigour and thoroughness. Once the Commission has approved the revision schedule and allowed draft publication, the ERO shall arrange for printing and publication of the draft rolls.

35. Immediately after the draft manuscript rolls (in case of intensive revision) or the supplements of continuous updation (in case of summary revision), as the case may be, have been written and the information contained in control tables updated and the data entry in computerized software completed, the ERO should arrange for their printing. The list of amendment need not be integrated with the previous supplements at this stage (except in an election year) and may be printed as a separate supplement and should form part of the draft to be published. However in case of the revision being in the year of general elections, the draft roll should be an integrated roll with all supplements merged and integrated into one roll.

36. Before the actual printing of the draft roll, the ERO should ensure that all necessary changes have been incorporated in the database by the computerizing agency/vendor. Then the entire database of electors supplied to the agency/vendors for computerized data entry should be taken back and securely frozen. No more changes (by way of preparing EPICs or merger of photos for photo-electoral roll etc.) should be allowed in the database that is going to be printed till the rolls are printed and published as draft. Once published as draft, the new database (of newly published draft) should be given afresh to the computer vendors/agency for any photography or EPIC campaign or any updation resulting from disposal of claims and objections received after the draft publication. Data security instructions given by the Commission must be adhered to (See Chapter X)

37. 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 volumes as may be necessary. The Electoral Registration Officers should also arrange the printed supplements of the previous revisions according to the order in which they are numbered and consecutively page number and duly attest them.

### **Number of the copies of the rolls to be printed**

38. The number of copies to be printed should be calculated taking into account the following considerations:

- 38.1 Copies of the electoral rolls are to be supplied to the national and recognized state parties of the state in question, free of cost.
- 38.2 Copies required for sale to political parties and candidates depending upon the actual requirement in the previous years.
- 38.3 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.
- 38.4 Copies required to be kept for use in the office of Chief Electoral Officer, District Election Officer and the Electoral Registration Officer.
- 38.5 Copies required to be preserved as record.
- 38.6 Copies required to be given to State Election Commission and Director of Local Bodies;
- 38.7 Copies required for final publication
- 38.8 Copies to be kept on the reserve stock.

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

### **Publication of the Draft Electoral Rolls:**

40. Under Rule 10 of the RER, 1960, as soon as the roll for a constituency is ready, the ERO shall publish it in draft by making copy thereof available for inspection and displaying a notice in Form 5:

- (a) At his office, if it is within the constituency;
- (b) At such place in the constituency as may be specified by him for the purpose, if his office is out side the constituency;

41. Additionally, at CEO's website (and DEO's website, where applicable), the roll shall be put in public domain, in a PDF format on the same day when the roll is claimed to be published. All necessary preparations, therefore, have to be completed beforehand for this purpose. The draft roll on the web shall be put in a text mode and no photographs would appear against the elector's details in this roll on public domain. Instead, it would indicate elector wise whether photograph is available or not.

42. Putting the roll on the website, immediately as it is published, is a very important step in the revision process. From the web-site, the ERO must be able to verify for every claim (Form 6) that is received, as to whether it is already a registered voter elsewhere in

the same constituency or the district. The website shall further facilitate an elector to check whether he/she has been registered as an elector or not and what are the details registered against his/her entry in the roll. For further facilitation and convenience of the electors, the website should also have a 'search' facility through name/place/EPIC number etc so that an individual can locate his or her constituency/part no./serial no. and name in the voter roll. The search facility should be such that a non-voter (on the basis of address to be keyed in) can get his/her polling station and the AC number as well as the BLO, AERO and ERO details for that polling station and the AC.

43. 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 any one single constituency should be, however, published on one day and not in parts on different dates. Where the Commission has specified a particular date for draft publication it should be done on that very date. Normally the Commission orders revision according to a common programme throughout the country. However, taking into account special circumstances obtaining in any particular part of the country the Commission may make departure from the common programme. Similarly wherever bye-elections are due at the time of ordering the revision, the Commission may exclude these constituencies from the programme of revision and order revision later on after the completion of the bye-elections.

44. However, 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. This roll of the 'last part' will not be published at any polling station but shall be kept in ERO's office or such other place as has been specified by him for display of the roll after publication.

45. The draft rolls shall be published in the polling station itself for the reason that the general electors may easily identify these places as the places at which they can have inspection of electoral roll and file their claims and objections. The draft roll may also be published in identified post offices in metro/city areas if the CEO concerned decides to. The displaying of draft rolls should be governed by the public convenience rather than administrative facilities available. 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. In addition, the publication should be made at the office of the ERO, if such office is situated within the constituency or he may select a place in the constituency for the purpose if his office is situated outside the constituency. The ERO should select a place for the statutory publication and notify it in his office.

46. The publication should not be made on a public holiday.

47. The rolls of some constituencies are prepared in more than one language. In such cases, copies of the rolls in all the languages should be published. In these cases, additional care should be taken by the Electoral Registration Officer to ensure that entries in the different language rolls are identical. It is possible that the names found in one roll are not found in copies printed in the other languages or the particulars in respect of certain entries are not identical. Therefore, the Electoral Registration Officers should undertake to print the electoral rolls in the following manner:

48.1 The data entry shall be in the same language as the manuscript. If a single vernacular language is prescribed, then the manuscript shall be in that vernacular language, data-entry will be in that language and the PDF file and printing shall be in that language only. However, by a good transliteration method (software) the entire database has to be made available in English also. On the website, search facility etc. will have to be made available, both, in the vernacular language as well as in English.

48.2 If only one language, English is prescribed, then manuscript shall be in English, data-entry will be in English, PDF file will be in English and the search and other facilities on the website shall be in English only.

48.3 When two vernacular languages are prescribed for printing of rolls, the data-entry should be done in the language of the manuscript and a parallel copy of database shall be kept in second vernacular by using a transliteration mechanism (software). Proof reading of the transliterated output in second vernacular shall be carried out and necessary changes in the parallel database carried out by that-language-knowing data entry operators. Roll will be printed in both the languages and website hosting and search facility shall be in all the vernacular languages prescribed besides English.

#### **Safe Custody of a Copy of Roll Published as Draft (Authentic Copy of Draft Roll)**

49. After the roll is published as draft, the ERO shall prepare an authentic copy of the roll by getting each of the page ink signed by two officers assigned by the ERO. A copy of this authentic roll shall be kept in a sealed cover with the DEO and the CEO for reference and record purposes.

#### **Publicity to the Programme of Publication of Draft Electoral Rolls:**

50. The programme of Draft Publication and the places at which the relevant part of the draft rolls would be displayed for public inspection should be intimated in writing at least one week in advance to the constituency units of recognized National and State political parties, local bodies like panchayats, municipalities, corporations etc, Members of Parliament and Members of the Legislative Assembly concerned. Additionally full use of mass media like Television and Radio should be made; 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; and in villages and rural areas publicity may be made through beating of drums.

51. After the draft publication too, a meeting of the recognized political parties of the state concerned be called by ERO, DEO and CEO and a copy shared with them. The parties should be requested to scrutinize and give their suggestions within the stipulated time frame.

#### **Booth Level Agents (BLAs) of political parties**

52. In order to enhance the participation by the recognised political parties in roll revision, the Commission has desired that you may appoint one Booth Level Agent

(BLA) for roll revision on the pattern of appointment of Polling Agents during polling (and Counting Agents during counting) to complement the BLO.

53. Every recognised political party through its President or Secretary or any other office bearer of the party shall authorize one or more district representatives (but stating the specific constituencies for which each representative is authorized – there should be no overlap in this) to appoint Booth Level Agents (BLAs). The specimen of the authorization Form is annexed herewith as Form ID: BLA 1 (**Annexure 4.4**). The Form must be signed, in ink only.

54. The authorized district representative of political party will further appoint Booth Level Agents (BLAs) for each Polling Station in an authorization form. The BLA will collect one printed copy of relevant Part(s) of the draft electoral roll from the Designated Officer/Booth Level Officer. The specimen of the authorization Form is annexed herewith as Form ID: BLA 2 (**Annexure 4.5**). The Form must be signed, in ink only.

55. Normally, one BLA may be appointed for each part of electoral roll. The BLA must be a registered elector in the relevant part of the draft electoral roll for which he/she is appointed as it is expected that the BLA will scrutinize the entries in the draft roll of the area where he resides to identify entries of dead persons and shifted persons.

56. No person in the service of the Government or a local authority or a PSU can act as Booth Level Agent.

57. One BLA may be appointed for more than one part of electoral roll provided the polling stations for the corresponding parts of electoral roll are set up within the same polling station location. In case, due to unavoidable reasons, one BLA is authorized to receive printed draft electoral roll in respect of more than one part of electoral roll, then separate authorizations in Form ID: BLA 2 should be given for each such part of electoral rolls.

58. The BLA will handover the appointment letter in prescribed Form to Designated Officer/Booth Level Officer at the polling station location after draft publication of electoral roll.

59. On the strength of the appointment letter, the Designated Officer/Booth Level Officer will handover a printed copy of the relevant part(s) of the electoral roll to the BLA under proper acknowledgement (**Annexure 4.6**) only after production of the appointment letter by the BLA.

60. The printed copies of each part of electoral roll to be supplied to the BLAs are the copies of electoral roll required to be supplied free of cost to every recognised political party under rule 11 of R.E. Rules, 1960. The second copy of the complete roll in CD will be supplied to the political party by the CEO/DEO/ERO, as the case may be, from their headquarters.

61. In case no BLA is appointed by a political party for any part of electoral roll, then the copy of the draft electoral roll for that part of electoral roll will not be handed over to

any other person by the DO/BLO. In respect of those parts of electoral roll for which no Booth Level Agents (BLAs) could be appointed in Form ID: BLA 2 by the political party, the printed copy of electoral roll for those parts may be collected from the office of the ERO by the authorised representative of the party. The party representative will hand over a list of those parts of electoral roll for which they have appointed BLA and another list where no BLA could be appointed.

62. The BLAs 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. BLA shall not submit more than ten Forms to Booth Level Officer in a day.

63. The authorized BLAs of all recognized political parties will be required to be present on the special campaign days fixed generally on holidays for receipt of claims and objections under the aegis of Designated Officers/BLOs. On these dates, the BLO will go through the draft electoral roll with the BLAs of recognized political parties of State concerned and identify the corrections etc.

64. The BLAs can list out the dead and shifted voters through house to house survey or any other means and present the list to the Designated Officers / BLOs in the format prescribed (**Annexure 4.7 and 4.8**). 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.

65. The BLAs 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.

66. The appointment of a BLA shall not be revoked during the revision process except in very unavoidable circumstances like death cases. In case a new BLA is appointed by the authorized representative then the copy of the draft roll already supplied to the previous BLA shall be used for reference purpose. The Designated Officer/BLO will not supply another copy of the relevant part of draft electoral roll if a copy has already been supplied earlier.

67. In case any political party so wishes they may also issue photographed Identity Cards to their BLAs with signature of the authorised representative empowered by the party to appoint BLAs.

68. The electoral roll should be made available for inspection at the office of the ERO or other places fixed by keeping it on a table/notice board.

### **Free Supply of Copies of Draft Electoral Roll to Recognized Political Parties**

69. Under Rule 11(c) of the RER, 1960, the ERO shall supply free of cost 2 copies of the 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. When a roll 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 a roll 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.

70. The expression 'Copy' includes 'Soft Copy' and the Commission has decided that one soft pdf copy and one hard print copy of the rolls can be shared with political parties.

71. Further the commission has stipulated that the soft PDF copy of photo-rolls shall not have the photographs against the elector's details – instead only whether photo is available or not shall be indicated against the elector detail. In hard (print) copy the photographs may be there.

72. This rule does not make any distinction between the intensive revision and summary revision of electoral roll. Therefore, even during summary revision the ERO shall supply free of cost 2 copies of complete sets of electoral rolls (mother roll together with all supplements or integrated roll as the case may be) published as draft rolls to all recognized political parties. For the supply of copies it is sufficient if due intimation in writing is sent by the CEO to the recognized political parties to collect the copies of electoral rolls through their authorized representatives from the ERO concerned. All arrangements should be made to supply copies of the draft electoral roll to all concerned on the date of publication.

73. At the stage of Draft publication, complete set would mean the roll published as draft with all the supplements therein if any (**including the last part of Service Voters**). This Rule also does not make any distinctions between different parts of the roll. Therefore the EROs and the DEOs should ensure that all the parts of the roll are published and shared with the political parties. This will include the last part of the roll containing the 'Service Voters' too.

#### **Copies to be made available on payment**

74. Copies of electoral roll should also be given on payment to all concerned, either in hard copy or in soft copy, preferably within a week from payment of requisite amount to the CEOs/DEO/EROs. CEOs/DEOs/EROs must ensure that the soft copy of draft roll thus sold shall not contain the photographs (Images) of electors. However, the availability or non-availability of the image in photo electoral roll should be indicated to facilitate updation.

#### **Actions after Draft Publication and before final publication [For details see Chapter V]**

75. Soon after the draft publication is made the ERO should send a certificate in

the form given below to the CEO in regard to the names of the Members of Parliament and the State Legislatures which are being continued in the electoral roll: —

“Certified that the names of Members of Parliament/State Legislature mentioned in the statement below are being continued in the electoral roll.”

List of Members of Parliament, Members of Legislative Assembly and Members of Legislative Council in the draft roll of -----(year) for the -----assembly constituency.

Name of Member of Parliament (House of the People or Council of States), MLA or MLC	No. and name of part of roll in which the name is registered	Sl.No. with full extract of entry

Electoral Registration Officer -----assembly constituency.

76. In every case, where the name of any member has been omitted from the electoral roll, the ERO should also report immediately to the CEO the full facts for such omission.

77. At the end of every year, the CEO shall report to the Election Commission all such omission cases with a copy of the report of the ERO in each case.

78. After the draft publication is accomplished, the CEO/DEO and the ERO shall call a meeting of local units of political parties at their respective levels and request them to go through the published draft rolls to find put any omissions or inadvertent errors for corrections. The political parties should be clearly explained that their indifference at this stage may lead to frustration later on since the rolls cannot be always be corrected after they are finalized.

79. ERO shall, on his own also, scrutinize the rolls at this stage. One such item of scrutiny is the individual households in the rolls showing more than 10 electors. Another could be the death registers to identify voter since dead. Such entries should be field verified and corrective measures taken where needed.

80. ERO shall also get the roll of each part read out loudly before the meeting of the Gram Sabha/Ward Committee concerned. This is to ensure that any omissions or commissions are brought out and remedial action initiated. Minutes of such meetings shall be maintained neatly.

81. Besides, the ERO should scrutinize the facts and figures of the roll with a view to ascertain its quality. Gender ratio amongst the electors in the roll for each constituency with that of the census should be compared to establish any deviant trend. This will indicate whether male electors have been stuffed in the immediate past and recent years at the cost of female electors. It will also indicate if female electors are twice enrolled – first as daughter and then later as daughter-in-law. These figures have to be reported to the Commission and its approval obtained for final publication of rolls before actually

publishing it finally in **Annexure 2.2**.

82. The elector to population ratio should be studied and reported to the Commission. It will reveal age-wise under or over enrollment as compared to the census figures. For the purpose the census population figures of 18+ years as projected in the current year in the constituency (or the district) should be compared with the number of voters in the constituency (or the district). Both, over representation as well as under representation shall have to be explained by the ERO and in case of abnormalities, specific polling stations shall be field verified by the EROs. These figures have to be reported to the Commission and its approval obtained for final publication of rolls before actually publishing it finally in **Annexure 2.3**.

83. Age-cohort analysis of the electors in roll with that in the census population for various age groups should also be undertaken. This will reveal the age group, which is under-enrolled or over-enrolled in the rolls. Any anomaly or abnormal trend should be field verified by the EROs in the polling stations concerned. These figures have to be reported to the Commission in **Annexure 2.4**.

84. Polling Station wise abnormal additions and deletions over last 3 years should be identified and carefully field verified and where needed corrective measures should be taken. Abnormal increase or decrease shall be reported to the Commission in the prescribed format (**Annexure 2.5**).

85. Data on EPIC coverage and photo coverage in photo electoral rolls should also be presented and analyzed in the given format (**Annexure 2.6**).

86. New polling stations created since the last publication and the auxiliary polling stations normalized since then, should also be provided to the Commission for analysis and record in prescribed format (**Annexure 2.7**)

87. **In an election year**, the data on voters registered on the rolls but found absent during field verification (after draft publication) should be collected and action taken under Rule 21A of RER 1960. Information should be provided to the Commission. (**Annexure 2.8**)

88. A complete report on service voters in prescribed format (**Annexure 2.9**) should also be sent to the ECI.

89. Roll Observers deputed by the Commission may visit the states and districts to check and report on the quality of the draft published rolls. Their observations and suggestions should be acted on diligently and any defects or improvements pointed out by roll observers of the Commission (if deputed) must be rectified satisfactorily by the EROs.

90. Besides, the ERO shall generally scrutinize the printed rolls suo-motu for detection of printing errors, clerical mistakes, obvious omissions, duplicate entries, dead voters etc (Rule 22 (1) (a) of RER 1960). Such items should be listed out and remedial action should be taken and a list of amendments prepared (for final publication). The

ERO should also prepare (under Rule 21A of RER, 1960) a list of the names of dead persons and the persons who may have ceased to be ordinarily residents of the constituency and of persons who are otherwise not entitled to be registered in that roll. Inadvertent omission of names should also be similarly processed for inclusion under Rule 21 of RER 1960. ERO should also scrutinize the printed rolls for detection of printing errors, clerical mistakes or other inaccuracies. Such items should be listed out and remedial action should be taken and included in the final list of amendments.

91. ERO shall then exhibit on the notice board of his office a copy of the list together with a notice as to the time and place at which the question of deletion of these names from the roll would be considered. After considering any verbal or written objection that may be preferred, the Electoral Registration Officers shall decide whether all or any of the names should be deleted from the roll. But, before taking any decision in respect of any person on the ground that he has ceased to be or is not ordinarily resident in the constituency or is otherwise not entitled to be registered in that roll, the Electoral Registration Officer shall make every endeavor to give him a reasonable opportunity to show cause why the action proposed should not be taken in relation to him and conduct spot verification before taking final decision to delete the entries.

## CHAPTER V - CLAIMS AND OBJECTIONS DURING REVISION PROCESS

After the draft publication of the rolls is made, preferring claims and objections are the methods by which names can be included or deleted in or from the electoral rolls and elector's particulars can be corrected. These claims, objections and applications for corrections can be filed anytime except that, after last date for receiving nominations till the elections are over, no change in the electoral roll can be effected.

1. As already mentioned, the ERO shall have to notify the roll revision programme in Form 5 under RER 1960 as approved by the Commission. In this notice, all the stages of revision process shall be mentioned including the period for receiving requests for inclusion, deletion, corrections and transpositions of names in the rolls. Statutorily, under Rule 12 of RER1960, a minimum of 15 days and maximum of 30 days has to be provided for the purpose. The Commission has also power under the proviso to Rule 12 of RER 1960 to extend the period in respect of the constituency as a whole or in respect of any part thereof by a notification in the Official Gazette.

2. Besides notification in Form 5, the ERO/DEO should ensure wide publicity of the roll revision programme through a meeting of political parties, advertisements in print and electronic media using comprehensive SVEEP programme and on CEO's website. The CEOs shall personally ensure that draft electoral rolls of all ACs are displayed in their website with due search facility as per ECI instructions.

3. (ii) When the stages of a revision programme are fixed by the ECI, a period is specified for receiving these claims and objections. During this process, claims and objections can be preferred only during this specified time period.

4. During the revision process, the claims in Form 6 and 6A, objections in Form 7, corrections in Form 8 and transposition of entry in Form 8A are inquired into by the ERO under Rule 20 of RER, 1960. Under Rule 21 of RER, 1960, ERO can, suo-motu, include names inadvertently omitted in the published draft (from manuscript or accepted cases etc) and under Rule 21A ERO can suo-motu delete the names inadvertently or erroneously entered.

### **Forms for Claims, Objections and Corrections:**

5. Every claim shall be in Form 6 (**Annexure 5.1a**) and Form 6A (**Annexure 5.1b**) signed by the person desiring to be enrolled as an elector in the roll in which the claimant desires his name to be included. In the context of photo-rolls, all **persons** desirous of getting enrolled with photograph, must submit their photograph along with Form 6 (for inclusion) itself. There is no need to submit a separate Form (001A) for this purpose and the EROs should not encourage this practice.

6. **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 as is the normal practice.** The Form 6 should be so printed to ensure that the acknowledgement of receipt of Forms can be detached and handed over to the depositor conveniently and on the spot.

7. Every objection to a name included in the draft roll shall be preferred in Form 7 (**Annexure 5.2**) only by a person whose name is already included in that roll in which the name objected to appears.

8. Every application for correction to a particular or particulars in an entry in the draft roll shall be in Form 8 (**Annexure 5.3**) and preferred only by the person to whom that entry relates. Correction to any entry includes inclusion, deletion or replacement of photograph in the photo electoral roll and correct photograph should be attached with Form 8 for the purpose. All **electors** desirous of getting their photographs corrected, replaced or added should submit their photograph (in duplicate) along with Form 8 (for corrections). There is no need to submit any separate Form (001B) and the practice should be discouraged.

9. In case a person desires the transfer of his name or any other person's name from one part to another part of the electoral roll of the same constituency, he should file an application in Form 8A (**Annexure 5.4**).

10. Blank copies of the 'Form for Declaration' to be submitted along with Form 6 by Service Personnel (**Annexure 5.5**) for inclusion of name as general elector in the place of residence where he is posted, shall also be kept at designated locations in cantonment areas. Similarly the 'Declaration Forms' to be submitted by the applicants of age 25+ and not registered before, should also be kept in adequate numbers.

11. Adequate number of different types of Forms for filling applications for claims, objections, correction and transposition of entries should be made available to the Designated Officers (DO) and the BLOs. The Designated Officers and the BLOs should also be clearly instructed that these forms should be made available to the members of the public free of cost. It is not necessary that the claims and objections should be made only in printed forms supplied by the election authorities. They can be made on type written, cyclostyled, photostat or manuscript form also, provided they are same as the prescribed form.

12. The Forms should also be uploaded on the CEO's website for easy downloading and taking a print-out for use by anyone.

13. A proper training and orientation of the Designated Officer and the BLO must be organized to explain different aspects of their role and tasks so that they are fully equipped to guide the voters and social/political workers properly. They should assist in the enrolment of every eligible voter and for the deletion of the entry relating to every ineligible voter. The Designated Officer and the BLO must guide and explain as to how the forms should be filled. For such training and orientation of BLOs and Designated Officers, good audio-visual training materials should be developed in vernacular.

14. DEO/ERO should ensure wide publicity of the name, address and telephone numbers of the Designated Officers and the BLOs along with their jurisdiction amongst the general public so that any person can easily approach them in need. These details should also be put on the CEO's website at least 10-15 days before draft publication (and DEO's website, if available for the district) and the website address advertised.

### **Receipt of the Claims and Objections:**

15. During the period after draft publication, the claims and objections should reach the officers authorized to receive them within the prescribed period. No claim or objection received after last date for filing such claims and objections should be accepted. After specified revision period is over, the forms can be accepted at anytime during continuous updation with reference to the last finally published roll.

16. The ERO or any officer designated by him in this behalf under Rule 14(a) of RER, 1960, i.e. the DO and the BLO can receive the Forms. For this purpose every BLO shall be designated as the Designated Officer. These Forms can also be sent by post (India post or other courier services) to the ERO. The objective is to facilitate the lodging of claims and objections in all parts of the constituency including the rural, difficult and inaccessible areas.

17. The DEOs/EROs should prescribe holidays and non-working days and non-working hours as duty period for Teachers who may be inducted in some places as Designated Officers and BLOs. Non-teaching Designated Officers should be instructed to remain on duty throughout the prescribed period irrespective of the fact whether the institution is closed on the particular day or not or the working hours of the institution are different. For teachers, a specific time during non-working hours on working days and through out the prescribed hours on holidays can be prescribed.

18. The authorized officers of the ERO should only accept individual applications. However, if individual applications relating to the members of the same household, i.e., same family, are presented together, they may be accepted. Claims and objections presented in bulk by any individual/organization except authorized BLA should be refused/rejected. The same principle will be applicable to claims and objections sent in bulk by post.

19. Forms 6,7 ,8 and 8A received by the BLOs and Designated officers shall be displayed in Form 9, 10, 11, and 11A respectively at the Designated Officer's office for the area. A copy thereof shall be given to the concerned ERO who shall also make the similar list for forms received at his office and after including the list received from BLOs/Designated Officer publish the lists in the ERO office notice board . In addition to the above, the Commission has further directed that computerized lists of forms received shall also be displayed on CEOs website on day to day basis . The status of each application 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 in the list, the concerned application form can be seen and printed by any citizen.

## **Preliminary Checking of Forms at its Presentation**

20. Forms 'in bulk' should not be received by the BLO, DO, AERO, ERO or any officer authorized to receive the forms, except from Booth Level Volunteers ( BLVs) during the continuous updation and that too only on fulfillment of the conditions laid down for the purpose. Applications submitted in bulk should be refused to be received. 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. BLAs of political parties can file 10 Forms of the applicants residing in his/her part in a day.

21. An acknowledgement/receipt should be given for each application of claim or objection received. However, before giving an acknowledgement, following preliminary checking of every Form must be done and the following ascertained:

- (i) The Form is not submitted as part of a bulk or in bulk except by BLA within prescribed limit;
- (ii) No unsigned form should be received. It must be signed by or thumb impression obtained from the applicant and no other person. Form 6, 7, 8 and 8A make it clear that claims and objections must bear the signature or thumb impression of the claimant or the objector at the appropriate places. Where the claimant is literate, he should sign his name and not merely append some mark or symbol of his name written by the scribe, and where the claimant is illiterate, he should put his thumb impression and not any other mark in the form. This being the prescribed manner, the Registration Officer under Rule 17 of R.E. Rules, 1960, should refuse to receive any claim or objection not duly signed by the person preferring it or not containing his thumb impression.
- (iii) No column or the information called for in the Forms shall be left blank. Where the information being asked for is not known, the words "not known" should be written;

22. Following checks must be carried out for Form 6 while receiving them:

- (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 as is the normal practice.
- (ii) First time inclusions on grounds of attaining age (18 years) must indicate details of the members of the family already included in the current rolls in the space provided in Form 6. Family means immediate family, viz. father, mother, husband or siblings.
- (iii) The date of birth and the age in years and months must be indicated. Where the applicant does not know the date of birth, he/she must at least indicate the approximate age in years as on the qualifying date;
- (iv) For 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. They may be asked to attach any documentary proof of age like school/college certificate, birth certificate etc. wherever possible. In case the

- claimant is not in possession of any documentary proof of age, the ERO should guide the claimant to attach a declaration in a prescribed format (**Annexure 5.6**) by either of the parents, already included in the electoral roll, in support of the age of their ward. In order to facilitate the registration of trans sexual in electoral rolls, the Commission has decided that a Guru in respect of his/her Chela in the age group of 18-25 years having no age proof, can make a declaration in the prescribed Format (**Annexure 5.6**).
- (v) If the applicant has an EPIC already issued to him, the EPIC detail must also be captured in the Form 6. In that case, he should also provide photocopy of the EPIC. Non EPIC holders of 25+ age-group should give a declaration in prescribed format (**Annexure 5.7**)
  - (vi) In part II of the Form 6, the complete address of ordinary residence where the applicant desires to be enrolled has to be given. The applicant may be advised to attach a copy of any document like Bank/Kisan/Post Office Pass Book, Ration Card, Driving License, Passport, Gas Connection, Telephone/Electricity/ Water Bill etc. showing that address. In case of non-availability of any document the Designated Officer /BLO may receive the application and record thereon “No document attached”. (In such cases local enquiry shall be got conducted by the ERO and decision taken in accordance.)
  - (vii) In cases where the applicant mentions the period of stay at that address for a long time, say a year or more, then the circumstances because of which he did not apply for enrolment should be ascertained and recorded on the application form by the designated officer.
  - (viii) The applicant is required to indicate in Part III of Form 6, the details of his/her immediate family members, if any, already included in the draft electoral roll. In case the applicant has only indicated the name(s) of immediate family members but has not given other electoral roll details like part no., serial no. and EPIC No. of such family member(s), then the applicant should be advised to fill up these details from the copy of the draft roll made available at each designated location;
  - (ix) The applicant must fill in part IV of Form-6 full details of previous enrollment. However, failure to furnish the voter 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.
  - (x) The most important part of the preliminary checking is to see that the Declaration in Part IV, at the end of the 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 that the applicant is not already enrolled elsewhere **and delete his/her name from the electoral roll of the other place once the name is included in the present place.**
  - (xi) Applicant, if he is service personnel, must enclose the additional Declaration stating non-inclusion of his name as a service elector in the last part of the electoral roll of his native place.
23. Form 7 should not be received if the complete details of the objector as well as the

person objected to and the reasons for the objections are not filled up in appropriate columns. Form 7 requires the objector to give full particulars of the entry in the roll relating to him. This requirement should be borne in mind and whenever it is not satisfied, the objection may be refused to be received under Rule 17.

24. All applications in Form 8 for correction must indicate in part IV the exact details of entries to be corrected. If the details are not indicated then the Form can be refused to be received. The applicant must be advised to attach supporting documents for the corrections sought to be incorporated.

#### **Handling Of Forms Thus Received:**

25. Every Designated Officer including the BLOs shall prepare, in duplicate, a list of claims in Form 9 (Format in **Annexure 5.8**), a list of objections to the inclusion of names in Form 10 (Format in **Annexure 5.9**), a list of objections to particulars in Form 11 (Format in **Annexure 5.10**) and a list of transposition applications in Form 11A (Format in **Annexure 5.11**). The BLO shall prepare such lists for the Forms received by him/her and display it at the office of the Designated Officer for the area. The designated officer should keep exhibited one copy of each of the 4 lists on the notice board in his office for the Forms received by him directly and for the Forms received by the BLO. Maintenance of such lists is mandatory under provisions of Rule 15 of RER 1960. He shall send a copy of each list to the ERO.

26. In the like manner as explained in paragraph 24 above for the designated officers, the ERO shall also maintain, under Rule 16 of RER 1960, in duplicate, the 4 lists in Forms 9, 10, 11 and 11A and enter thereon the particulars of every claim or objection as and when he receives it directly or from the AERO or Designated Officers or the BLOs. He shall also keep exhibited the list on the notice board in his office until the disposal of all claims and objections.

#### **Disposal of Claims and Objections:**

27. EROs 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 Commission. First of all applications received shall need be digitalized using ERMS software. Please refer the ERMS guidelines in this regard.

28. Thereafter, the ERO should segregate all Forms 6 that do not have particulars of previous EPIC but are more than 25 years in age. Such applicants must have given their full residential address of the previous place. From that residential address, a check should be run to find out from the roll of that place posted on the website of CEO concerned, to find out whether that person is already enrolled there. If the person is enrolled, then the applicant should be informed about enrolment at more than one place being an offence and advised to get the name deleted from other places.

29. In case of applications with previous EPIC numbers available in Form 6, the ERO will not need any more proof other than the fact of shifting to current address. The ERO shall enroll the name and inform the ERO of previous place to delete that name.

Additionally, the ERO shall seek from the previous ERO that the photo of that elector be electronically transferred to him so that he can incorporate the applicant's photo in the photo roll without troubling the applicant to submit a photograph yet again. There is no need to issue afresh EPIC at new place, unless specifically applied for by the applicant on payment of fee.

30. ERO may refer the applications (Forms 6,7,8,8A) to the AEROs for disposal in accordance with law. However such delegation of powers to AEROs shall not absolve the ERO of his responsibility of ensuring a defect free electoral roll. The ERO and AERO can get each of the applications scrutinized and locally verified by the verifying officers, normally the Designated Officer, the BLO etc. The verifying officer should enquire (including spot enquiry) into every claim and objection, enter his remarks if any, on each Form and forward them to the ERO or AERO for a decision.

31. The ERO shall reject any claim or objection that is not lodged within the period or in the form and manner specified under Rule 17 of RER 1960.

32. If the ERO is satisfied as to the validity of any claim or objection, he may allow it, under Rule 18 of RER 1960, without further enquiry after the expiry of one week from the date on which it is entered in the list exhibited by him. However, if before any such claim or objection has been allowed a demand for enquiry has been made in writing to the ERO by any person it shall not be allowed without further enquiry. There is no prescribed form for raising objection to a claim under Form 6,6A, 7, 8 or 8A.

33. In other cases, the ERO may ask a Verifying Officer (Designated Officer, BLO etc.) to verify the facts. The Verifying Officer should not accumulate the claims and objections received by him, but send them on to the ERO with remarks if any in small batches everyday, if possible, or otherwise, every week or whenever the number of claims/objections exceeds 50, whichever is oftener.

34. In all cases where the ERO considers an inquiry necessary, an individual notice should be served on the claimants or in the case of objection, on the objector and also on the person objected to. The ERO shall specify in the list exhibited by him (Form 9,10,11,11A), the date and time of hearing of the claim or objection and give notice of hearing in the case of a claim to the claimant in Form 12 (**Annexure 5.12**) appended to the RER, 1960. In the case of an objection to the inclusion of name, notice of hearing should be given to the objectors in Form 13 (**Annexure 5.13**) and to the person objected to in Form 14 (**Annexure 5.14**). In the case of an objection to a particular or particulars in an entry, the notice should be given to the objector in Form 15 (**Annexure 5.15**). The notice, under sub-rule (2) of Rule 19 of RER, 1960, may be served or caused to be served either personally or by registered post or by affixing it to the person's residence or last known residence within the constituency.

35. ERO need not wait to commence the inquiry and hearings until the last date of filing claims and objections. He should draw up a programme for hearings in respect of claims and objections received on a particular day after allowing a period of 7 clear days from the date on which these claims and objections were exhibited in his office under clause (b) of Rule 16 of RER 1960. Otherwise, there will be difficulty in disposing of all

the claims and objections as generally a large number of claims and objections are received towards the closing days. **All the claims and objections received should be disposed of before the date fixed for the purpose.**

36. The ERO/AERO shall hold a summary enquiry into every claim or objection in respect of which a notice has been given and shall record his decision thereon. At the hearing, claimant, or as the case may be, objector and the person objected to and any other person, who, in the opinion of ERO, is likely to be of assistance to him, shall be entitled to appear and to be heard. The ERO has the power to require any claimant, objector or person objected to, to appear in person before him. He has also the power (under sub-rule (3) of Rule 20 of RER 1960) to require that the evidence tendered by any person shall be given on oath and to administer oath for the purpose. It is pertinent to mention that during hearing the applicant/objector can take assistance of an advocate for presenting his case before the ERO.

37. The ERO should record not only his decision in each case but also brief reasons for the decision.

38. The gist of the orders passed by the ERO on the claims and objection preferred to him should be entered just below the entries in the lists of claims and objections in respective Forms 9, 10, 11 and 11A so that these forms will be self-contained.

39. For general information, the ERO should also display on the notice board, the list of applications accepted or rejected under all categories (Form 6, 6A, 7, 8 and 8A)

### **Communication of orders of Electoral Registration Officer to the applicants**

40. Every applicant should be intimated of the decision of the ERO. Further, the Commission has directed that for the purpose of reckoning the time period for filing appeals against the decision of the ERO, the date on which the ERO dispatches the intimation to the applicant will be treated as the crucial date. The intimation letter of action taken should be dispatched to the applicant within twenty four hours from the date of order of the ERO. The relevant portion given in Form 6, 7, 8 and 8A for communicating the order of the ERO can be folded and stapled and posted to the applicant on the address given by her/him in the said portion. The communication can also be sent to the applicant through the Booth Level Officer (BLO). The mobile technology should be used for communication with the applicants and electors to the extent possible. For the purpose, a provision has been made in Forms 6, 7, 8 and 8A to capture the cell phone number, if any, of the applicant. The applicants should be encouraged to give their cell phone number. Cell phone numbers of already enrolled electors can be collected through the BLOs. The e-details table in the elector database should also be modified to include a field for storing the cell phone number of the electors. The order of the ERO may also be communicated to the applicants by sending an SMS at his registered cell phone number. Once cell phone numbers of electors have been collected, SMS based communication with them can be used for many other purposes, such as electors may be informed of the roll revision schedule before every revision by SMS. Similarly electors can be informed of the place and time of polling at the time of elections.

41. ERO should insist on the presence of the claimant, if the claim is objected to at the hearing on any ground like under-age, non-residence, non-existence, etc. because such an enquiry cannot be conducted satisfactorily in his absence.

42. The ERO/AERO may get the facts verified by local verifying officers (Designated Officers, BLO etc.) and a proper record of the applications given to any verifying officer must be maintained by the ERO in ERMS software showing the date of delivery of those applications to the verifying officer and the date of receipt after verification.

43. Every verifying officer must give full particulars of the local verification made by him, i.e., the date and time of his visit to the household for an on-the-spot inspection, whether the applicant/objector/the person objected to was physically present at the time of local verification and other evidence collected by him from the members of the household or the neighbors in relation to the claim/objection. He must put his full name and signature on the report, which he submits in relation to each claim/objection.. The ERO should decide to accept or reject it with due application of mind after considering the report of the verifying official/documents.

44. In the case of applicants who state their age to be 18 to 25 years and claim to be applying for the inclusion for the first time, their claims with regard to their age must be thoroughly checked by the local verifying officer with reference to school/college certificate, birth certificate, and with reference to entries in respect of the other family members. If after such verification, the ERO 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 ERO 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.

45. 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 verifying 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.

46. Applications in Form 7 need to be scrutinized carefully so as to ensure that these are not used to delete the names of genuine electors. In any case, no objection should be accepted and no person objected to should be deleted unless the person objected to has been given a proper notice in the prescribed Form (**Annexure 5.14**) in relation to the action proposed to be taken and he had been given a reasonable opportunity of being heard before passing the order.

47. In doubtful cases and in the case of applicant not found at the residence at the time of verification, the EROs should, send a notice to the applicant to appear in person before him or before the AERO at a place near his/her residence which can be decided in advance to deal with a number of such cases involving a number of villages/localities. The applicants must be asked to bring relevant documents in proof of residence and age. As people may find it inconvenient to travel to the ERO's office, the enquiry in such

cases by the EROs or their verifying officers could be held in Village/Taluk/Zonal offices etc. on appointed dates.

48. In the case of spot verification or summary enquiry 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.

49. In the case of large number of claims and objections in a constituency, ERO concerned may informally associate a B L A or a representative each from a recognized political party of the state who personally knows the inhabitants of the locality as far as practicable. The representative should himself be a man of the area in respect of which claims or objections are heard. It should be understood very clearly that the responsibility of final decision would be of the ERO in respect of each claim or objection. The representative of the party will have no voice in the decision. He will only help in discouraging false claims and objections. Field officer of the Government under whose jurisdiction the area in a village or town or city falls may also be associated.

### **Determination of Citizenship:**

50. The ERO has to ensure that the electoral roll contains only the names of persons who are fully eligible and fulfill 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 ERO, he has to satisfy himself that the applicant is, inter alia, a citizen of India. For the purpose of determining the citizenship, the Supreme Court has laid down the following guidelines –

(i) The 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 ERO 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.

(ii) Needless to state that the Officer inquiring into the matter must apply his mind independently to the material placed before him and without being influenced by extraneous considerations or instructions.

(iii) Before taking a final decision in the matter, the 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 ERO.

(iv) If any, person whose citizenship is suspected is shown to have been included in the immediately preceding Electoral Roll, the ERO 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.

(v) The **onus of proof** of citizenship shall initially lie on the applicant who applies for inclusion of his name for the first time. The ERO 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. Therefore, the ERO would be justified in requiring the person concerned to show evidence that he is a citizen of India. Some of the documents that could prove the citizenship are following:

- National Register of Citizens (NRC) would be used/referred to wherever it exists.
- Citizenship certificate issued by competent authority.
- A valid passport issued by the Government of India.
- Birth Certificate. (Care should be taken to ensure that the certificate produced is genuine).

The above mentioned documents are illustrative but not exhaustive.

51. A certificate issued by village headman, Panchayat President, etc., to the effect that a person is a citizen of India is not by itself reliable documentary evidence as conclusive proof of citizenship. It should be noted that the certificates issued by State Government authorities as regards permanent residence in the State are not themselves necessarily conclusive proof of citizenship. Any other document having a bearing on the question of citizenship should also be entertained and evaluated.

52. 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 ERO:-

- Proof of being registered as voter as an unmarried girl, if her name was registered;
- Proof of marriage, wherever possible;
- 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;
- 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.

53. 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 are bogus or issued without due care.

54. 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 ERO to adduce such evidence as may satisfy him in regard to the claim of migration from another place of India. In appropriate cases, the ERO shall crosscheck the position with the DEO of the District from where the claimants to have migrated.

55. 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.

### **Supervision and Checks:**

56. The roll revision work shall be supervised by officers starting from the BLO, supervisors up to the Roll Observers appointed by the ECI for the purpose. Strict accountability shall be enforced.

57. The most important level is the BLO. At this level proper verification of the applications in Form 6, 7, 8 and 8A has to be undertaken.

58. Supervisory Officers shall verify 5% of each of the BLO's work under him. Normally a Supervisory Officer may have 10 to 20 BLOs under him. This verification will be field verification and not just record verification. He shall keep a proper record of verification done.

59. Each AERO should field verify 1% of the entries in the roll randomly selected from different parts under him. He should separately field check 1% of the additions (Form 6) and deletions (Form 7). Both, accepted as well as rejected cases, should be checked. AERO shall field check households with more than 10 electors; abnormal gender ratio, and the first 20 of polling stations under his charge with highest additions or deletions.

60. ERO shall test check the quality of disposal of Form 6, 7, 8, and 8A by his AEROs. He shall check 10% of the Forms disposed by AEROs. Field verification should be carried out where felt necessary. ERO shall hold regular monitoring meetings with AEROs, Supervisors and BLOs 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 ERO and the ERO is responsible for delivering an error free roll.

61. One of the important checks and supervision to be exercised is with reference to the inclusion of any of the names through Form 6 (except a fresh entrant on coming of age) which would normally require corresponding deletion in some other part of electoral roll of the same or some other constituency. Therefore, while accepting any Form 6 during the period of continuous updation it should be ensured that the declaration about the period of stay at the new address and also the address of previous residence is completely filled up. In the claim application the claimant has to give a declaration that either his name has not been included in the Electoral Roll for that particular Constituency in which he seeks enrolment or any other Constituency or that his name may have been included in the Electoral Roll of a particular constituency to be specifically mentioned by him in his application in which he was ordinarily resident earlier at the address mentioned in the application and, if so, he requests that the same may be excluded from that electoral roll. **ERO should inform the ERO of the other Constituency and that other ERO shall, on receipt of the information, strike out the applicant's name from the relevant part of the roll of the constituency under his jurisdiction and send an intimation to the ERO of the constituency where the elector has shifted.**

62. Under the provisions of sub-section (3) of section 13AA of the RPA 1950, subject to the superintendence, direction and control of CEO, the DEO shall co-ordinate and supervise all work related to revision of rolls in the district. He will be overall responsible for proper upkeep of rolls. He should analyze the electoral data in the Formats prescribed by the Commission for the purpose and provide leadership to the EROs and rest of the team in maintaining the schedule of revision, quality of the rolls and taking quick corrective and remedial measures. DEO should hold at least a meeting every fortnight and undertake 2% checking of each of the ERO's disposal of Forms 6, 7, 8 and 8A. DEO shall seek approval of the CEO (who in turn shall seek ECI's approval) to publish the rolls either as draft or final and for seeking such approval shall provide the data in prescribed formats, his analysis of the data and report on the health of the rolls in his area. His report should include an explanation of any abnormality in the rolls.

63. The CEO may designate his own team or request ECI to depute team for further state level checks as felt necessary. Ultimately it is for CEO to seek ECI's approval to publishing of rolls and for this the CEO shall give a detailed report on state wide health check of the rolls in ECI prescribed formats (Annexure 2.1 to 2.8), deviations noticed, remedial action taken etc. The CEO 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.

64. To assist the CEO, the ECI may depute some Roll Observers. They would be assigned specific districts and constituencies (where needed) and will be 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.

#### **Suo-Motu Action by ERO after Draft Publication**

65. It may so happen that statement from holders of declared offices (Form 1 – Rule 7 of RER 1960) are received after the publication of rolls in draft. The ERO shall direct the inclusion of the names of the electors covered by the above statements in the appropriate parts of the rolls in the absence of evidence to the contrary.

66. Further, it is also likely that owing to inadvertence or error during preparation of rolls, names of some electors have been left out and that remedial action is necessary. In such cases the ERO should scrutinize the electoral roll once again with reference to the enumeration slips (if intensive revision) or the claim applications and manuscript (if summary revision) and prepare a list of such names and other details of such electors. He should, thereafter, exhibit on the notice board of his office a copy of the list together with a notice as to the time and place at which the inclusion of these names in the roll will be considered and 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, he shall decide whether all or any of the names should be included in the rolls. The notice mentioned above shall be in the following form:—

#### **“NOTICE**

Whereas it is proposed to consider, under Rule 21 of the Registration of Electors Rules,

1960, the names found in the accompanying lists for inclusion in the electoral roll on the ground that their names have been inadvertently omitted, it is hereby notified that any person who has any representation to make in regard to these inclusions may do so and be present at the hearing with such evidence as he may like to adduce, at the following places on the dates and time noted against each:—

Place of hearing

Date / Time

No. of cases to be heard

Place & Date:.....

ERO-----assembly constituency”

67. Similarly, it may also happen that owing to inadvertence or error or otherwise the 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 have been included in the roll. In such cases the Electoral Registration officer has power to delete these names under Rule 21A of the Registration of Electors Rules, 1960. For this purpose the Electoral Registration Officer shall prepare a list of the names and other data of such electors and will exhibit on the notice board of his office a copy of the list together with a notice as to 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, he must decide the question of deletion of these names.

68. Before taking any action under Rule 21A in respect of any person on the ground that he has ceased to be, or is not ordinarily resident in the constituency, or is otherwise not entitled to be registered in that roll, ERO shall make every endeavour to give him a reasonable opportunity to show cause why the action proposed should not be taken against him. The notice mentioned above shall be in the following form:—

“NOTICE

To,  
-----

Whereas, it is proposed to delete your name from the electoral roll of -----  
Constituency on the ground that-----

Now, therefore, in exercise of the powers conferred on me by Rule 21A of the Registration of Electors Rules, 1960 you are hereby asked to show cause why action as proposed above should not be taken against you.

Your reply should reach me by ..... Hours on.....date.

If you desire to be heard, you should be present for a hearing with such evidence as you

may wish to adduce in support of your representation in person or through a duly authorized representative on ----- (date) at ----- (time).

Place

Date:

E.R.O.

----- (AC Name and No.)

69. **Unexecuted non-bailable warrant (NBW) cases:** The 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 Commission has instructed the EROs that they may take suo-motu action to delete their names from the electoral rolls after giving them due notice. The police authorities shall be duly intimated and asked to be present during such hearings. It is then for the person concerned to appear before the ERO in person in which case it will be for the Police to serve the NBW on him or he may still remain absent in which case the ERO will delete his name from the electoral roll. The Commission has prescribed the Format of Notice reproduced below:

\*NOTICE UNDER RULE 21 A OF RE RULES 1960/SECTION 22 OF RP ACT  
1950 FOR DELETION OF NAME

From:

Electoral Registration Officer of \_\_\_\_\_ Assembly Constituency  
Cum \_\_\_\_\_ (designation and complete office address to be given here)

Sir/Madam,

Whereas, as per records, your name is registered as an elector at Sl. No. \_\_\_\_\_ Part No. \_\_\_\_\_ of the electoral roll for \_\_\_\_\_ Assembly Constituency in the State; and

Whereas, it has been reported to the undersigned that you have been found absent from the place of your ordinary residence as given in the electoral roll for the last more than six months. It is, therefore, presumed that you have ceased to be ordinarily resident in the constituency at the abovementioned address.

Take notice that the undersigned proposes to delete your name from the electoral roll under the provisions of Section 22 of the Representation of the People Act 1950/Rule 21 A of Registration of Electors Rules 1960 on the ground that you have ceased to be ordinarily resident in the constituency. In case you have anything to submit against the action proposed to be taken in relation to you, you may appear personally before the undersigned on \_\_\_\_\_ (date) at \_\_\_\_\_ (hours) in the office of the undersigned.

Take further notice that in the event of your failure to appear personally before the undersigned on the aforesaid date and hour, it will be presumed that you have nothing to say in the matter and your case would be decided under the said Section 22/Rule 21 A without further reference to you.

Place \_\_\_\_\_

Electoral Registration Officer for

Date \_\_\_\_\_

\_\_\_\_\_ Assembly Constituency

\*If the notice is issued after draft publication of roll then suo-moto powers under Rule 21A of RER 1960 is invoked. In case the action is initiated after final publication of rolls then Section 22 of RPA 1950 is invoked.

### **Appeal Against ERO's Decisions:**

70. An appeal lies against the decision of the Electoral Registration Officer in regard to claims and objections and also inclusion of names inadvertently omitted. However, an appeal will not have the effect of staying or postponing the final publication of the electoral roll. An appeal should be preferred to the Appellate Officer appointed under Rule 23 of RER, 1960.

71. The provision of appeal is only for the decisions under Rule 20, 21 and 21A of RER 1960.

72. The appeal cannot be preferred if the appellant has not availed himself of his right to be heard or to make representation to the ERO. The appeal should be in the form of a memorandum and it shall be signed by the appellant. It can be presented to the Appeals in the Officer or be sent to him by registered post. In both these cases, the appeal must reach the Appellate Officer within 15 days of the decision by the ERO becoming known.

73. The appellate Officer, 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.

74. If the appeal is in order, the Appellate Officer should call for the records of the case from the ERO. He should give the appellant a reasonable opportunity of being heard before recording his final decision on an appeal.

75. The decision of the Appellate Officer is final.

76. In case an appellate authority either modifies or reverses the decision of the ERO, the decision of the appellate authority will take effect only from the date on which he makes the decision.

77. The appeal should normally be disposed of within 3 weeks.

78. The ERO on receipt of orders of the appellate authority shall make amendment to the electoral roll to give effect to the decision.

## CHAPTER VI - FINAL PUBLICATION OF THE ELECTORAL ROLL

### Preliminary Works for Final Publication

1. As soon as the claims and 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.
2. There would be a supplement for “additions”, “deletions” and “corrections”. Every part shall have supplements even where there are no amendments. In such parts, the supplements shall provide “nil” information
3. This work of preparation of supplements for the individual parts need not wait until after the disposal of all claims and objections. The orders of the ERO in respect of claims and objections relating to other parts need not be awaited.
4. In case of parts in respect of which no claims and objections have been filed and no action under rules 21 and 21A is necessary, the ERO should prepare final lists immediately after the period fixed for receipt of claims and objections is over.
5. Before final publication of the rolls, prior approval of the Commission to publish the rolls must be obtained. Following checks should also be run and once again (after draft publication) ensured:
  - A It should be ensured that the rolls have been reorganized to ensure voter convenience. It has been observed that not only the urban parts (of roll) have large number of electors but also a number of polling stations are clustered in a congested manner in one building. To the extent possible, the polling stations should be de-congested, following the due process, before publishing the final rolls because the rolls will also indicate to the voters the location of the polling station.
  - B It must be once again ensured that the roll of a part has been organized neatly into as many sections as are distinct or distinguishable geographical units.
  - C It should be ensured that, constituency wise de-duplication has been done and the duplicate entries have been thoroughly investigated and after due process the rolls have been cleansed of duplicate entries. The information on the status of duplicate electors and the action taken should be sent to the ECI in prescribed formats (**Annexure 2.5**) as in case of pre-draft publication approvals.
  - D All other elector data in prescribed formats (**Annexure 2.2 to 2.9**) as obtained before draft publication should be again obtained before Final Publication and a comparison carried out. Any abnormality with explanatory memoranda should be submitted to the Commission and its prior approval obtained before publishing the Final roll.

### List of Amendments (Supplements)

6. Final roll will be the draft roll plus the lists of amendments (Supplements) to the

draft roll. The final roll (Supplements) should also be prepared in the given format prescribed for the draft rolls. The supplements should have 3 components, namely, Component I - additions, Component II - deletions and Component III – corrections. .The supplements shall be generated using ERMs software.

These components of the supplement should be in the same languages as that of the draft (basic) electoral roll. 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. In case where there are no entries in one or the other of the Components, the entry ‘nil’ should be made below the relevant heading. If all the Components are ‘nil’, a ‘nil’ final lists of amendments should be prepared.

### **Printing of Final Roll**

7. As soon as the final lists of amendments in respect of the parts have been prepared and finalized, a PDF copy of the supplements, complete with summary sheet, should be generated for printing using ERMS . The name and designation of the ERO should be printed at the end of all copies of the final lists of amendments including ‘nil’ lists of amendments.

8. Simultaneously, (and before printing is completed) the pdf copy of supplements should be appended to the basic roll (draft roll) and the complete set of the electoral roll should be put on the CEO’s website in public domain with search facility by name, by locality (address) etc.

9. As soon as the roll (including the last part relating to service voters is ready) in respect of the entire constituency, the title page with date of publication noted therein should be added at the top. The title page, table of contents, the general part of the electoral roll and the last part of the electoral roll in that order may be stitched together. The electoral roll for the constituency thus formed should be published on the date appointed for the purpose in the office of the ERO. This is a statutory publication. This is to be done by displaying the notice in Form 16 (**Annexure 6.1**) and making the electoral roll available for inspection. The ERO should take appropriate action to see that the rolls are carefully arranged and are completed in all respects before they are published. The finally published roll shall also be displayed for public at the concerned polling also for a period of one week .

### **Free Supply of Copies to Recognized Political Parties**

10. After every publication each ERO (and the CEO) is required to supply, free of cost, two complete sets of electoral rolls to all the recognized political party in the State concerned. At the stage of final publication, complete set would mean the electoral roll published as draft with all the supplements therein if any (**including the last part of Service Voters**) and the supplements published at the stage of final publication.

11. Of the two copies to be supplied, one copy shall be printed hard copy and the other copy will be soft PDF copy.

12. While the hard copy shall have the electors' photographs, the soft PDF copy shall not have any photographs against the elector details; instead, it will indicate all electors' details textually but not depict the photograph. In its place it will only indicate whether the photo of the elector is available or not.

### **Free supply of the copies of Electoral Roll to the MLAs:**

13. 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 agrees to bear the expenses for printing of these additional copies of electoral rolls. 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 ECI.

### **Handing Over a Copy of Roll to the DEO by the ERO (Authentic Copy of Roll)**

14. After the roll is finally published, the ERO shall prepare an authentic copy of the roll, of which each page shall be ink signed by two officers assigned with this task by the ERO. A copy of this authentic roll shall be kept in a sealed cover with the DEO for safe custody and record.

### **Final Roll in an Election Year**

15. In an election year, the authentic copy of the roll shall be computer-generated copy and all the deletions (enlisted in supplementary of deletions) shall be 'struck-through' in the mother roll (basic draft) by computer via 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 in the 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 draft (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. In the reprinted mother roll, the words 'photo as in correction list' shall be printed in this space provided for photographs.

16. In a rare contingency where 'strike-through' has to be manual because of insurmountable time constraint or any other problem, prior approval of the Commission shall be obtained and such manual 'strike-through' shall be authenticated by signature of an authorized person against each such entry at both the ends of the row, i.e. at the beginning as at the end of that row in text roll and on the elector detail box in photo roll. Such markings, wherever allowed by the ECI 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.

17. In the election year, there shall be another supplement to the finally published copy of the roll. This is due to the fact that the elector registration is on till last day of the nominations. This necessitates one more supplement arising from continuous updation till the last day of nomination. ERO has to hand over this supplement of the roll to the RO before the Scrutiny date. A copy of this supplement too has to be preserved in sealed cover in the similar manner as the authenticated copy of roll. The changes arising out of this supplement, viz. deletions and corrections, shall 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 basic roll (mother roll published as draft) and the 1<sup>st</sup> Supplement (at the time of final publication) 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 should put his signature on each correction without fail.

### **Final Roll in non-election year**

18. 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 basic (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 no. of copies required for final publication may also be assessed and printed. The ECI 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.

### **Custody and Upkeep of Electoral Rolls and Connected Papers**

19. Under the provisions of sub-rule (1) of Rule 32 of RER 1960, after the roll for a constituency has been finally published, the following papers shall be kept in the office of the ERO or at such other place as the CEO may, by order, specify, until the expiration of one year after the completion of the next intensive revision of that roll:

- A One complete copy of the roll;
- B Statements submitted to the registration officer under rule 7;
- C. Statements submitted to the registration officer under rule 8;
- D. Register of enumeration forms;
- E. Applications in regard to the preparation of the roll;
- F. Manuscript parts prepared by enumerating agencies and used for compiling the roll;
- G. Papers relating to claims and objections; Papers relating to appeals under rule 23; and Applications under Section 22 and 23 of RPA 1950.

20. The Commission has 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.

### **Inspection of Electoral Rolls and Certified Copy of Electoral Rolls**

21. Every person shall have the right to inspect the election papers referred to in rule 32 of the RER, 1960 and to get attested copies thereof on payment of such fee as may be fixed by the CEO.

22. If a person seeks a certified copy of relevant entries of an electoral roll, the certified copy shall be given in one of the two prescribed formats (**Annexure 6.2 & 6.3**) depending on whether the roll is text-roll or photo-roll.

23. It should be noted that an applicant can apply only for a certified copy of an entry pertaining to oneself in a photo roll. Request for obtaining certified copy of entry relating to others in a photo roll should not be entertained so that photo of one person is not supplied to another person.

24. However, 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 as under –

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

xxx                      xxx                      xxx                      xxx                      xxx  
xxx

(j) 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.”

### **Disposal of Electoral Rolls and Connected Papers**

25. The papers referred to in rule 32 shall, on the expiry of the period specified therein, 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 CEO may direct.

26. On the expiry of period specified therein, these papers shall be shredded and made into pulp which can be recycled. The copies of the electoral rolls for any constituency in excess of the number required for deposit for any public purpose shall be disposed of in

the same manner after a period of 3 months from the date of final publication of the electoral roll after the next intensive revision.

### **RO and the Electoral Roll for Conduct of Elections**

27. The electoral roll inclusive of the supplement carrying modifications up to last day of nomination shall be the final roll for the purposes of conduct of election (which RO should use for scrutiny purpose and also for taking the polls).

28. The Returning Officers should also allow inspection of the complete roll of the constituency as corrected above in his office.

29. The RO shall provide an identical copy of this 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.

30. One copy of such final roll should be **set apart for marking** the names of electors to whom postal ballot (PB) and Election Duty Certificates (EDC) are issued. After the PB recipients and the EDC recipients are decided, the RO shall get the initials 'PB' or 'EDC' marked against the electors concerned in the copy of the **roll set apart for marking.**

31. Proxy voter list in prescribed Format, part-wise, (See Chapter IX on Service Voters) shall also be attached to this copy of roll set apart for markings. Three (Four in case of simultaneous elections) more copies of this 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.

32. The Commission had received representations in the past that there were arbitrary deletions of entries in the electoral rolls used by polling parties in the polling stations. In the context of such representations, the Commission has issued instructions that

a. Copies of electoral rolls supplied to candidates of registered political parties should be IDENTICAL with the working copy of the electoral roll provided to polling teams for conduct of elections except the PB, EDC markings and proxy voter's lists.

b. The working copy with PB & EDC markings as well as list of 'Proxy Voters' 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. However, Presiding Officer should not supply any copy of this roll to any agent or candidate; but should allow its inspection by them.

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

d. For easy identification and search in the names of voters inside the polling station, the Commission has directed that over and above the normal electoral roll arranged house-hold wise, the roll should also be printed with the names

organized alphabetically 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. Wherever three or more polling stations are located in one building, the alphabetical list should be printed to facilitate quick identification of voters standing in the queue for voting.

**Providing the electoral roll in alphabetical order to political parties/contesting candidates**

33. 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 RO/DEO, on demand and payment basis. The CEO concerned shall decide prices of such printed electoral roll and CDs/DVDs and it shall be notified by the respective DEO for the Constituencies falling within his/her district. 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. The list of absentee/shifted/duplicate electors prepared for identification of such electors on the day of poll should not be made available to the contesting candidates.

## CHAPTER VII - SPECIAL REVISION

1. Section 21(3) of the Representation of the People Act, 1950 empowers the Election Commission to direct a special revision of the electoral roll for any constituency or part of a constituency at any time in such manner as it may think fit. This power is exercisable by the Commission notwithstanding the normal provision relating to the revision as contained in section 21(2).
2. For directing a special revision under the above provisions, the Commission has to record the reasons in writing.
3. The Special Revision can be clubbed with any of the existing modes of revision, i.e. intensive revision or a summary revision or a partly intensive and partly summary revision.
4. The provision for Special Revision is to undertake any urgent remedial measure with a view to set right the electoral rolls. The special revision can be geographically limited for a specific area. Special revision may be necessitated due to migration of population of an area to another area, natural or man made calamities leading to dislocation of population in specific area, in order to correct an anomaly or rectify a defect in electoral roll etc.
5. The procedure to be followed for special revision with respect to Forms 6, 7, 8 and 8A shall correspond to the nature of revision ordered. If it is a special intensive revision then intensive revision process shall be followed; if, however, it is special summary revision, then the procedure followed in summary revision shall be followed. The procedure of revision i.e. handling of Forms 6, 7, 8, and 8A remains the same.
6. The Commission, depending on the demands of the exigencies, can also order special revision with specific conditions and procedures to be followed.
7. Activities under Special Revision can be held on holidays also. In the scheme of election management, normally the declared holidays are excluded and it is not possible for Designated Officers etc. to receive the Forms during Revision process on holidays. **However, in case of Special Revision, the Commission may design the Special Campaign dates on holidays as well for convenience of electors.**
8. Similarly, while in case of normal revision, the period for filing claims and objections cannot be less than 15 days, in case of Special Revision the period for filing claims and Objection etc. can even be less than 15 days. However, the Commission on its own volition has given an undertaking (to the Committee on Sub-ordinate Legislation of Fifth House of the People) that it shall not provide less than 7 days as the period for filing claims and objection in any future special revision.
9. Since special revisions address special situations, the specific parameters of special revisions shall be communicated in the relevant order of the Commission depending on the nature of special revision.

### **Special Revision Provision for Re-delimited Constituencies:**

10. Under Rule 24 of RER 1960, the Commission also has the power to order preparation of rolls on re-delimitation of constituencies, in case it becomes necessary urgently to prepare the roll for any constituency, by putting together the rolls of such of the existing constituencies or parts thereof as comprised within the new constituency and by making appropriate alterations in the arrangement, serial numbering and headings of the rolls so compiled. The rolls so prepared will be published in the manner as mentioned under Rule 22 of the RER, 1960 and, on such publication it shall be the electoral roll for the new constituency.

11. Applicability of the Rule 24 of RER, 1960 is not mandatory. It is directory. It gives discretion to the Election Commission to invoke the provisions of the Rule where the Commission considers that it is necessary urgently to prepare the electoral rolls in terms of constituencies delimited anew.

12. The Commission can decide when and where to invoke this Rule based on the facts and circumstances of each case. It is not necessary for the Commission to follow a uniform policy or practice in the preparation of electoral rolls after new delimitation. By the mere fact that the Rule gives discretion to the Commission, it would not be discriminatory vis-à-vis those constituencies in which the provisions of this Rule are not invoked and where the emergent situation may not require the short cut method provided in this Rule for preparation of electoral roll.

## CHAPTER VIII - CONTINUOUS UPDATION (BETWEEN REVISIONS)

1. The electoral registration system in India is essentially in the nature of a continuous updation, even though this is not widely known or utilized except during the periods when elections are held. As per the law (Section 23 & 24 of RPA, 1950), applications for inclusion/deletion of names or modifications of entries in the roll can be given at any time after the final publication of the rolls until the next draft publication, even after the election process has started, but during the latter, the requests can be acted upon up to the last date (3.00 pm) of nomination of candidates only. During the period between the last date of nominations and the date of completion of the electoral process, even though application can be received, no requests can be acted upon till the conclusion of the elections.

2. During continuous updation, every application for inclusion, deletion, transposition and correction shall be made under Sections 22 or 23 of the RPA, 1950, read with rule 26 of RER, 1960. The applications should be made **in duplicate** in the appropriate Forms 6, 7, 8 or 8-A, as the case may be.

3. While the deletion, correction or transposition of names can be made either on an application made to the ERO or on ERO'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.**

4. The applications for inclusion, deletion, transposition or correction have to be made in Form 6, 7, 8 and 8A. In the context of photo-rolls, all **persons** desirous of getting enrolled as elector with photograph, must submit their photographs (in duplicate) along with Form 6 (for inclusion) itself. **There is no need to submit a separate Form (001A) for this purpose and the EROs should not encourage this practice. Similarly, all electors desirous of getting their photographs corrected, replaced or added should submit their photograph (in duplicate) along with Form 8 (for corrections). There is no need to submit any separate Form (001B) and the practice should be discouraged.**

5. These applications, **only during continuous updation period** can be given in bulk and can be received as such, provided the following conditions are scrupulously followed -

1. The person (Volunteer) submitting applications in bulk presents applications only in respect of that area which is covered by that part of electoral roll in which the person (Volunteer) is enrolled as an elector;
2. The person (Volunteer) must be a registered voter of that part having an EPIC;
3. While presenting the applications in bulk, the person (Volunteer) must enclose a covering letter with running list of application (basic particulars) being forwarded and duly authenticating the substance in the applications;
4. The person (Volunteer) must also give a declaration that he/she is aware of the penal provisions of the Section 31 of RPA, 1950.

6. One copy of the application, as and when received, should be pasted on the notice board. **Each case of the Forms received for inclusion, deletion, transposition or correction shall undergo preliminary checks, inquiry and disposal by the ERO in similar manner as prescribed in Chapter V.** The stipulations on receipt, preliminary checking, handling of received Forms and their disposal given in Chapter V on 'Handling Claims and Objections' shall apply *Mutatis Mutandis* in continuous updation too except where it is specifically provided otherwise. Any reference to draft roll should also be read as final rolls. It is not necessary to prepare list of applications in Form 9, 10, 11 or 11A.
7. During the continuous updation period (as different from revision period) the correction/deletion or transposition of the entries in the roll shall be done under Section 22 of RPA 1950 and additions are done under Section 23 of the Act.
8. Once the ERO has decided the cases, 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,.
9. For the purpose, every ERO is required to maintain a set of four separate registers for each constituency in the format prescribed by the Commission (**Annexure 8.1, 8.2, 8.3 and 8.4**), one each for keeping account of applications for inclusion in Form 6, objections in Form 7, corrections in Form 8 and transposition in Form 8A. 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 ERO in his own hand.
10. There is no provision of publication of such addition/deletion lists resulting from continuous updation at **fixed intervals**, therefore the EROs are required to maintain such lists corrected up-to-date at all times, in the registers respectively.
11. The register of continuous updation will be deemed to be the continuous running supplement for that particular year and as and when the next programme of revision is announced.
12. The ERO, while entering the particulars in the register, shall also indicate the section to which the entry pertains within the part of the electoral roll.
13. 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.**
14. 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 25<sup>th</sup> of that month. The format of the manuscript will be same as that of the text roll's format with 8 column entries.

15. By 7th of the following month, one copy of the manuscript will be transferred to the DEO for data entry in the computerized working copy of the electoral roll.

16. 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.

17. 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 draft roll. However, when the Commission directs that the rolls be integrated before draft publication, the supplement of continuous updation shall be first printed and then integrated into the Draft Roll to be published. This (printing of supplement of continuous updation) would ensure the tracking of changes made since the last final publication of rolls, during continuous updation.

18. In States where general elections are due later during that year or a bye-election is to be held, it would be necessary to print from the computer database an additional supplement covering the changes made during the continuous updation after final publication up to last day of nomination.

19. 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 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.

20. 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.

21. 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 supplementary actually gets 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 (since it is not sorted even section wise).

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

### **General Guidelines for Deletion, Inclusions, Transposition & Corrections**

23. During continuous updation, ERO has got power under Section 22 of the Representation of the People Act, 1950 to correct, transpose or delete any entry in the finally published roll if, either on an application made to him or on his own motion (*suo-motu*), he is satisfied after such enquiry as he thinks fit that the entry is erroneous or defective in any particular, or should be transposed to another place in the roll on the ground that the person concerned has changed his place of ordinary residence within the Constituency or should be deleted on the ground that the person concerned is dead or has ceased to be ordinarily resident in the Constituency or is otherwise not entitled to be registered in that roll. This power is subject to any general or special directions issued by the Commission in this behalf. But before taking any action for amendment or transposition or deletion of an entry on the ground that the person concerned has ceased to be ordinarily resident in the Constituency or that he is otherwise not entitled to be registered in the Electoral Roll of that Constituency, the ERO *shall give the person concerned a reasonable opportunity of being heard* in respect of the action proposed to be taken in relation to him.

24. Under Section 23 of RPA 1950, any person who finds that his/her name is not included in the finally published roll of a Constituency, may apply to the Electoral Registration Officer for the inclusion of his name in that roll. Normally, such cases would be few as the annual revision w.r.t. the first January of the year as the qualifying date would have been conducted. Generally, the applications in Form-6 received during continuous updation would be from persons who have shifted in from some other constituency. Therefore Care should also be taken to ensure that in case of applicants desirous of getting enrolled on becoming 18 years of age, actually had become of age on the qualifying date i.e. 1<sup>st</sup> January of the year in question and not on any other date in that year.

25. **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 as is the normal practice.** The transposition of a name can be made under Section 22 from one part of the roll to another part of the same roll or within the same part from one place to another place. But this cannot be invoked for transposition of a name from one Assembly Constituency to another. For this purpose, a person desiring transfer of his name should apply in Form 6 under Section 23 to the ERO of the latter Constituency.

26. Inclusion of any of these names through Form 6 would require corresponding deletion in some other part of electoral roll of the same constituency. Therefore, while accepting any Form 6 during the period of continuous updation it should be ensured that the declaration about the period of stay at the new address and also the address of previous residence is completely filled up. In the claim application the claimant has to

give a declaration that either his name has not been included in the Electoral Roll for that particular Constituency in which he seeks enrolment or any other Constituency or that his name may have been included in the Electoral Roll of a particular constituency to be specifically mentioned by him in his application in which he was ordinarily resident earlier at the address mentioned in the application and, if so, he requests that the same may be excluded from that electoral roll. **ERO should inform the ERO of the other Constituency and that other ERO shall, on receipt of the information, strike out the applicant's name from the relevant part of the roll of the constituency under his jurisdiction and send intimation to the ERO of the constituency where the elector has shifted.**

27. The word 'entry' under Section 22 will refer not only to the entries in the roll for describing an elector but also the various other particulars of the elector or other details which are mentioned in each part of the roll, like, name, age, sex, relationship, photo, address, the number of the part, description of the area to which it relates, headings of the column, footnotes, etc. In case a person has changed his name subsequent to the final publication of the roll, he should prefer an application with relevant evidence for change of his name under Section 22 on the ground that the entry in the roll has become defective.

### **Deletion of Names**

28. Under Section 22 of the RPA, 1950, the ERO has the power to delete on his own motion any entry in the Electoral Roll on the ground that a person has been registered in the roll for more than one Constituency or in the same Electoral Roll more than once. But before taking such action he must satisfy himself in each case about the identity of the elector concerned. Where the ERO deletes the name of an elector from the electoral roll of his Constituency on the ground that the elector's name has been enrolled in another constituency, he shall immediately inform the ERO of the other constituency that the elector's name has been deleted from his constituency. This is to avoid the deletion of name of the elector from the other constituency also on an application for deletion or otherwise.

29. It is very important that proper enquiry and verification should be made before deleting a person's name from the electoral roll. The Officer ordering deletion should personally satisfy himself that the deletion is justified because the right to vote, which is a statutory right, is taken away by such deletion.

30. After the roll has been finally published, the provisions of suo-motu deletion should not be resorted to except in confirmed death cases, that too with documentary evidence. This is because after final publication of rolls, there is no express provision of publication of the changes made during continuous updation and persons whose names have been deleted suo-moto by the ERO may not even come to know that their names have been deleted.

31. The ERO immediately on receipt of an application for deletion of an entry except on the ground that a person is dead, should paste one copy thereof in the notice board of his office together with a notice inviting objections, if any, to the deletion of the name within period of 7 days from the date of such posting. A notice should also be served upon the person concerned and also to the person presenting the application for deletion mentioning the date on which the application will be heard. The publication of the notice should not be postponed to the next working day except in unavoidable circumstances. In calculating the notice period of 7 days the date of publication of the notice should be excluded and if last date so calculated falls on a Sunday or other public holiday, the next working day should be specified as the last day for making objections, if any. No specific form is prescribed for making such objection in response to the above notice. The ERO should simultaneously take steps for verification. He should conduct a summary enquiry after the expiry of the period of notice and thereafter pass appropriate orders.

32. In case an application is made for the deletion of a name on the ground that the person concerned is dead, enquiries shall be conducted to verify the fact of death. Thereafter action should be taken to delete the name.

33. The same procedure should be followed in the case of applications made for correction of entries or transposition of entries. In dealing with applications for transposition of entry from the last part containing names of service voters to the part containing the general voters the ERO should satisfy himself with reference to the original discharge certificate and also that the person is otherwise qualified.

### **Communication to the Effected Persons**

34. In every case where applications under Section 22 or 23 are allowed, that fact should be communicated to the applicant and no copy of the order need be supplied to him. But in every case, the ERO must briefly record his reasons in the order to be kept in his official records. An uncertified copy of the order should be supplied free to the person objected to (whose name has been deleted by allowing the objection) so that he may file an appeal, if he so desires. In case an application is rejected, the ERO should record his reasons and an uncertified copy of the order should be supplied to the applicant free of cost so as to enable him to file an appeal. Certified copies of orders should be supplied only on payment and only when applied for.

### **Appeal**

35. An appeal against the order of the ERO rejecting or allowing an application under Section 22 or Section 23 lies under Section 24 to the CEO within 15 days from the date of such order. The appeal should be in the form of a memorandum signed by the appellant and accompanied by a copy of the order appealed from and fee of Rs.5 (Rule 27). This fee should be paid either by means of non-judicial stamp or deposited in a Government Treasury or the Reserve Bank in favor of CEO. Fee can also be paid in such other manner as may be directed by the Election Commission. The Commission has directed that the above fee can also be paid in cash to the CEO. The appellant should

enclose with the appeal the receipt issued by the officer in proof of the fee having been paid. The appeal shall be presented within a period of 15 days from the date of the order appealed from or sent by registered post so as to reach the appellate authority within that period. The CEO 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. It is sufficient if the appeal is delivered to an officer appointed by the CEO in this behalf and not necessary that in all cases the appeal should be presented in person to the CEO.

36. The fee will in no case be refunded. When an appeal is decided, appellant should be informed of the order passed by the appellate authority; but it is not necessary to furnish a copy of the order as a matter of routine. However, a certified copy should be supplied, if applied for, on payment.

### **Inclusion of Names in the Roll under Revision**

37. Where an ERO directs the inclusion of any name in the existing Electoral Roll under Section 23 of the RPA, 1950 read with Rule 26 of the RER, 1960 during the period when the existing electoral roll is under revision and it has been published in draft but has not been published finally, he should also direct the inclusion, under Rule 2 (4) of RER 1960, of such name in the roll under revision, unless there is, in his opinion, any valid objection to such inclusion.

38. Where applications for inclusion in an existing roll are filed just before the final publication of the revised rolls, it will not be possible to issue orders after giving 7 days notice before the final publication. These applications cannot be entertained as by the time orders are passed or names are included in the rolls with reference to which these applications have been filed would have become obsolete with the publication of new rolls. Nor can they be included in the revised rolls as the applications are with reference to the earlier rolls w.r.t previous qualifying date. The applicants may be informed and advised to file fresh applications in such cases with reference to the revised qualifying date.

39. The updation process is a continuous ongoing process and there is no last date for filing an application under Section 22 or 23, except that it cannot be acted upon when an election is in progress in the constituency and the bar under Section 23(3) becomes operative. As all applications are to be verified in the prescribed manner, the Commission has directed that all such applications, which the ERO is not able to dispose of on or before the last date for making nominations at an election, should be allowed to lie over till the election is over. *These undisposed applications, if any, should be processed for disposal after completion of the election process.*

### **Preparation and issue of EPIC for names included during continuous updation**

40. Once a name is considered eligible for inclusion in the electoral roll in force, the ERO will send that person concerned intimation about the Part No. and Sl. No. in which

the person's name is entered during continuous updation. Effectively, the person becomes a registered elector of the relevant part of the constituency thereafter. The person becomes eligible for the following related benefits:-

1. To get an EPIC, if not already issued;
2. To get a new EPIC or a replacement EPIC; and
3. To get a certified copy of extracts from the electoral roll.

41. The first and the second benefit of getting an EPIC will be possible only after the addition is entered in the database and there is a permanent EPIC center at the district/constituency level.

### **Certified copy of extract of electoral roll**

42. A certified copy of extract may be asked for by the registered elector primarily if the elector wants to contest any 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 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 updation 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 upto the last date for making nominations can be printed as a supplement of continuous updation to be appended to the existing roll.

43. In case the supplement of continuous updation has been printed and published, the provisions related to the sharing of extracts in case of regular roll (photo or text) as given in paragraphs 20 to 23 under the section on 'Inspection of electoral rolls and connected papers' in chapter VI shall apply.

## Chapter IX – Electors Photo Identity Card (EPIC)

1. Electoral Photo Identity Card (EPIC) is an identity document issued by the Electoral Registration Officer under Rule 28 of R. E. Rules. The EPIC contains details of the elector like Name, Father's/Mother's/Husband's Name, Date of Birth/Age on the qualifying date, Sex, Address and most importantly, the photograph of the elector. The format of EPIC can be seen at **Annexure 9.1**.
2. EPIC is a permanent document for an elector. It is to be used by the elector to establish one's identity at the time of polls. It is compulsory for an elector who has been issued an EPIC to produce the EPIC at the time of polling to enable voting.

### Form of EPIC

3. The size of EPIC has been fixed by Election Commission and should be 5.0cm horizontal x 8.4cm vertical. The photograph should be of size 2.4cmx1.8cm and of resolution 320x240 pixel with 75% area covered by the full frontal scape of the face of the elector in a light background. The Name, Father/Mother/Husband Name, Sex and Date of Birth/ Age on the qualifying date on the EPIC should be derived from the elector detail database. In the electoral roll, the date of birth does not appear, instead, only the age appears. But this age is derived from the date of birth that the elector has provided in Form 6, if known to the elector. Thus the date of birth should be captured from the Form 6 for EPIC purposes. If the date is not available or not mentioned in the Form 6 and only age is mentioned, then the year of birth should be calculated from that age and only 'year of birth' should be mentioned in the EPIC in the column 'date of birth'.
4. The EPIC has the photograph of the elector printed on it and a security hologram pasted half on the photograph and half on the vacant space on the left of the photograph. The reverse side of the EPIC has the address of the elector and the facsimile signature of the ERO issuing the EPIC.
5. Since EPIC is a permanent document that is to be used to establish the identity of the elector, the Commission has prescribed the quality of the paper and the lamination. As per the Commission's guidelines, the paper used for printing EPIC should not be less than 165 GSM. Where EPIC is produced by single side printing on paper and folding, the paper used should not be less than 80 GSM. The polyester film used for laminating the EPIC should be at least 125 micron thick.

### Functional Unique Serial Number (FUSN):

- 6.1 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.

6.2 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.

### **Hologram:**

7. Another important feature on the EPIC is the security hologram of 2.0 cm diameter. The hologram is a sticker that is placed on the EPIC half on the photograph and half in the vacant space on the left of the photograph before lamination. The hologram should be Serial numbered and carry the National Emblem in the centre (care should be taken that National Emblem includes words “Satyamev Jayate” in Devanagiri script) with the name of the State/UT in the background. The serial number of the hologram is to be prefixed with 2 alpha character abbreviation already in use for other purposes, like DL for NCT of Delhi. Holograms are printed from the India Security Press, Nashik.
8. Proper account of hologram should be kept and the unused hologram should be kept in EROs custody. When EPICs are being generated, a stock of holograms is transferred to the vendor responsible for preparation of the EPICs. After EPICs are generated, the remaining stock of holograms should be tallied with the number of holograms initially given and number of EPICs issued.

### **How the EPIC is prepared and issued**

9. Normally an EPIC is prepared and issued under the supervision of ERO. For this purpose, the ERO (or the DEO or the CEO) would have identified vendors and provided them space to prepare EPICs. One of the most important things required for preparation and issue of EPIC is the photograph of the elector. For getting the electors photographed, there are Designated Photography Locations (DPLs) in each AC/District. ERO should ensure that there are sufficient numbers of DPLs to cater to all electors who do not have photographs in ERO’s database. The DPLs must be provided with adequate security and the work there must be carried out under direct supervision of ERO or ERO’s authorized representative. The DPLs must have necessary infrastructure for photography, computerized preparation of EPIC etc.
10. Besides the provision of photographing an elector if he/she comes physically to the DPL (‘onsite’ mode), a passport size photograph of the elector can also be obtained directly and scanned if the elector gives a passport size photograph alongwith a duly filled Form 8 (‘off-site’ mode). In some cases, ERO can undertake a campaign to send photography teams/BLOs to make door-to-door visits in prescribed areas to photograph individuals.

11. This digital image data of the elector is then merged with the elector details of the corresponding elector in the electoral roll database. If not already available (normally one will have to be a registered elector before being entitled for EPIC, but in some fresh cases the two processes could be simultaneous), the elector details is also captured in the electoral roll database. It has been directed by the Commission that the photograph and other EPIC details shall be stored in the same database as that of the electoral rolls.
12. The process of merging of EPIC details with the elector database and generation of EPICs can be done either at the DPLs or centrally (for assembly constituency or district). The important point to be kept in mind is that the EPIC numbers for every elector need to be unique. For EPICs that are replacement of earlier issued EPICs, the old EPIC number should only be used. For EPICs that are being newly issued, EPIC number needs to be generated using the FUSN code of the Assembly Constituency in which the elector is currently enrolled. While FUSN ensures uniqueness across constituencies, within a constituency the uniqueness has to be ensured by ensuring that the seven digit number is unique for every elector.
13. Therefore, the software for EPIC preparation should be such that it keeps track of EPIC numbers under which EPICs have been issued and the EPIC number once utilized, are not used again. When the EPICs are issued from DPL, every DPL should be issued with a block of 1000 EPIC numbers and they should issue EPIC within this block only. Once a block is exhausted, another block should be allotted and DPL should never cross their block to issue EPICs with numbers not allotted to them because it will result in issue of more than one EPIC with same number. If a DPL has some unused numbers, care should be taken to use them in some other DPL. It should be kept in mind that these arrangements are made to ensure uniqueness and avoid wastage of EPIC Numbers. The EPIC number, so issued is displayed on both side of the EPIC as shown in the format.
14. Proper accounting of EPIC numbers is crucial and, in cases where EPIC numbers are being given from multiple locations, there is a risk of multiple EPICs bearing same number. It may happen that while an EPIC with a particular number has been issued in a DPL, due to improper accounting of EPIC number (and blocks of EPIC numbers) an EPIC with same number is issued from another DPL or the DEO's office. The consequence may be that, since the link between the elector and his photograph is through the EPIC number, in the photo electoral rolls, same photograph would come for all electors who have same EPIC numbers.
15. The reverse side of EPIC has the address of the elector as provided by him after due verification. This is followed by a facsimile signature and designation of the ERO issuing the ERO. The facsimile stamp of the ERO is a critical instrument that should be kept in custody of the ERO.
16. The EPIC so prepared is laminated and handed over to the elector. It has to be ensured that the EPIC is handed over to the same elector who's EPIC it is and proper

acknowledgment of the receipt of EPIC should be taken. Under no circumstances should any intermediary be handed over the EPIC for further distribution of the EPIC.

### **Procedure to be adopted while issuing EPICs**

17. An EPIC, once issued, is valid across the country and the elector need not be issued another EPIC even if, he shifts from the Constituency where EPIC was originally issued. The purpose of EPIC is to identify the elector with his name in the Electoral Roll. EPIC once issued no matter in which Assembly Constituency it was issued, can meet this purpose.
18. Different checks are required to be conducted depending on the situation under which the EPIC is being issued. For an elector who is being issued an EPIC for the first time, the issue of EPIC would normally be with his enrollment in the electoral roll. After his name has been added in the electoral roll, the EPIC can be issued after physical verification of his photograph and his address. The fact that the applicant is a first time elector should be verified from the declaration that he has given in Part IV of the Form 6.
19. For cases where an elector has been enrolled from before and claims that he has not been issued any EPIC in the past, a declaration to this effect should be taken from him. While taking such declaration, it should be made clear to the applicant that false declaration is punishable under Section 31 and that holding more than one EPIC is illegal under law. Before issuing him an EPIC, it should be verified from the database of his Constituency of the previous place of residence, as declared in the Part IV of the Form 6, that no EPIC has been issued to him in past. In case, it is observed that the elector has given a non traceable address of previous residence, EPIC should not be issued and the elector should be advised to provide full and correct address of previous residence. If the antecedents of the elector in the database of deleted electors of the constituency of previous place of residence of the applicant cannot be found, further enquiry should be conducted before issuing the EPIC.
20. In cases where an elector has been issued an EPIC in a Constituency and has applied for new EPIC since he has shifted to a new place of residence in another Constituency, the EPIC details of the elector, including the photograph, should first be obtained from the database of the Constituency of his previous place of residence. In case, it is observed that the elector has given a non traceable address of previous residence, EPIC should not be issued and the elector should be advised to provide full and correct address of previous residence. After obtaining these details and proper verification of his current residential address, the EPIC should be issued to the elector using the same EPIC number under which the previous EPIC was issued. In the new EPIC, the word “DUPLICATE” should be printed on the EPIC. If the elector who has changed his address and applies for a fresh EPIC, then he shall be issued a fresh EPIC with old EPIC number instead of a Duplicate EPIC, on payment of prescribed fee of Rs. 25/- after following due procedure.

21. In cases where EPIC has been issued to an elector and the elector has requested for corrections in the details mentioned, this request of the elector should be made in Form 8 for carrying out the requested changes. Under these circumstances, the EPIC, with the requested modifications should be issued after acceptance of Form 8 under the same EPIC number in which the previous EPIC was issued. In the new EPIC, the word “DUPLICATE” should not be printed on the EPIC.
22. If the elector claims that the EPIC issued earlier is lost, a declaration to this effect should be obtained from him. The EPIC should be issued to him with the same details with which the previous EPIC was issued, including the EPIC number. In the new EPIC, the word “DUPLICATE” should be printed on the EPIC.
23. While a new EPIC is issued, the Commission has prescribed a nominal fee of Rs. 25.00 to be levied so that there is some deterrence for repeated request for issue of EPIC. This fee is not charged,
  - a. during issue of first EPIC
  - b. when an EPIC has an error that can be attributed to the electoral machinery.
  - c. when the EPIC is lost with loss of property during natural calamities like flood, cyclone earthquake etc.
24. Since the first issue of EPIC is free and EPIC, once issued, is valid for lifetime anywhere in the country, there is no situation where an elector would be compelled to pay this fee for the purpose of establishing identity during election. In cases where the elector is issued an EPIC due to change of address or other particulars on his request or after rectifying details that had appeared incorrectly, the old EPIC of the elector must be taken in the custody of the ERO. Under no circumstances should the elector possess two EPICs. Proper publicity should be made to ensure that electors having more than two EPICs surrender all but one EPIC to the ERO.

### **Importance of maintaining and preserving EPIC Database**

25. It has been directed by the Election Commission of India that the EPIC details, including photograph, shall be stored in the same database as that of the Electoral Roll and the EPIC should be generated from this common database. This is to ensure that the linkage between the Electoral Roll and EPIC is not lost and the details printed on the EPIC are same as that in the Electoral Rolls. The structure of the EPIC Details table is as shown in **Annexure 9.2**.
26. Once the name of an elector is deleted from the electoral rolls, his name should not be deleted from the electoral roll database completely but should be transferred to a separate table for deleted electors. If the elector has shifted to another location, the details can be transferred once a request comes from that ERO consequent to the application for inclusion of the individual.

### **Important points relevant to EPIC**

27. All efforts have to be made to ensure universality, uniqueness and permanence of EPIC details of an elector. The link between the details of electors and their EPIC

details are provided by the EPIC Number. EPIC Number is designed to act as the permanent unique identity for every elector and thus it is very crucial that, once created, this information is not lost. Even in cases where door to door verification drives are taken that lead to larger scale, changes in the Electoral rolls, the EPIC number of every individual should be captured like every other detail.

28. 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.

## CHAPTER X – ENROLMENT OF SERVICE VOTERS

### Who is a Service Voter?

- 1 Service voter is a voter having service qualification. According to the provisions of sub-section (8) of Section 20 of Representation of the 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.
- 2 Persons having a service qualification can get enrolled as ‘service voters’ at their native places even though they actually may be residing at a different place (of posting). They have, however, an option to get themselves enrolled as general elector at the place of their posting where they factually, at the point of time, are residing ordinarily with their family with a sufficient span of time. However, it will not be at native place but at the place of posting where they ordinarily reside with family. Once included in the general part of the roll there is no distinction between a common man and service voter.
- 3 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 Armed Force voter, a declaration in Form 2 or 2A 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.
- 4 A person having service qualifications should not to be enumerated as general electors during intensive revision for inclusion in the preliminary (draft) roll alongside their other eligible family members, even if such person is member of the household and incidentally happens to be present in the house at the time of enumeration
- 5 Similarly, wife of a service voter, if she is ordinarily residing with her husband at the place of his posting, should also not be enumerated as general elector even if she is present in the house at the time of enumeration during intensive revision.
- 6 However, if a person having service qualification is ordinarily residing with family for a sufficient span of time at one’s place of posting, then the person can be enumerated as a general voter during enumeration (in case of intensive revision) and through a voluntary request is made in Form 6 (in case of summary revision). In such cases, a declaration should be obtained from the service voter and the spouse in the prescribed format (Annexure 5.5).
- 7 Only those serving members who are not already enrolled in the last part of electoral roll of a constituency of their native place and who have remained in the place of their present posting for sufficient span of time with their families are eligible to be enrolled as general electors in the general part of the electoral roll.

- 8 No EPIC is to be issued to a service voter enrolled in the last part of the electoral roll as of now. However, the service personnel registered as general electors are entitled to get EPIC.

### **Classified Service Voter (CSV)**

- 9 Service voters belonging to (a) and (b) in paragraph 1 above have the option of voting through postal ballot or through a proxy duly appointed by him. The aforesaid service voters who opt for voting through proxy are called Classified Service Voters (CSV). Under Rule 27N of Conduct of Election Rules (CER) 1961, a service elector may appoint (by applying to RO in Form 13 F of CER, 1961) any person as his/her proxy to give vote on his/her behalf and in his/her name. The proxy shall have to be ordinarily resident of that constituency. He need not be a registered voter but he/she must not be disqualified to be registered as a voter.
- 10 The provision for voting through proxy is only valid till one is a service voter.
- 11 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 CSV. Thus a CSV can revoke and opt back for postal ballot route or even substitute the proxy by intimating the RO in Form 13 G of CER 1961. Revocation will become effective from the date it is received by the RO.
- 12 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.
- 13 CSVs shall not be issued postal ballots by the RO. All CSVs shall be added as sub-list at the end of the part of the electoral roll pertaining to that polling station which covers the CSV's home address. Thus the CSV list shall be maintained polling station wise. The appointed proxy shall physically come and vote at the said polling station in the manner laid down in Presiding Officer's Handbook.

### **Structure of the List of Service Voters in Electoral Roll**

- 14 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 a constituency as a separate 'last' part. All service voters belonging to an AC are listed together, irrespective of the place of residence in this last part of the roll for the AC. They do not have any specified polling station.
- 15 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.]

- 16 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.
- 17 The last part of the roll containing Service Voter's list shall have a title page followed by elector's details. The sample may be seen at **Annexure 10.1**.
- 18 Serial numbering of electors in Service Voter Roll should be done in fresh series beginning with serial number 1. Serial numbers of sub-parts 'A', 'B' and 'C' should also begin in fresh series beginning with 1. Serial number in component I (additions list) of the supplementary will be in continuation of the last serial number in the corresponding sub-part.
- 19 Names in each sub-part will be arranged in the order in which they have been received and accepted.

### **Preparation of Service Voters List**

- 20 The Commission may update the list/roll by way of summary revision or order a de-novo preparation of last part of roll (Service Voters' Roll).
- 21 In the first mode, the last part of electoral roll (Service Voter's Roll) is updated twice in a year and the EROs have to bring out two supplements of Service Voters in a year. All such names which have already been accepted and entered with voter serial number in response to the enrollment application Forms received up till 31st December is incorporated in the 1st supplement and brought out on 31st January. The application Forms received after 31st December is incorporated in the 2nd supplement and brought out on 30th June.
- 22 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 in June each year. The communiqué invites applications from persons with service qualification for registration as service electors. These parent organizations are expected to widely disseminate the information and the processes involved.
- 23 In case of an election intervening between 31st January and 30th June, all the applications received upto the last date of nomination shall be processed by the ERO and published as a supplement, additionally.
- 24 For the purpose of enrolment as an elector in the last part of roll, every person having service qualification shall have to apply in statutory Forms 2, 2A or 3 (appended to Registration of Electors Rules, 1960). Under Rule 7 of RER 1960, the Armed Forces of the Union shall apply in Form 2; the Armed Forces of the States shall apply in Form 2A and the persons employed under the Government of India in a post outside India shall apply in Form 3.

- 25 It may not be necessary for the persons who have already submitted such statements during the earlier revision and who do not desire to amend any particulars in their statement to send fresh statements, unless the Commission so directs in respect of any revision (like in case of de-novo preparation).
- 26 Two copies of the Form (as applicable) have to be submitted. These Forms (2, 2A or 3 as the case may be) should be filled up by the individuals concerned and handed over to the officer-in-charge of each record office/unit or the nodal authority in MEA (as applicable).
- 27 To be enrolled at two places is an offence under the election laws. Therefore every Form 2 or 2A (not for Form 3) shall be accompanied with a declaration in a prescribed Format (**Annexure 10.2**) to the effect that he did not get enrolled as ordinary lector in any constituency. This declaration need not be in duplicate.
- 28 The officer in-charge at the address given in column 4 of the elector detail table (above) or the MEA nodal authority will check the Forms (and the Declaration) and ensure that particulars given by the applicants are correct and ensure that invariably the full address including hometown or village and district is filled in.
- 29 The service personnel have been instructed to give full particulars of their address so that first, the district to which the Form has to be sent is easily identified, and secondly, that district authority i.e. the District Election Officer who normally is the District Collector can easily determine which constituency the elector belongs to. Actual residence is, of course, not necessary and so long as it gives adequate detail of his probable place of residence so as to enable the DEO/ERO to determine his constituency, the statement should be accepted.
- 30 The officer-in-charge, after careful verification, shall sign the verification certificate provided in the Form itself.
- 31 The officer-in-charge will thereafter, bunch together all duly filled applications (in duplicate) along with declarations attached, pertaining to a state and collectively forward them to the CEO of the State mentioned in the address by the applicant (in Form). While forwarding these Forms to a CEO, a covering letter with a list in duplicate, of statements being forwarded, should be sent. (**Annexure 10.3**). A list showing addresses of CEOs is forwarded to MEA, MHA and MoD, every time the Commission undertakes revision of service voters.
- 32 The CEO 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 sending officers in MoD/MEA etc. must give their full and complete postal address on the communication. The ECI will quarterly monitor the receipt and processing of service voter applications.
- 33 Simultaneously, CEO will identify the DEO and send the Forms to the respective DEOs for further processing.

- 34 According to the standing instructions of ECI, the record offices/units or MEA nodal authority should not send the Forms (& Declarations) to the ECI.

### **Processing at the DEO/ERO level**

- 35 DEO too, shall acknowledge the receipt of Applications to the CEO.
- 36 Thereafter the DEO should ascertain the ACs to which the individual applications belong, and send individual applications to the respective EROs concerned.
- 37 The applications shall be processed at the ERO level and the last part of electoral roll (Service Voter's Roll) shall be prepared in ERO's office.
- 38 The service personnel have been instructed to give full particulars of their address so that the DEO/ERO can easily determine which constituency the elector belongs to. Actual residence is, of course, not necessary and so long as it gives adequate detail of his place of residence so as to enable the DEO/ERO to determine his constituency, the statement should be accepted.
- 39 The statement of any person having service qualification made in the prescribed forms, and verified in the prescribed manner that, but for his having the service qualification, he would have been ordinarily resident in a specified place on any date, 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.
- 40 All applications which are complete in all material particulars should be included by the ERO in the last part of a roll (Service Voter's roll).
- 41 Only the wife of member of the Armed Forces or a member of the Armed Police Force of a State serving outside the State or a Foreign Service elector is entitled to be registered as an elector, if she is ordinarily residing with such a person. 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 electors in the last part of the electoral roll. They can get themselves enrolled in their ordinary place of residence if they satisfy the conditions of registration just like any other adult citizen of India.
- 42 As already clarified, the husband of a woman employee having service qualification is also not entitled to be registered as elector in the last part of the electoral roll.
- 43 The declaration made by 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 sign a separate declaration in that Form.
- 44 After the names have been accepted and entered, counter-foils at the end of the electors' statements (Form 2, 2A or 3) will be completed with particulars of the voter including serial number of the voter and returned to the address given in column 4 of

the elector detail format. The ERO 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.

- 45 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.
- 46 As already explained, ERO shall bring out the supplement twice in a year. Immediately after the supplements are brought out, as a further step to bring the Service Voter's enrolment up-to-date, the ERO will take out extracts from the roll for Service Voters sorted on the address given in column 4 of the e-detail (address of dispatch of postal ballot), and send the extracts in duplicate to the respective addresses.
- 47 The officer at the given address or the MEA nodal authority (in case of persons posted abroad) will retain one copy and return the other copy of these extracts after making necessary corrections in them to the ERO for updation and corrections if any. 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 ERO to have the names of such persons deleted from the last parts 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 service voters part, should not thereafter be retained in that part. On receipt of the extract back with corrections, the ERO will update the Service Voter Roll in the similar manner as described above.
- 48 Corrections shall be directly carried out in the main list and there shall be no supplement of corrections as such.
- 49 The first copy of extract should be kept in the Unit/Record Office arranged constituency-wise for each State so that future references from the ERO can be easily dealt with.
- 50 The second copy of the extract which has been returned after verification and corrections to the ERO, and on which basis the roll has been corrected and updated, will be kept in a file in the office of the ERO. This will also be arranged constituency-wise.
- 51 For updation of sub-part 'C' for a person employed under the government of India in a post outside India, it will not, however, be necessary for the ERO, unlike in the case of the Armed Force service electors, to send a consolidated extract from the service voters' part to each Head of the Mission abroad from whom he had received the statement 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 ERO for necessary action.

- 52 The updation (changes) in service voter part shall also 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 Commission expressly so directs.
- 53 The list of amendments to the last part of the roll (supplementaries) should also be maintained in the same manner as 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.
- 54 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.
- 55 Action will be taken by ERO under section 22 of the Representation of the People Act, 1950 to correct the last part of roll. The correction to entries in the roll such as name, dispatch address, etc. should be taken into account while sending the postal ballot papers even if formal orders under section 22 are not issued. But in the case of voters whose names are to be deleted and where formal orders deleting their names could not be issued for any reason before the last date for making nomination the postal ballot papers should be sent to them so long as their names are in the electoral rolls.

## **Service Voters and the RO**

- 56 Since the person who has been authorized by the service voter to be his/her 'proxy' will be approaching the RO to get his/her credentials as 'proxy' accepted, it is the RO who shall be in the position to know as to who is a CSV. Therefore, it shall be the responsibility of the RO to update the ERO for appropriate entry of the CSV in the roll.
- 57 Besides, the RO shall be responsible for marking of CSV against a service voter in the last part of the roll and prepare a polling station wise sub-list of CSVs to be sent along with the copy of roll set apart for marking to the polling station for conduct of elections.
- 58 At the time of polling, while sending postal ballot papers to the service voters through the concerned record office, the RO **should** provide invariably the rank and regimental number or other full particulars in respect of service elector, on the covers containing the postal ballot paper meant for the said service electors for onward transmission to the Service Elector concerned. Service Number of Service Elector is unique in nature and is provided by the elector in Form-2 for his/her enrolment in the last part of electoral roll, and by this number the Record Office concerned can conveniently and quickly track the present posting of the person in question and the postal ballot paper can be transmitted to him / her expeditiously. The Commission, keeping in view the above position and considering the request of Air Force Head Quarters in the matter, has directed that henceforth Service Number of the Service voter shall also be invariably given with the rank number and regimental number on the cover containing the postal ballot(s).

## CHAPTER XI – ENROLMENT OF OVERSEAS ELECTORS

### Who is an overseas elector? –

1. Provisions for registration of overseas electors in electoral roll have been made in the Representation of the People (Amendment) Act, 2010 (**Annexure 11.1**)–
  - i. **By the** Representation of the People (Amendment) Act, 2010, Section 20A, **has been added** after Section 20 in Representation of the People Act, 1950. This reads as follows: -

20A. (1) Notwithstanding anything contained in this Act, every citizen of India, -

- (a) whose name is not included in the electoral roll;
- (b) who has not acquired the citizenship of any other country; and
- (c) Who is absenting from his place of ordinary residence in India owing to his employment, education or otherwise outside India (whether temporarily or not)

Shall be entitled to have his name registered in the electoral roll in the constituency in which his place of residence in India as mentioned in his passport is located.

(2) The time within which the name of persons referred to in sub-section (1) shall be registered in the electoral roll and the manner and procedure for registering of a person in the electoral roll under sub-section (1) shall be such as may be prescribed.

(3) Every person registered under this section shall, if otherwise eligible to exercise his franchise, be allowed to vote at an election in the constituency

### Manner and procedure of registration of overseas electors:

2. Manner and procedure of registration of overseas electors has been prescribed by the Registration of Electors (Amendment) Rules, 2011, notified by the Ministry of Law and Justice, Legislative Department, Government of India vide notification No. F.No. H-7(18)/98. –Leg.II (Vol.IV) (**Annexure 11.2**).

3. (i) According to Rule 8A of Registration of Electors Rules, 1960 application for registration as Overseas Electors has to be made to ERO in Form 6A.
  - a. The application can be made either in person to the ERO or sent to him by Post
  - b. If the application is made in person, the applicant will bring his passport and other relevant documents and present it to the ERO. The ERO 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.
  - c. If the application is made by post it has to be accompanied by copies of all the documents mentioned in Form 6A duly self attested by the applicant concerned.

(ii) In order to facilitate the NRIs 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 (BLO) in the area assigned to him/her. Since BLOs are acquainted with the area assigned to them, they may be asked to prepare a list of such households in their area in which member(s) of the family reside(s) abroad. The name of Assembly Constituency and the postal address of the ERO should be filled up in Form 6A by the BLO before its distribution. BLO may be advised to request the member of such households before giving Form 6A to send the same to the member of his/her family living abroad for sending it back to the ERO to the address already provided in Form. BLO may 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.
4. Procedure of ERO on receiving application in form 6A –
  - a. EROs have to keep a separate register for applications received in Form 6A. All applications received in Form 6A should be entered in this register.
  - b. A list of all claims and objections with respect to overseas electors should be published by the ERO in Format 9A on a weekly basis every Friday on the notice board of the ERO and also in the official gazette of the State. A copy of the official gazette should be published immediately on the website of the CEO.
  - c. The ERO *shall* ask the BLO concerned to visit the home address mentioned in the passport of the overseas electors. The BLO shall ask relatives of the applicant, if any, to verify the self-attested copies of documents and give a declaration (**Annexure 11.3**) 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 ERO 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.

- d. The decision of the ERO 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.
5. Procedure if personal hearing becomes necessary - If personal hearing is necessary in respect to any claim or objection to the inclusion of names in the rolls as overseas electors, the ERO shall designate an officer from the Indian Mission concerned to hear the parties and give a report. *The 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 ERO shall be sent to the EROs through the CEO by the Commission *in consultation with the Ministry of External Affairs.*

**Inclusion of names of the overseas electors in the roll:**

6. Name of Overseas electors is to be included in the relevant part of the assembly constituency in which the place of his residence in India as mentioned in his passport is located. A separate section named “Overseas Electors” shall be created those parts in which overseas electors are registered and names of overseas electors will be kept in this section. This will be the last section of the concerned part.

**Monitoring of Registration of overseas electors:**

7. Registration of overseas electors will be an ongoing activity as part of continuous updation of electoral rolls.
  - a. EROs shall prepare a monthly report in format A (**Annexure 11.4**), and send it to the CEO to reach them latest by the 5th of every month
  - b. CEOs shall compile the monitoring report of all the EROs for the state and send it to the Commission by the 8th of every month
  - c. Every CEO and DEO shall have a grievance *redressal* mechanism in place for overseas electors who find any difficulties in registration.

**Identification of overseas elector at the polling station:**

8. The identification of overseas electors at the time of casting of votes at polling station shall be done only on the basis of their original Passports. For this purpose, they shall be *required* to bring their original Passport to the polling station.

## **Chapter XII – Electoral Roll Data Entry & Computerization of Electoral Rolls**

### **Database Structure**

1. The Electoral Rolls, in the entire country, have been computerized and the entire roll is being maintained in a relational database which is updated during every revision process. The database is organized into tables for which the structure has been prescribed by the Commission.
2. For computerized electoral roll the database is stored in two set of tables, the Control Tables and the Elector Details' table.
3. The Control Tables define the relationships between the electoral units such as Parliamentary Constituencies, Assembly Constituencies, Parts, Sections and the Administrative units like districts, tehsils, villages, Panchayats, municipalities etc. **The revised structure for the database has been issued by the Commission in its instruction No. 23/Comp/Database/2008.**
4. Elector Details' table, as the name indicates, provides the details of the elector.

### **Control Tables**

5. Most of the details in the Control Tables are required for printing the details on the part header. But, more importantly, they are required to enable the data integration of the database of all the electors in the entire State.
6. During the draft publication, the control tables and the e-detail database is used to prepare the draft rolls in PDF format, which are printed and published. Subsequently, once the claims and objections are received and disposed, the accepted claims and objections are entered in the system. Subsequent to the entry of this data, the Final Roll is prepared by incorporating the changes on the account of deletions (by showing a strikethrough on the entry in the mother roll in case of non photo roll and a mark stating "DELETED" diagonally across the entry in the mother roll in case of photo roll) and modifications (by actually incorporating the modification and appending a "#" mark against the entry in the mother roll) and a Supplementary Roll showing list of additions, deletions and modifications separately. After the Final Roll is generated and printed, it should be ensured that the deletions and the modifications as shown in the Supplementary Roll are correctly carried out in the mother (modified draft) roll.
7. For rolls to be properly generated, it is of utmost importance that the Control Tables are populated with extreme care and diligence. All the effort done by the EROs to ensure that all eligible persons are enrolled and ineligible are eliminated from the rolls, can be upset if the control tables are not filled up timely and correctly. The ERO, DEO and the CEO should keep a close eye on this aspect and must not allow any mistakes therein. Normally this data is collected from the field (DEO's responsibility)

and entered by data entry operators (Vendor's task) under the supervision of EROs. State Level Agency (SLA) provides the technical support and know-how.

8. 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 DEO who collects and passes the specific information and the Vendor who is actually undertaking the data entry work.

9. The Commission has identified and laid down the structure of the control tables. The ERO must inquire and the DEO/CEO must, in turn, ensure that these control tables are filled up exactly as the Commission has prescribed. Some major tables are listed below:

a. Three tables indicate the list of States, number of parliament and assembly constituencies in the state, list of parliament constituencies, list of assembly constituencies and list of districts in the State. These Three tables are:

<b>Table Name</b>	<b>Description of Table</b>
STUTLIST	List of States/ UTs
AC_LIST	List of Assembly Constituency and Parliamentary Constituency in a same table with Districts Mapping
DISTRICTS	List of Revenue Districts

b. Three tables have been provided to give the details of polling stations, parts and sections. There is one table to give the details of Parts in an assembly constituency (giving details of villages/wards they cover), one table to give the list of polling station locations and the parts they service, one table to provide the list of sections in the corresponding parts (giving details of the area covered by each section). These tables are:

NEWPARTLIST	Parts in Assembly Constituencies
PSBUILDINGS	Polling Station Locations
SEC_DETAIL	Sections/Geographic Units within the area corresponding to a Part

c. Ten tables list administrative units and their relationship with each other. These tables give the details of subdivisions, tehsils, blocks, villages, Panchayats, towns, police stations, post offices, Patwari Circle and RIs. These tables are:

SUBDIVISIONS	List of Sub-Divisions
TAHSILS	List of Tehsils
NNN	List of Towns administered by Notified Area

## Councils or Municipalities

VILLAGES	List of Villages
BLOCKS	List of Development Blocks. These may correspond to the Panchayat Samiti. In some States it is also known as Taluka.
PANCHAYATS	List of Panchayats
POLICEST	List of Police Stations in Districts. Also known as Thana in many States/ UTs.
POST_OFF	List of Post Offices in Districts
PATWARICIRCLNOS	List of Patwari Circles in Tehsils
RIS	List of Revenue inspectors/ Kanningo in Tehsils

d. There are some tables that store various codes used in the database like codes for relation types, Code for type of revision of electoral roll etc.

### **Elector Details' Tables**

10. Elector detail tables capture the information about individual electors. It contains, inter-alia, the 8 column information on electors that is shown in the electoral roll. There are AC wise database and Part wise tables that contain the list of electors. In a single table we maintain mother roll as well as no of supplementaries part wise. Electors table 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 within the constituency and the section. We are maintaining Service electors AC wise means in every AC database there are one table for Service electors, These tables are:

ACxxxPARTxxx Details of Electors (Mother roll with supplementaries) like AC001PART001, AC001PART002....for AC001.

ACxxxPartxxxSERVICEVOTERS Details of Service Electors where Part no should be last part of given AC +1.

11. A comprehensive list of tables is given at the end of this chapter. The detailed design of each table, giving a list of all the fields and their details into which all information has to be stored is provided in the instruction stated above.

### **Data Entry & Data Security**

12. 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 CEO's office or provided by ECI. 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 EROs (through BLOs etc) must ensure that the manuscripts of additions, deletions and modifications are being entered timely and correctly. Each BLO should certify that the corrections made by the ERO in the roll belonging to his/her part of the roll have been correctly entered in the database.

13. This 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 as chances of papers getting mixed up and errors in data entry will, in that case, increase. So a safe and exclusive space for this work should be provided by the ERO/DEO.

14. In no case the data and the equipment for data-entry should go out from the custodian control of the DEO/ERO. 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 ERO 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 Commission has issued elaborate guidelines for data safety and security and it must be strictly adhered to by the ERO. (**Annexure 10.1**)

15. 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 updation 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.

16. 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 labeled hard disk as a backup and other electronic medium because this is the electoral roll.

## **Reports**

17. 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 10 reports have been prescribed. These should be prepared from the database (by the SLA/CEO) and verified against the actual position in the field by the DEO/ERO. 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 CEO's level. Reports that pertain to a district, shall be verified, corrected and updated at the DEO's level and reports that pertain to assembly constituencies, shall be verified, corrected and updated at the ERO'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.

SI. 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

### 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 &amp; Name:

AC_No	AC_Name	Part No	No. of Sections in the Part

## List of Control Tables

1. STUTLIST	List of States/ UTs
2. AC_LIST	List of Assembly Constituency and Parliamentary Constituency in a same table with Districts Mapping.
3. DISTRICTS	List of Revenue Districts
4. AC_PART	No of Parts AC wise
5. DIVISIONS	List of Divisions in State
6. BLOCKS	List of Blocks in District
7. PANCHAYATS	List of Panchayats in District
8. SUBDIVISIONS	List of Subdivisions District wise
9. TAHSILS	List of Tehsils District Wise
10. RIS	List of RIs Tehsil wise
11. PATWARICIRCLENOS	List of Patwari Circle Tehsil Wise
12. NNN(Town)	List of Towns District Wise
13. WARDS	List of Wards Town wise
14. VILLAGES	List of villages Tehsil wise
15. POST_OFF	List of Post Offices District wise
16. POLICEST	List of Police Stations District wise
17. SEC_DETAIL	List of Sections Part wise
18. NEWPARTLIST	List of Parts AC wise
19. PSBUILDINGS	List of Polling Station Location AC wise
20. SUP_LSTS	Supplement list no. maintain date wise
21. INTEGRATIONINFO	Integration date maintain AC wise
22. PARTMALEFEMALE	Part wise male female count

### **Computerization of overseas electors' data in the elector database –**

1. Once the ERO passes the order to include the names of overseas electors in the roll, their names will have to be added in the Elector table (ex.AC001Part001) of the elector database. It is noteworthy that form 6A used for overseas electors has additional information which is not contained in form 6. It is therefore necessary to make some modification in the table structure of the elector database to save this additional information. While the elector table structure has to be changed by adding one more field for storing passport number of electors, three new tables have to be created – the ACxxx\_form6A,Acxxx\_NRIForm8 table in the “Upoaded database” where xxx is the AC\_No, and “Overseas” table in the elector database. I am directed to enclose herewith the structures of these Four tables. The States / UTs who have adopted ECI ERMS application are requested to create / update these three tables accordingly. The revised ERMS application with the overseas electors registration module will be provided to them by ECI. Those States / UTs which have not adopted ECI ERMS application and have made their own ERMs application are requested to use these table structures to store the

additional information in form 6A and make a module to registration of overseas electors in their ERM.

2. The details of Form6A data will be entered from individual application forms into a Table called "Form6A". Table Form6A will be a new table like the tables for Forms 6,7,8,8A in the uploaded database. The process of appointment of inquiry officers with time limit, obtaining the report of enquiry and recording EROs decision on each application will be similar for Form6A as for the other Forms. On approval of application under Form6A by the EROs, the related record would be uploaded into the Elector table. The Elector table henceforth will contain an additional field related to passport number for all electors. Besides this, a separate table called the "Overseas" Table, containing all details of overseas electors including AC No., Part No., Visa No. etc. will be created. The Table 'Overseas' will be linked to the Elector table through the field name 'Passport\_No.' which will exist both in Elector Table and the 'Overseas' Table.
3. Electoral Roll of every part containing overseas elector(s) will have its last section as the "OverseasElectors" Section, which will have last section number in the Electoral Roll of that part.
4. The logic to be followed for this purpose – At the time of updating the data of the overseas elector from the Form6A table in the "Uploaded" database to the elector database after approval of the inclusion of name by ERO, the application will first check whether the "OverseasElectors" section exists in the sec-details table for that part or not. If the "OverseasElectors" section exists for that part, the section number of that section will be updated in the "section\_no" field of the elector table for that record. If the "OverseasElectors" section does not exist for that part, a new row will be inserted in the "sec\_details" table creating the "OverseasElectors" section for that part with the last section number for that part and that section number will be updated in the "section\_no" field of elector table for that record. Thus all overseas electors will be added in the last section named "OverseasElectors" in the respective part of the electoral roll.

## CHAPTER-XIII

### Preparation and Publication of Electoral Rolls for Council Constituencies

1. In the States of Andhra Pradesh, Bihar, Karnataka, Maharashtra and Uttar Pradesh, there are Legislative Councils in addition to the Legislative Assemblies. The State of Jammu & Kashmir also has Legislative Council but the preparation of electoral rolls and conduct of elections are held as per Jammu & Kashmir Constitution & the Jammu & Kashmir Representation of People Act, 1957.
2. Parliament may, by law, provide for the abolition of the Legislative Council of a State having such a Council or for the 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.
3. 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 of a State shall in no case be less than forty.
4. Of the total number of Members of the Legislative Council of a State—
  - (a) as nearly as may be, one-third 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 ;
  - (b) as nearly as may be, one-twelfth 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 ;
  - (c) as nearly as may be, one-twelfth 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 ;
  - (d) as nearly as may be, one-third shall be elected by the members of the Legislative Assembly of the State from amongst persons who are not members of the Assembly ;
  - (e) the remainder 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.

5. The members to represent Local Authorities, graduates and teachers shall be chosen from territorial Constituencies. The elections to the State Legislative Councils from Council Constituencies and by M.L.As. shall be held in accordance with the system of proportional representation by means of the single transferable vote.

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.

7. The allocation of seats in the Legislative Council of the States having such Councils is given in **Annexure-13.1**.

8. The number of seats to be filled by persons elected by M.L.As. and from Graduates', Teachers' and Local Authorities' Constituencies and by nomination is also indicated in the aforesaid **Annexure-13.1**.

9. 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, the extent of each such Constituency and the number of seats allocated to each Constituency.

10. 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. Every order made by the President regarding delimitation of Council Constituencies or any amendment thereto shall be laid before Parliament, as soon as may be after it is made, and shall be subject to such modification as Parliament may make on a motion within twenty days from the date on which the order is so laid.

### **Electoral Registration Officers for Council Constituencies**

11. For each of the Graduates', Teachers', and Local Authorities' Constituencies of the Legislative Council, an Electoral Registration Officer is appointed. The Divisional Commissioners / Deputy Commissioners are appointed as such Electoral Registration Officers. Normally, all Tahsildars and independent Deputy Tahsildars in the districts included in a Graduates', or Teachers' Constituency are appointed as Assistant Electoral Registration Officers. **Normally, Assistant Electoral Registration Officers are *not* appointed in any of the Local Authorities' Constituencies.**

12. 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-13.2**.

13. 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.

## Electoral Rolls for Local Authorities' Constituencies

14. Electoral Registration Officer for every Local Authorities' Constituency shall maintain in his office in the prescribed manner and form the Electoral Roll for that Constituency corrected up-to-date. The Commission, vide its letter no. 322/LC/INST/2010-CC&BE dated 24<sup>th</sup> February, 2010 has issued instructions for preparation of Electoral Rolls for Local Authorities' Constituencies as under :-

- i) Under Rule 30 (1) of the Registration of Electors Rules, 1960, the Commission has directed that the electoral rolls of the Local Authorities' Constituencies is required to be maintained by the Electoral Registration Officer of the Local Authorities Constituency concerned under Section 27 (2) (c) of the Representation of the People Act 1950. It shall be prepared and maintained in the following format :-

Name of the Local Authorities Constituency:

S.No.	Name of the elector	Sex	Age	Father's/Husband's /Mother's or other relation's name	Educational status	Name of the Local Authority of which he/she is a Member

- ii) For this purpose the Chief Executive Officer of the Local Authority while furnishing the list of members of the Local Authority under section 27(2)(d) of the Representation of People Act, 1950 indicate the educational status of the each member; that is to say whether the member is able to read names on any papers and write figures 1, 2, 3, etc.
- iii) The electoral roll shall be prepared in the official language of the State and in English. The Commission has further directed that 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 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 received within the time fixed shall be disposed of by the ERO within a period of three days and 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. The provisions of Section 23(3) of RP 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 nomination.

15 The Commission further directs for the electoral roll of the Local Authorities' Constituencies that :-

- i) It shall be prepared in as many separate parts as there are Tahsils or Talukas in the Constituency.
- ii) Each Constituent Local Authority within the Constituency shall be allocated separate page or pages in the part and the names of the members of that Local Authority shall be entered in that page or those pages. Every page shall be in the form given above.

iii) Every subsequent correction in the roll, whether by way of deletion, addition or modification shall be authenticated by full signature of the Electoral Registration Officer.

16. 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 inform the Electoral Registration Officer about every 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 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.

17. 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. However, an application for the inclusion of a name shall be made in Form 17. Further, where an application for inclusion, deletion, or correction of entries 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 in relation thereto from the Chief Executive Officer of the Local Authority concerned take further necessary action for inclusion or correction of entries.

18. The provisions of Section 15, 16, 18, 22 and 23 shall apply in relation to Local Authorities' Constituencies as they apply in relation to Assembly Constituencies.

19. In the case of Local Authorities' Constituencies, there is no qualifying date. Electoral Rolls of these Constituencies are not revised. But they are kept up to date by correction being made by the Electoral Registration Officers concerned on the basis of the changes which are brought to their notice by the Executive Officers of the Local Authorities concerned. All *ex-officio* and nominated members, if any, of the Local Authorities are entitled to be included in the Electoral Roll along with elected members.

20. Electoral Registration Officers should obtain, once in a quarter by the 15<sup>th</sup> January, 15<sup>th</sup> April, and 15<sup>th</sup> October, from the Executive Officers of the Local Authorities in their jurisdiction, a certificate to the effect that all corrections have been duly intimated by them. The certificate should be on the following form:—

#### **C E R T I F I C A T E**

Certified that all changes in the membership of Municipalities/District Boards/Cantonment Boards/Notified Area Committee/Zilla Parishads/Panchayat Samitis/Mandal Panchayats during the quarter ending March/June/September/December have been intimated to the Electoral Registration Officer vide letter No. and date mentioned below:—

- 1.
- 2.
- 3.

Chief Executive Officer of the Local Body

21. The rolls should be prepared in different pages depending upon different types of Local Authorities in the State whose members take part in the elections to Legislative Council. The name in each page should be arranged in alphabetical order. The Local Authorities in each page should be given serial numbers in one continuous series for the entire section. This number should be entered along with the name of the Local Authorities at the top of the page relating to that Local Authority. An index should be given in the first sheet.

22. 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.

### **Electoral Rolls for Graduates' and Teachers' Constituency**

23. For the purpose of elections to the Legislative Council of a State in the Graduates' Constituencies and Teachers' Constituencies, the State Government concerned may, with the concurrence of the Election Commission, by notification in the Official Gazette, specify—

- (a) The qualification which shall be deemed to be equivalent to that of a graduate of a university in the Territory of India; and
- (b) Educational institution within the State not lower in standard than that of a secondary School.

24. The provisions of Section 15, 16, 18, 21, 22 and 23 shall apply in relation to Graduates' Constituencies and Teachers' Constituencies as they apply in relation to Assembly Constituencies.

25. Every person, who is ordinarily resident in a Graduates' Constituency and has, 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 equivalent qualification specified by the State Government concerned, shall be entitled to be registered in the Electoral Roll for that Constituency.

26. Every person, who is ordinarily resident in a Teachers' Constituency, and has, within six years immediately before the qualifying date for a total period of at least three years, been engaged in teaching in any of the educational institutions specified by the State Government concerned as not lower in standard than that of a secondary school shall be entitled to be registered in the Electoral Roll for that Constituency. It is not necessary that the educational institution in which an eligible elector is employed should also fall within the same Constituency. The eligibility to be enrolled in a particular Constituency shall be determined with reference to his place of ordinary residence and not the place of work.

27. For the purpose of revision of Electoral Rolls in the Graduates' and Teachers' Constituencies, qualifying date shall be the 1<sup>st</sup> day of November of the years in which the preparation or revision of the Electoral Roll is commenced.

## Form and Language of Electoral Rolls

28. Under rule 30 of the Registration of Electors Rules, 1960 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.

29. The rolls shall be prepared in the States of Bihar and Uttar Pradesh in Hindi and in the State of Andhra Pradesh in Telugu and English, Karnataka in Kannada and English and in the State of Maharashtra in Marathi and English.

30. Under Rule 31 of the Registration of Electors Rules, 1960, the roll for every Graduates' or Teachers' Constituency shall be prepared in such form, manner and language or languages as the Election Commission may direct. The Election Commission has directed that the Electoral Roll for Graduates' Constituency shall, in respect of each elector, specify the following particulars, as far as may be, available and in the following order, namely—

- (i) Sl.No.....
- (ii) House address (Place of ordinary residence).....
- (iii) Full name of the elector.....
- (iv) Name of father/Monther/Husband.....
- (v) Qualfication.....
- (vi) Occupation.....
- (vii) Age.....

31. The Electoral Rolls, for Teachers' Constituencies shall, in respect of each elector, specify the following particulars, as far as may be, available and in the following order, namely:—

- (i) Sl.No.....
- (ii) House address (place of ordinary residence).....
- (iii) Full name of elector.....
- (iv) Name of Father/Mother/Husband.....
- (v) Name of educational institution, if any, in which he is teaching.....
- (vi) Age.....

32. The rolls shall be divided into convenient parts which shall be numbered consecutively.

33. The rolls contemplate a *de novo* preparation of Electoral Roll of a Graduates' or Teachers' Constituency before every biennial election. For the purpose of preparing the roll for a Graduates' or a Teachers' Constituency, Electoral Registration Officer shall, on or before the 1<sup>st</sup> October, issue a public notice calling upon every person entitled to be registered in that roll to send to, or deliver to, his office before the 7<sup>th</sup> day of November next following (i.e. by the 6<sup>th</sup> November) application in Form 18 for (Graduates' Constituencies) or Form 19 (for Teachers' Constituencies), as the case may be, for the inclusion of his name.

34. The said notice shall be published in two newspapers having circulation in the Constituency and republished in them once on or about 15<sup>th</sup> October and again on or about 25<sup>th</sup> October.

35. In the case of revision of the Electoral Roll before any bye-election to fill a casual vacancy in a seat allotted to a Graduates' or a Teachers' Constituency contemplated under Section 21(2) (a) (ii) mentioned in paragraph 27 above and references to 15<sup>th</sup> October and 25<sup>th</sup> October mentioned in paragraph 28 above will be construed as references to 15<sup>th</sup> October and 25<sup>th</sup> October mentioned in paragraph 28 above will be construed as references to such dates as may be specified by the Election Commission in relation to each such revision.

36. The provision of rules 10 to 27 except clause (c) of sub-rule (1) and clause (c) of sub-rule (2) of rule 13 of the Registration of Electors Rules, 1960, shall apply in relation to Graduates' and Teachers' Constituencies as they apply in relation to Assembly Constituencies. The only difference is that an application for the inclusion of a name shall be made in Form 18 or Form 19, as may be appropriate.

### **Graduates' Constituency**

37. In the case of Graduates' Constituency, not only graduates, but persons who are in possession of any equivalent qualification are also entitled to be registered in the roll. The statement showing qualifications deemed to be equivalent to that of graduate is available with the State Government. 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. It is not necessary that a person should be a registered graduate. In case a declared office holder who fulfils the **qualification wants to get his name enrolled in the Graduates' Constituency he can do so; but only in the place where he ordinarily resides and not his own Constituency where he will be deemed to be ordinarily resident as section 20(4)** of the Representation of the People Act, 1950 does not apply to Graduate Constituency.

## Teachers Constituency

38. The educational institution within the States of Andhra Pradesh, Bihar, Karnataka, Maharashtra and Uttar Pradesh, which are having State Legislative Councils, which are deemed to be not lower in standard than that of a secondary school are notified by the State Government concerned. Section 20(4) of the Representation of the People Act, 1950 does not apply to Teachers' Constituency. **Therefore, a declared office hold who fulfils the qualifications for registration in the Teachers' Constituency, is not entitled to be registered in his home Constituency. He should be registered only where he ordinarily reside.** In the case of a person who is resident in a particular place at the time of filling the application and who later on shifts his residence to some other place outside the Constituency, he loses his residential qualification and his application has to be rejected by the Electoral Registration Officer. But if a person moves to another place within the Constituency and the new place of residence is also known to the Electoral Registration Officer, there is no objection to the Electoral Registration Officer, including the name of the applicant at that new address which is different from the address mentioned in the claim form provided the new address is within the Constituency and is known to the Electoral Registration Officer.

39. Every teacher who has been engaged in teaching for the qualifying period in an educational institution of the prescribed standard will be entitled to be registered as an elector irrespective of whether he is teaching in the primary section, middle section or any other section of the institution.

40. Teachers of tutorial colleges are not eligible to be registered as voters. Retired teachers, who satisfy the qualifications for inclusion of names as electors, i.e., those who had been engaged in teaching for a total period of at least three years within the six years immediately before the qualifying date in educational institution of the prescribed standard are eligible for inclusion in the Electoral Roll.

41. The disqualification for registration under section 16 of the Representation of the People Act, 1950 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, as these are treated as falling under different category. For example a graduate teacher with the requisite qualification will be entitled to be registered both in the Graduates' Constituency and also in the Teachers' Constituency. The Electoral Roll should be divided into convenient parts, which should be numbered consecutively. The number of names included limit in any part should not be very large, say, not exceeding 1000 but there is no minimum limit in regard to the number of entries in a part. The various parts should be numbered consecutively with reference to their geographical position. In the case of Constituencies spreading over more than one district, numbering should be with reference to the portions included in each district. Within each district numbering should begin from the north-western corner and after proceeding in a zigzag manner should end in the south-eastern corner. A register of the parts shall be prepared and maintained in the form given below:

.....Graduates'/Teachers'  
 Constituency

Number of the part	Name of the district	Area covered by the part
(1)	(2)	(3)

42. A table of contents should be prepared to show arrangements of parts and area covered each part and area covered by each part. This is the same as the register of parts with the exception of the last column. This table of contents should be prefixed to the first part of the roll. Specimen forms are given in **Annexure-13.3**.

43. The entries in each part will be with reference to the division, ward, street, in the case of Municipal Corporation, municipalities and Panchayats. In those areas where there is no well-defined ward, street, house numbering system, door numbers and block numbers as used for the preparation of Electoral Rolls for Assembly Constituencies in these areas should be followed. Block Nos. and the names of villages will be indicated at the top as a sub-head and the particulars of the voters in the same block and village given thereunder according to door numbers. Only block numbers and the names of villages wherein voters reside need be entered.

44. The Commission issues a programme of revision of the Electoral Rolls starting with the issue of public notice on or before the 1<sup>st</sup> October of the year previous to the year of biennial elections. The public notice should be given in the form issued by the Commission at the time of preparation of Electoral Rolls. It should be published in the office of the Electoral Registration Officer and also in the offices of the District Election Officers, Sub-divisional Offices and Tahsildars, within the Constituency. Immediately after the publication, each Electoral Registration Officer should send a certificate to the Chief Electoral Officer stating that the notice has been published in his office. Similar certificates regarding publication should also be obtained from the District Election Officers, Sub-divisional Officers and Tahsildars by the Electoral Registration Officer. This is in addition to the statutory requirements of publication and republication in two newspapers. In case revision is being undertaken in more than one Constituency in a year, the Chief Electoral Officer can arrange for publication in newspapers in a consolidated form prescribed by the Election Commission. If this is done, the Electoral Registration Officers need not publish individual notices in newspapers. Copies of the notice have to be circulated to all recognized and registered political parties, educational institutions, officers, associations, clubs, etc. so that the notice gets wide publicity.

45. Special steps have to be taken to ensure the inclusion of all eligible persons in the Electoral Rolls. For this purpose, the Electoral Registration Officers should address all offices, educational and other institution, banks, firm etc., located in their Constituencies

inviting their attention to the public notice issued by them as well as the advertisement in the newspapers impressing upon them that all qualified persons should apply for inclusion of their names irrespective of the fact whether the names were already on the rolls or not. The heads of institutions, officers etc., may be requested to collect applications in the prescribed form from the eligible persons among their staff for inclusion of their names and forward them to the Electoral Registration Officers upto the last date for receipt of the application, which is prescribed by the Election Commission.

46. Every person making an application for the inclusion of his name in the roll should submit Form 18 or 19, as the case may be, duly filled in alongwith supporting documents.

47. **Apart from the above, the Commission issues its Guidelines for preparation/revision of Electoral Rolls for Graduates'/Teachers' Constituencies each & every time including Public Notice and relevant Forms.** All the instructions contained in the said Guidelines shall be followed scrupulously by the Electoral Registration Officers.

### **Publication of Electoral Rolls of Graduates' and Teachers' Constituencies**

48. Under rules 10 and 22 statutory publication of the Electoral Rolls should be made in the office of the Electoral Registration Officer. These should be published also in the taluk office, municipal office etc. For this purpose the Electoral Registration Officer should send copies of the notice in Form V and relevant part of the Electoral Registration Officers to the concerned officers. A copy of the roll for the entire constituency should be made available for inspection by the public. As in the case of Assembly Roll, Electoral Roll, Electoral Rolls should be printed before preliminary publication and lists of amendments printed for final publication.

49. After the preliminary publication, 2 copies of the draft rolls should be supplied by the electoral Registration Officer free of cost to every recognized political parties. Similarly after final publication two copies of the complete rolls should be supplied to them.

### **Disposal of claims and objections**

50. The same procedure as followed for the Assembly Rolls is adopted for the Electoral Rolls of Graduates; and Teachers' Constituencies also.

### **Preparation of final lists of amendments**

51. The heading for the final lists of amendments:—  
(1) Final lists of amendments 20.....Graduates'/Teachers'  
Constituency.....district.....Part  
No.....

52. The list of amendments should be prepared in 3 sections, namely, Section-1 "addition", Section II "correction" ; Section III "deletion". The serial number of the fresh entry in section I of the lists of amendments should be the next number after the last serial number in the relevant part of the draft roll. Section I should contain all the columns as in

the main roll. Section II should contain the following columns, 1—Serial number of voter ; 2—name of the voter ; 3—number and nature of entries required for correction ; 4—‘for’ ; 5—‘read’ ; Section 3 should contain the following 2—columns – (1) serial number of voter ;  
(2) name of the voter.

53. The number of copies of the rolls to be printed for the Graduates’ and Teachers’ Constituencies will be calculated on the basis of the guidelines given in the Annexure-XXXI.

#### **Title page**

54. Title page should be in the form as given in the **Annexure-13.4**.

#### **Procedure for inclusion of name under section 23**

55. The same procedure as is followed for the inclusion of names in the Electoral Roll of Assembly Constituency applies *mutatis mutandis* to applications for inclusion of name in a Council Constituency.

## CHAPTER—XIV

### *Miscellaneous*

#### **Penalty for making false declaration**

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.

#### **Breach of official duty in connection with the preparation, etc., of Electoral Rolls**

2. (i) If any Electoral Registration Officer, Assistant Electoral Registration Officer or other person required by or under this Act to perform any official duty in connection with the preparation revision or correction of an Electoral Roll or the inclusion or exclusion of any entry in or from that roll, is without reasonable cause, 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 fine which may extend to five hundred rupees.

(ii) No suit or other legal proceedings shall lie against any such officer or other person for damages in respect of any such act or omission as aforesaid.

(iii) No court shall take cognizance of any offence punishable under section 32 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.

#### **Inspection of Electoral Rolls and connected papers**

3. Every person shall have the right to inspect the election papers referred to in rule 32 Registration of Elector Rules, 1950 and to get attested copies thereof on payment of such fee as may be fixed by the Chief Electoral Officer.

#### **Disposal of Electoral Rolls and connected papers**

(1) The papers referred to in rule 32 shall on the expiry of the period specified therein, 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.

(2) The papers referred to in the said rule 32 under the heading “custody and preservation of rolls and connected papers” shall, on the expiry of period specified therein be shredded and thereafter made into pulp which can be recycled for manufacture of papers etc. The copies of the Electoral Rolls for any Constituency in excess of the number required for deposit for any public purpose shall be disposed of in the same manner after

the Electoral Roll of that Constituency has been finally published after the next intensive revision.

#### **Method of keeping copies of Electoral Rolls**

4. The Commission has directed that the Electoral Roll for each polling booth should be kept in a folder in which the mother roll relating to the intensive 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 summary 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 No. and the contents of the folder.

#### **Marked copy of the Electoral Roll Supplied to the polling parties**

5. The Commission had received representations in the past that there were arbitrary deletion of entries in the Electoral Rolls used by polling personnel in the polling stations. In the context of such representations, the Commission has issued, from time to time, instructions that the copy of the Electoral Roll used at the polling station/booth as “Marked Copy” should be the same as that carried by the polling agents of parties and contesting candidates. For this purpose the following instructions of the Commission are reiterated for observance by Electoral Registration Officers, Returning Officers and Presiding and Polling Officers:—

- (1) Copies of Electoral Rolls supplied to political parties and other should be IDENTICAL with the copy of the Electoral Roll used at the polling booth for making the Poll.
- (2) Political parties should be supplied with all supplements due to additions, deletions, etc., made till the last date for making nomination and while supplying such supplements they should be clearly informed in writing that mother roll contains so many supplements of additions/deletions/corrections and that the parties should incorporate the deletions and corrections in the mother roll of each part by scoring out the names of persons in the deletions and corrections in correcting the entries found in the supplement relating to ‘Corrections’. So far as inclusions are concerned, since their serial numbers are in continuation of the serial numbers in the original part of the Electoral Roll, such supplements relating to “INCLUSIONS” may be kept below the original part.
- (3) Each polling party should be supplied with 4 sets of the relevant part of the Electoral Roll relating to polling booths if the election is single election and 5 sets if the election is simultaneous and all such sets shall be “IDENTICAL” in the sense that each set shall—
  - (a) have the deletions made in Red Ink in the basic roll;

- (b) corrections carried to the entries in the basic roll on the basis of supplements relating to corrections ; and
  - c) the entries relating to “EDC” and “PB” made against the names of electors to whom EDC and Postal Ballots are issued.
- (4) One of the said 4/5 sets should be used as “Marked Copy” at the polling booth and this copy should be preserved safely. Of the remaining sets, one or two sets may be shown to the agents and candidates present before commencement of poll so that they may compare the entries, deletions and corrections and if necessary note the same in the copies. If so demanded, these copies may be exhibited near the polling booth for public information till the polling is over. However, Presiding Officer should not supply any copy of the roll to any agent or candidate; but should allow only inspection.
  - (5) The Presiding Officer should be able to explain each and every entry mark made in the copy of the roll and for this purpose each Presiding Officer should be supplied with all supplements relating to Deletions/Inclusions/Corrections.
  - (6) The Returning Officers should also allow inspection of the complete roll of the Constituency as corrected above in his office.
  - (7) During the training classes of polling personnel, the above instructions should be brought to the notice of all polling personnel.

## **6. Custody and preservation of rolls and connected papers**

- (1) After the roll for a Constituency has been finally published, the following papers shall be kept in the office of the registration officer or at such other place as the Chief Electoral Officer may, by order, specify, until the expiration of one year after the completion of the next intensive revision of that roll:—
  - (a) one complete copy of roll ;
  - (b) statements submitted to the registration officer under rule 7 ;
  - (c) statement submitted to the registration officer under rule 8 ;
  - (d) register of enumeration forms ;
  - (e) applications in regard to the preparation of the roll ;
  - (f) manuscript parts prepared by enumerating agencies and used for compiling the roll;
  - (g) papers relating to claim and objection.

**Hand Book  
for  
Electoral Registration Officers**

**ANNEXURES**

**Election Commission of India  
2012**

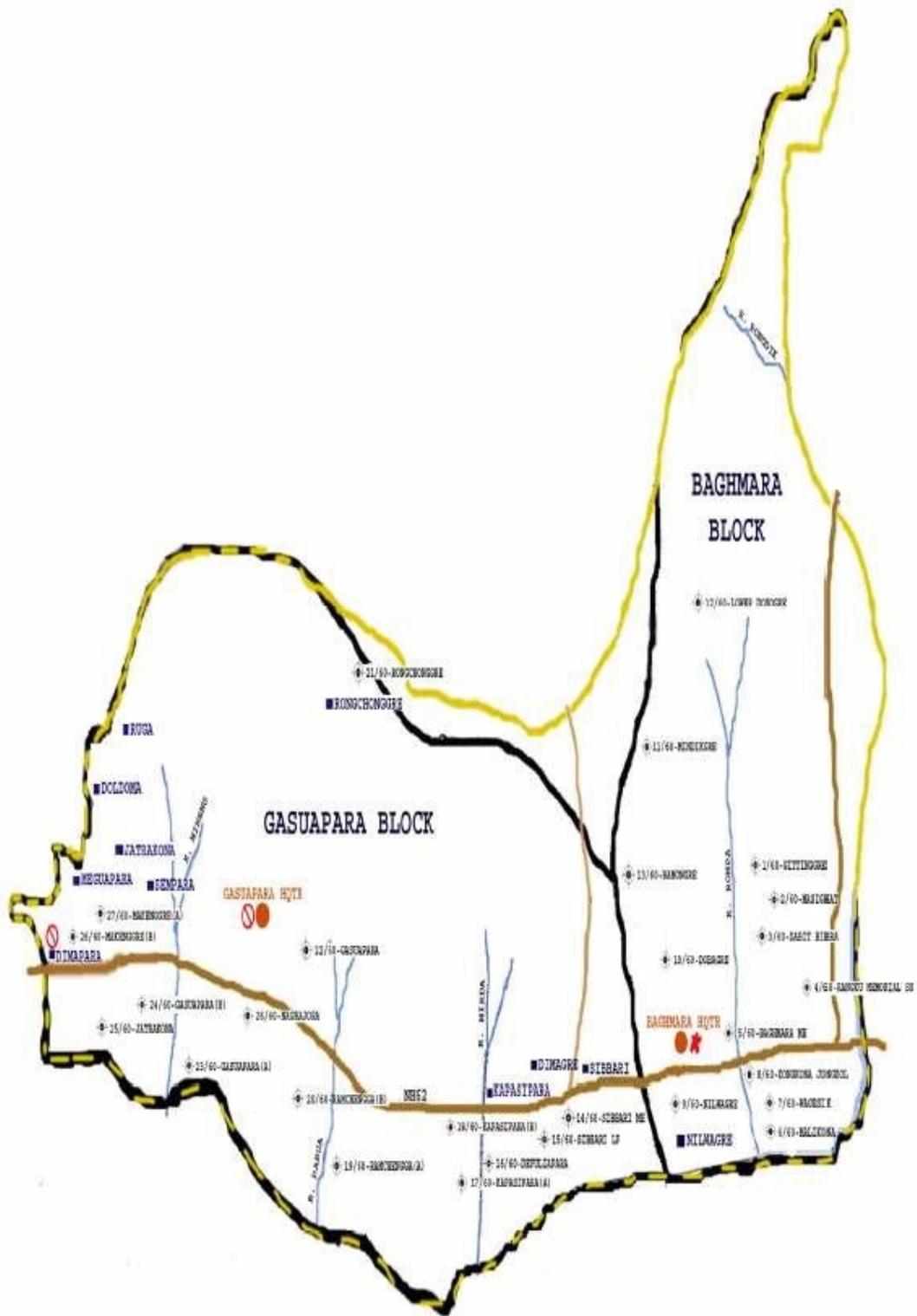
1 ANNEXURE 1.1 a  
CHAPTER I, PARA 33

**ELECTORAL ROLL, 2009**  
**STATE - MEGHALAYA**

No. , Name and Reservation Status of Assembly Constituency : 60 - BAGHMARA(ST)

<b>1. DETAILS OF REVISION</b>					
Year of Revision : 2009		Type of Revision : Draft Integrated Mother Roll 2009			
Qualifying Date : 01.01.2009		Date of Publication : 10.11.2008			
<b>2. CONSTITUENCY DETAILS</b>					
a) No. , Name and Reservation Status of Parliamentary Constituency(ies) in which the Assembly Constituency is located : <b>2 - TURA(GEN)</b>			b) District(s) in which the Assembly Constituency is located:  <b>SOUTH GARO HILLS</b>		
<b>3. COMPONENTS OF THE ROLLS</b>					
a) Mother Roll		Basic roll of Revision, 2008 integrated with all supplements prepared in accordance with the extent of the newly Delimited Constituency.			
<b>4. DETAILS OF PARTS, POLLING STATIONS</b>				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				
<b>5. NET NUMBER OF ELECTORS</b>					
<b>Male</b>		<b>Female</b>		<b>Total</b>	
10169		9934		20103	

# Map of 60-Baghmara (ST) Assembly Constituency



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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 Songmong, Dimre Ading, Chubrenggre, Gitting Bibra, Asokgre, So.mangittim	0	363	338	701
2	Imukagre, Lotmagar, Agimpal Nokma Colony, Masighat, Masighat Pig Farm, Dabigre, Blue Hills	0	265	248	513
3	Bolongading, Mandanokap, Gongga Nagar, Dabit Nalsagittim, Dabit Songittal, Dabitgre	0	373	342	715
4	Bolsal Ading, Rangdokram, Bolsalgre, Dopagrang	0	455	485	940
5	Balsrigittim, 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	Dabram, Kongkhona Jongkol, Arapara	0	438	448	886
9	Nilwagre, Rongdotchigre, Rasnagre, Adinggre, Dasanggre Rongchikgre, Bedolboi, Lower Netrikona	0	450	412	862
10	Jaksongram, Dubagre, Eringgre, Jenggittim	0	235	227	462
11	Agronggre, Namisikgre, Gara Samka, Wamisenggre, Gara Songittal, Dangsou Colony, Rongbatgittim, Ruthagre, Chramgre, 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, Denggagre, Bajragre	0	270	283	553
14	Adapgre, Sibbari, Baniagre, Chambil Badimagre, Chambil Tolejang, Chengbagre, Dipogre	0	522	526	1048
15	Sibbari Gosegaon, Baigonkona, Kongkona, Domdomagre, Banajuri	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, Genapara, Balmoragre, Daritgre, Sawekolgre, Wagebokgre, Rongchonggre, Darit Wachal Chiring, Darit Watre Songgital, Darit Nilwasa, Ampangdamgre, Darit Betegre, Kujolgre, Daldamgre, Darit Dolonggre, Gungre	0	491	465	956
22	Rongsepgre, Doragre, Kondok, Rongsanggre, Dindinegre, Rongronggre, Dakolgre, Rongbokgre, Mimenggre, Rongsigre, Meka Adugre, Molmegre, Dagaandagre, Damal Nokatgre, Pilnegre, Damalgre, Narangkolgre, Telekali	0	542	496	1038
23	Gasuapara, Rangajora	0	377	391	768
24	Pokirkona, Angratuli, Gobrazona, Karonggittim, Gandibol, 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 Songmong, Atisia Nokat	0	281	314	595

**TABLE OF CONTENTS**

<b>Electoral Roll Part No.</b>	<b>Details of Sections covered by the Part</b>	<b>No. of Auxiliary polling stations, if any.</b>	<b>Net Number of Electors</b>		
			<b>Male</b>	<b>Female</b>	<b>Total</b>
(1)	(2)	(3)	(4)	(5)	(6)
28	Cherengpara, Mangkeng Nokat, Mangkeng Songmong, Gandugre, Bandapara	0	308	285	593

ANNEXURE 1.1b  
CHAPTER I, PARA 33

**Electoral Roll – 2009, Assembly Constituency 60 – Baghmara (ST) - Meghalaya**

<b>SUMMARY OF ELECTORS</b>						
<b>No., Name and Reservation Status Of Assembly Constituency</b>			<b>60 Baghmara (ST)</b>			
<b>A) NUMBER OF ELECTORS</b>						
		Roll Type	Roll Identification	No. of electors		
				Men	Women	Total
<b>I</b>	<b>Original</b>	Mother Roll	Basic roll of revision .....(year) integrated with all supplements prepared in accordance with the extent of the newly delimited constituency.	<b>10169</b>	<b>9934</b>	<b>20103</b>
<b>II</b>	<b>Additions List</b>	Supplement 1	Special summary revision .....(year)			
		Supplement 2	Continuous Updating, ..... (year)			
<b>III</b>	<b>Deletions List</b>	Supplement 1	Special summary revision ..... (year)			
		Supplement 2	Continuous Updating, ..... (year)			
<b>Net Electors in the Roll after Summary Revision 2006 (I+II-III)</b>				<b>10169</b>	<b>9934</b>	<b>20103</b>

Place : Baghmara

Shri D. D. Sangma , MCS

Date : 09.11.2008

Electoral Registration Officer, 60-Baghmara (ST)

ANNEXURE 1.2a  
CHAPTER I, PARA 34

**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)			
<b>1. DETAILS OF REVISION</b>				
Year of Revision : 2009 Qualifying Date : 01.01.2009 Type of Revision : Draft Integrated Mother Roll 2009 Date of Publication : 10.11.2008	Roll Identification : Basic roll of Revision, 2008 integrated with all supplements prepared in accordance with the extent of the newly Delimited Constituency.			
<b>2. DETAILS OF PART &amp; POLLING AREA</b>				
No. and Name of sections in the part :				
1 - Dosik Gittim, 2 - Gittinggre Songmong, 3 - Dimre Ading, 4 - Chibrenge, 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 :				
<b>3. POLLING STATION DETAILS</b>				
No. and Name of Polling Station : 1 - GITTINGGRE Address of Polling Station : GITTINGGRE L P SCHOOL, GITTINGGRE	Type of Polling Station (Male/Female/General)	GENERAL		
	Number of Auxiliary Polling Stations in this Part :	0		
<b>4. NUMBER OF ELECTORS</b>				
		<b>Net Electors</b>		
<b>Starting Sl. No.</b>	<b>Ending Sl. No.</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
1	701	363	338	701

ANNEXURE 1.2b  
CHAPTER I, PARA 34

**Electoral Roll – 2009, Assembly Constituency 60 - Baghmara (ST) – Meghalaya**

<b>SUMMARY OF ELECTORS</b>						
<b>No., Name and Reservation Status Of Assembly Constituency</b>				<b>60 Baghmara (ST)</b>		<b>Part No. 1</b>
<b>B) NUMBER OF ELECTORS</b>						
		Roll Type	Roll Identification	No. of electors		
				Men	Women	Total
<b>I</b>	<b>Original</b>	Mother Roll	Basic roll of revision .....(year) integrated with all supplements prepared in accordance with the extent of the newly delimited constituency.	<b>363</b>	<b>338</b>	<b>701</b>
<b>II</b>	<b>Additions List</b>	Supplement 1	Special summary revision .....			
		Supplement 2	Continuous Updating, .....			
		Sub-Total				
<b>III</b>	<b>Deletions List</b>	Supplement 1	Special summary revision .....			
		Supplement 2	Continuous Updating, .....			
		Sub-Total				
<b>Net Electors in the Roll after Summary Revision 2008 (I+II-III)</b>				<b>363</b>	<b>338</b>	<b>701</b>
<b>B) NUMBER OF MODIFICATIONS</b>						
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 1.3a  
CHAPTER I, PARA 36**

**Electoral Roll 2006 of Assembly Constituency 25 - LOKICHERRA(ST) , Mizoram**

**Part No 1**

**Section No & Name: 1 KANH MUN, 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 Husband'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 Husband'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 : Lalawta (L) House No : 2 Age : 24 Sex : Male		11	EPIC No : Name : Lalawthanga Mother's Name : Velchhingi House No : 2 Age : 29 Sex : Male		12	EPIC No : HJC0019422 Name : Thangluri Husband's Name : Zosanglura (L) House No : 3 Age : 46 Sex : Female	
13	EPIC No : Name : Zonunkimi Chhangle 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 : 86 Sex : Male		15	EPIC No : HJC0001735 Name : Laizami Husband'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 : Daniala Father's Name : Banthanga House No : 4 Age : 30 Sex : Male		18	EPIC No : HJC0022673 Name : Lalinunmawia Father's Name : Huama House No : 5 Age : 39 Sex : Male	
19	EPIC No : HJC0022574 Name : Hmangaihpari Husband's Name : Lalinunmawia 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 Husband's Name : Ramzauva House No : 6 Age : 37 Sex : Female	
22	EPIC No : HJC0019471 Name : Lalsangluaia Father's Name : Khunmawia (L) House No : 7 Age : 86 Sex : Male		23	EPIC No : HJC0022632 Name : Sapmawia Father's Name : Lalsangluaia House No : 7 Age : 46 Sex : Male		24	EPIC No : HJC0024042 Name : Ramhmingthangi Husband's Name : Sapmawia House No : 7 Age : 41 Sex : Female	
25	EPIC No : HJC0004119 Name : Chuauthanpari Husband's Name : Laltanpuia Raite 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 Raite 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 Husband's Name : L.Rama House No : 8 Age : 31 Sex : Female		30	EPIC No : HJC0019364 Name : Lalinuna Pachauu 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 1.3b  
CHAPTER I, PARA 36

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	Tesin 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	Hiltlar 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	Phjio 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	Boknajing Sangma	O	Grebalsn Shira	F	30	BSN0527986
264	71	Pethison Marak	O	Polbat Sangma	M	44	BSN0660530
265	71	Sunilla Sangma	O	Potolson Marak	F	39	BSN0660548
266	72	Protest Sangma	F	Sasindra Marak	M	66	BSN0526137
267	72	Tanggal 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	Hamish Marak	F	18	BSN0675041
276	78	Suban S. Marak	O	Lading Sangma	M	18	BSN0675058
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

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# - Corrected as per Supplement

Issued by Electoral Registration Officer

ANNEXURE 1.4  
(CHAPTER I, PARA 45)

**SCRUTINY SHEET FOR LIST OF POLLING STATIONS**

..... Assembly  
Constituency of ..... State

1. Date of Poll.....
2. Total number of voters in the Constituency ..... (a)
  - (a) Men .....
  - (b) ..... Women  
.....
  - (c) Service Voters .....
  - Total .....
3. Number of polling stations required on the basis of an average :  
of 1000 voters per polling station.
4. Total number of polling stations actually provided. :
5. Average number of voters per polling station :
6. Number of polling stations to each of which more than 1200 voters :  
have been assigned, indicating the highest number of voters  
assigned to a polling station.
7. The lowest number of voters assigned to a polling station. :
8. Whether the number of voters in respect of each component village :  
or other unit of the polling area has been shown in the list/map.
9. No. of polling stations for which the maximum distance that a voter :  
will have to travel is more than 2 kilometers.
10. Whether all the polling areas have been clearly demarcated :
11. Whether serial number of polling stations has been done in a :  
systematic manner.
12. (a) Whether there are any areas predominantly inhabited :  
by electors belonging to Harijan and other weaker  
sections of the society  
(b) If so, the number of polling stations set up separately for :  
them and the total number of electors assigned to each  
of them

13. Whether any polling station has been proposed to be located in any :  
 (a) Private building  
 (b) Temporary structure, and if so, whether the exact site chosen :  
 for the location of the polling stations has been clearly  
 indicated in the list
14. No. of polling stations which have less than 20 sq. mt. area. :
15. Whether it has been certified that the private buildings do not :  
 belong to any of the Candidates, his active workers or known  
 sympathizers.
16. Details of Polling stations where more than 4 polling stations in :  
 urban areas and more than 2 polling stations in rural areas have  
 been located in the same building
17. Whether it has been certified that all the polling areas within the :  
 constituency are covered by the proposed polling stations.
18. (a) Serial Nos. of separate polling stations provided for :  
 women voters  
 (b) In case of (a) above, whether polling stations for men :  
 and women voters of a particular area have been  
 located in the same building
19. Serial number of polling stations which have not been situated in :  
 the villages having the largest number of voters
20. Serial number of polling stations which have not been located in :  
 any of the villages attached to it
21. Whether the list has been informally published and discussed with :  
 the political parties, etc.
22. When the electoral roll of the Constituency was last intensively :  
 revised; and whether there is any proposal of such revision again  
 during the year
23. Any other remarks

*District Election Officer*

**Note :** Please specify the serial numbers in addition to total number of polling stations against items 6, 7, 12(b), 13, 14, 16, 18, 19 and 20.

ANNEXURE 1.5  
(CHAPTER I, PARA 45)

**CERTIFICATE TO BE FURNISHED ALONG WITH  
LIST OF POLLING STATIONS**

- (i) That the draft, list was duly published, objections and suggestions were invited, and discussed with the party representatives and legislators on the lines indicated in the Commission's Directions;
- (ii) That all the polling areas within the constituency have been covered in the list;
- (iii) That no building, public or private, which is a temple, church, mosque, gurudwara or has any religious significance or in respect of which any section of the public may have any legitimate objection or enter, has been proposed as a polling station;
- (iv) That no police station, hospital or dispensary is proposed as a polling station;
- (v) That separate polling stations have been set up in areas electors of which are predominantly Harijan and other weaker sections of the society and that no such area has been either left out or linked with areas where electors predominantly belong to forward communities.
- (vi) Where the usual limit of 1500 voters per polling station or the limit of two kilometers beyond which a voter should not ordinarily be required to walk has not been maintained , no better arrangement is practicable ;
- (vii) That no private building in the list of polling stations belongs to any political party or is known to belong to any prominent or active member of any of the political parties; and
- (viii) In cases where private buildings have been selected as polling stations, the written consent of the owner for the purpose has been obtained.

*Signature of the  
District Election Officer /  
Returning Officer*

Place .....

Date .....

ANNEXURE 1.6  
CHAPTER I, PARA 46  
LANGUAGE OF ELECTORAL ROLLS  
TABLE

Sl. No.	Name of State/UT	Area	Language(s)
	(1)	(2)	(3)
1.	Andhra Pradesh	8-Boath (ST) 10-Mudhole 13-Jukkal (SC)	Telugu and Marathi
		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
2.	Arunachal Pradesh	All 60 ACs	English
3.	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
4.	Bihar	All 243 ACs	Hindi
5.	Chhattisgarh	All 90 ACs	Hindi
6.	Goa	All 40 ACs	English and Konkani/ Marathi

Sl. No.	(1)	(2)	(3)
7.	Gujarat	All 182 ACs	Gujarati
8.	Haryana	All 90 ACs	Hindi
9.	Himachal Pradesh	All 68 ACs	Hindi
10.	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	Urdu

Sl. No.	(1)	(2)	(3)
11.	Jharkhand	All ACs	Hindi
12.	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-Malleshwaram 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
13.	Kerala	1-Manjeswar 2-Kasaragoa	Malayalam and Kannada
		88-Devikulam (SC)	Malayalam and Tamil
		All other ACs	Malayalam
14.	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)
15.	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)
15.	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
16.	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
17.	Meghalaya	All 60 ACs	English
18.	Mizoram	All 40 ACs	English
19.	Nagaland	All 60 ACs	English

Sl. No.	(1)	(2)	(3)
20.	Orissa	127-Chhatrapur (SC) 133-Berhampur 137-Paralakhemundi 138-Gunupur (ST) 140-Rayagada (ST)	Oriya and Telugu
		All other ACs	Oriya
21.	Punjab	All 117 ACs	Punjabi
22.	Rajasthan	All 200 ACs	Hindi
23.	Sikkim	All 32 ACs	English
24.	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
25.	Tripura	All 60 ACs	Bengali
26.	Uttarakhand	All 70 ACs	Hindi

Sl. No.	(1)	(2)	(3)
27.	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)		
28.	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		
		29.	A & N Islands	1 P.C.	Hindi and English
		30.	Chandigarh	1 P.C.	Hindi and Punjabi
31.	D & N Haveli	1 P.C.	Gujarati and Marathi		
32.	Daman & Diu	1 P.C.	English and Gujarati		
33.	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		
34.	Lakshadweep	1 P.C.	Malyalam		
35.	Puducherry	29-Mahe	Malyalam		
		30-Yanam	Telugu		
		All other ACs	Tamil		

## Statistical Information as per Last Revision :-

No. &amp; Name of the Assembly Constituency : 36 - Gandhinagar North

Part No. : 1

## 1 - UNAVA-1

	Male Electors	Female Electors	other	Total
1-PANCHVATI ,UNAVA -382650	109	102	0	211
2-VALARU ,UNAVA -382650	49	46	0	95
3-TEJENDRAPURA ,UNAVA -382650	34	34	0	68
4-THAKOR VAS ,UNAVA -382650	83	84	0	167
5-SOLANKI PARU ,UNAVA -382650	46	53	0	99
6-INDIRA NAGAR ,UNAVA -382650	145	136	0	281
7-KRISHNAKUNJ SOCIETY ,UNAVA -382650	30	27	0	57
8-VAHANVATI PARK ,UNAVA -382650 9-NEAR LAKE ,UNAVA -382650	19	16	0	35
	27	26	0	53
<b>Total Electors :</b>	542	524	0	1066

## Gender Ratio (As Per Electors)

District

952

Assembly Constituency

938

Polling Station

967

Total

Percentage

Electors with EPIC

1038

97.37

Electors with EPIC &amp; Photo

1015

95.22

## Part Wise Age Cohort

## Age Criteria

18-19  
20-29  
30-39  
40-49  
50-59  
60-69  
70-79  
80-89  
90-99  
100+

## Age wise Electors

13  
303  
268  
234  
136  
68  
38  
5  
1  
0

## %Age wise Electors to Total Electors

1.22  
28.42  
25.14  
21.95  
12.76  
6.38  
3.56  
0.47  
0.09  
0.00

\_\_\_\_\_





## Annexure - 1

No. & Name of Assembly Constituency : 36 - Gandhinagar North

Part No. - 1

Photo Images of the Elector 	Sl. No.	EPIC No. Birth Date	House No.	Name of the Elector			Relation Sex / Age	Telephone / Mobile No.	Expired / Shifted / Repeated	Period of Ordinarily Residing at this Place	Sign. of Family Head / Remarks
				Surname	Name	Name of Relative					
1	2	3	4	5			6	7	8	9	10

No. & Name of Section : 1 - Panchvati, Unava, Pincode - 382650

	1	GJ/11/079/042001	2	પટલ	કેશવલાલ	અદરભાઈ	F				
			2	Patel	Keshavlal	Adrbhai	M / 74				
	2	GJ/11/079/042035	2	પટલ	ડાહિબેન	કેશવલાલ	H				
			2	Patel	Dahiben	Keshavlal	F / 72				
	3	GJ/11/079/042229	2	પટલ	હરેશકુમાર	કેશવલાલ	F				
			2	Patel	Hareshkumar	Keshavlal	M / 47				
	4	GJ/11/079/042130	2	પટલ			H				
			2	Patel	Anjanaben	Hareshkumar	F / 44				
	5	GJ/11/079/042289	2				F				
			2	Patel	Mayurkumar	Keshavlal	M / 45				

## Annexure - 2

### Statement - 1

[1] Information pertaining to New development of Area / Society / Apartment / Building/ Colonies etc. still not mentioned in the part within the geographical limits of the relevant part of the electoral roll

Sl. No. Name of the New Society / Area / Colony / Apartment / Building and full address

Approximate Date of  
No. of House  
in Units

#### Note :

1. All new New Society / Area / Colony / Apartment /Building should be numbered section-wise.
2. Even if there is only 1 Building /House in the section it should be mentioned.



**Statement - 2**

**[2] List of Eligible electors who are new residents in the Area and List of Eligible electors / families whose names are left out in the electoral roll for some reasons.**

Sl. No.	EPIC No.	House No.	Name of Elector			Relation	Sex / Age	Date of Birth	Telephone / Mobile No.	Period of ordinarily residing at this place	Action Taken
			Surname	First Name	Middle Name						
1	2	3	4	5	6	7	8	9	10	11	12
<b>No. &amp; Name of Section :</b>											

## Statement - 3

### [3] Statistical Information of Population in the Part

Part No. - 1

House No.	No. of Family Members			Names of Family Members who will complete 18 Years of Age between 1-1-2011 and 1-1-2012
	Male	Female	Total	
<b>No. &amp; Name of Section : 1 - Panchvati, Unava, Pincode - 382650</b>				
21-K				
10				
100				
105				
11				
110				
12				
13				
14				
15				
15-K				
1505				
16				
17				
179-K				
18				
19				
2				
20				



## Part wise List of Sections comprised within the Assembly Constituency

**No. & Name of Assembly Constituency : 36 - Gandhinagar North**

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
<b>Part No. – 1</b>							
				<b>TEHSIL - GANDHINAGAR , DISTRICT - GANDHINAGAR</b>			
1				382650	PANCHVATI	UNAVA	UNAVA
2				382650	VALARU	UNAVA	UNAVA
3	સત્રી			382650	TEJENDRAPURA	UNAVA	UNAVA
4				382650	THAKOR VAS	UNAVA	UNAVA
5				382650	SOLANKI PARU	UNAVA	UNAVA
6				382650	INDIRA NAGAR	UNAVA	UNAVA
7				382650	KRISHNAKUNJ SOCIETY	UNAVA	UNAVA
8				382650	VAHANVATI PARK	UNAVA	UNAVA
9				382650	NEAR LAKE	UNAVA	UNAVA

**ANNEXURE 2.1b**  
**CHAPTER II, PARA 9**

**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 25<sup>th</sup> 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 2.2  
Chapter II, Para 12 (xvi)

Format 1 A (With DEO)

**Polling Station wise elector information (Gender Ratio)**

<b>District</b>	
<b>AC No. &amp; Name</b>	
Gender Ratio of District (As Per Census)	
Gender Ratio of District (As Per current Electoral roll)	

Polling Station Number	Census Gender Ratio of district	Electors as per roll on the basis of which the last General Election was held (give year)			Electors as per last final roll w.r.t. (give qualifying date) as the			Electors 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
<b>AC Total</b>										

Format 1 B (With CEO)

**Constituency wise elector information (Gender Ratio)**

<b>Name of State:</b>	
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	Electors as per roll on the basis of which the last General Election was held (give year)			Electors as per last final roll w.r.t. (give qualifying date) as the			Electors as per now proposed publication of (draft/final) roll		
	No	Name		Male	Female	Sex Ratio	Male	Female	Sex Ratio	Male	Female	Sex Ratio
1	2	3	4	5	6	7	8	9	10	11	12	13
<b>State Total</b>												

Annexure 2.3  
Chapter II, Para 12 (xvi)

**Format 2A**  
(To be kept with DEO) Only where PS  
wise population known)

**Polling Station wise Elector information (Elector-Population ratio)**

<b>Name of District:</b>									
<b>No. &amp; Name of AC</b>									
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	Total	Male	Female	Total	Male	Female	Total
1	2	3	4	5	6	7	8	9	10
<b>AC Total</b>									

**Format 2B (With CEO)**

**Constituency wise Elector information (Elector-Population ratio)**

<b>Name of State:</b>											
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	Name	Male	Female	Total	Male	Female	Total	Male	Female	Total
1	2	3	4	5	6	7	8	9	10	11	12
<b>State Total</b>											

**District Age-Cohort Wise Elector Information**

<b>Name of District:</b>		Year of Revision	
District Population in numbers (projected upto the year of current revision) [X]			
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+					
<b>District Total</b>					

- 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.

**State Age-Cohort Wise Elector Information**

<b>Name of State:</b>			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)					
<b>Age Cohort</b>	<b>Projected Census Population in age cohort (Projected upto the year of current revision)</b>	<b>%age of (2) to 'X' i.e. total Population as per census</b>	<b>Electors as per proposed (draft/final) roll w.r.t. (give date) as qualifying date</b>	<b>%age of (4) to 'X' i.e. total population as per voter roll</b>	<b>%age of (4) to 'Y' i.e. registered voters vs eligible voters</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
18-19					
20-29					
30-39					
40-49					
50-59					
60-69					
70-79					
80+					
<b>State Total</b>					

Annexure 2.5  
Chapter II, Para 12 (xvi)

Format 4A (With DEO)

**Polling 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 last 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	
	No	Name	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
<b>AC Total</b>																						

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 last 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	
	No	Name	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	22	23	20	21
<b>District Total</b>																						
<b>State Total</b>																						

Annexure 2.6  
Chapter II, Para 12 (xvi)

Format 5A (With DEO)

**Polling Station wise Information on EPIC & Photo Coverage in Current Roll**

Name of AC

Polling Station		Total Electors	Total Photos in the Roll	Non Photo Entries	% of Non Photo Entries	Total EPIC holders	Residual Electors (without EPIC)	% of Residual Electors	Latest %age of EPIC coverage against roll
No	Name								
1	2	3	4	5	6	7	8	9	10
<b>AC Total</b>									

Format 5B (With CEO)

**Constituency wise Information on EPIC & Photo Coverage in Current Rolls**

Name of State:

Name Of District	Assembly Constituency		Total Electors	Total Photos in the Roll	Non Photo Entries	% of Non Photo Entries	Total EPIC holders	Residual Electors (without EPIC)	% of Residual Electors	Latest %age of EPIC coverage against roll
	No	Name								
1	2	3	4	5	6	7	8	9	10	11
<b>State Total</b>										

**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	2	3	4	5	6	7	8	9	10
<b>State Total</b>									

**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	2	3	4	5	6	7	8	9	10
<b>State Total</b>									

Annexure 2.7  
Chapter II, Para 12 (xvi)

FORMAT 6 (With CEO)

**Polling Station Locations (PSL) Details**

District Name	Assembly No. & Name		Total Parts (Polling Stations)		Total Polling Station Locations (PSLs)		Breakup of Urban Polling Station Locations with having more than one PS in same building						Breakup of Rural Polling Station Locations with having more than one PS in same building					
			Urban	Rural	Urban	Rural	1 PS	2 PS	3 PS	4 PS	5 PS	6 & more PS	1 PS	2 PS	3 PS	4 PS	5 & more PS	
ABC																		
District Total																		
XYZ																		
District Total																		
State Total																		



Annexure 2.9  
Chapter II, Para 12 (xvi)

**Format 8A (With DEO)**

Polling Station Wise Information on Migrated Electors

AC Number and Name			Electors found shifted during BLO survey since last publication	Of column 4, shifted with entire family	Of column 4, shifted without entire family	suo-motu Notice Issued against column 5	suo-motu Notice Issued against column 6	Suo-motu Deleted			Notice issued on Form 7 against column 5	Notice issued on Form 7 against column 6	Deleted through Form 7			
#	Name	Total Electors						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
<b>Constituency total</b>																

**Format 8B (With CEO)**

Constituency wise Information on migrated Electors

Name of State:			Total Electors	Electors found shifted during BLO survey since last 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			Notice issued on Form 7 against column 6	Notice issued on Form 7 against column 7	Deleted through Form 7			
Name Of District	Assembly Constituency	Total Electors							Against column 8	Against column 9	Total (10+11)			Against column 13	Against column 14	Total (15+16)	
1	2	3							4	5	6			7	8	9	10
<b>State Total</b>																	

ANNEXURE 4.1  
CHAPTER IV, PARA 5  
DECLARATION BY STUDENTS LIVING IN  
HOSTELS/MESSES/ELSEWHERE  
(TO BE ATTACHED WITH FORM 6)

SPACE FOR  
PASTING ONE  
RECENT PASSPORT  
SIZE PHOTOGRAPH  
(3.5 X 3.5 cm)  
SHOWING  
FRONTAL VIEW OF  
FULL FACE WITHIN  
THIS BOX

1. I, .....(NAME IN BLOCK LETTERS),  
son/daughter of \_\_\_\_\_ resident of \_\_\_\_\_ (complete postal  
address of native place), hereby declare that :----

(a) I am a bonafide 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 :  
Date :

(signature of the student)

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

\* *Strike out the inapplicable alternatives.*

*Note- The onus of delivery of the declaration to the ERO concerned will lie on the applicant.*

ANNEXURE 4.2  
CHAPTER IV, PARA 8

Proforma for preparation of manuscript after enumeration during Intensive Revision

Sl. No. (1)	House No. (2)	Name of Elector (3)	Relation-ship (4)	Name of Relation (5)	Sex (6)	Age (7)	EPIC No. (8)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							
23.							
24.							
25.							
26.							
27.							
28.							
29.							
30.							

Col.4: Relationship **F**-Father, **M**-Mother, **H**-Husband, **O**-Other

Col.6: **M**-Male, **F**-Female

Col.8: To write complete EPIC No.

ANNEXURE 4.3  
CHAPTER IV, PARA 21

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 4.4  
CHAPTER IV, PARA 53

**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,  
of .....assembly 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 19<sup>th</sup> 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 1<sup>st</sup> January, 200.....as the qualifying date..

Name of the person authorised to appoint BLAs	Name of office held in the party	District(s)/constituency/constituencies in respect of which he/she has been authorised.
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 4.5  
CHAPTER IV, PARA 54

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 19<sup>th</sup> 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.....of .....Assembly 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 1<sup>st</sup> 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:  
Date :

(Name and Signature of the  
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 4.6  
CHAPTER IV, PARA 59

**FORM OF ACKNOWLEDGMENT**

I hereby acknowledge receipt of printed copy of draft / final electoral roll of part No.....of .....Assembly Constituency. There are .....number of pages of the printed roll and .....number 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 4.7  
CHAPTER IV, PARA 64

**FORMAT FOR FURNISHING LIST OF DEAD VOTERS**

**No. & Name of assembly constituency:**

**Electoral Roll Part No.**

<b>Sl.No. of entry in the electoral roll</b>	<b>Name of the elector</b>	<b>EPIC No., if issued</b>	<b>Source of information</b>	<b>Remarks</b>

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 4.8  
CHAPTER IV, PARA 64

**FORMAT FOR FURNISHING LIST OF SHIFTED ELECTORS**

**No. & Name of assembly constituency:**

**Electoral Roll Part No.**

<b>Sl.No. of entry in the electoral roll</b>	<b>Name of the elector</b>	<b>EPIC No., if issued</b>	<b>Place of shifting (with address if known)</b>	<b>Source of information</b>

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 5.1a  
CHAPTER V, PARA 5

**FORM 6**

[See rules 13(1) and 26]

***Application for inclusion of name in electoral roll***

<p>To The Electoral Registration Officer .....Assembly/ Parliamentary <sup>£</sup> Constituency.</p> <p>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:</p>	<div style="border: 1px solid black; padding: 5px;"> <p>SPACE FOR PASTING ONE RECENT PASSPORT SIZE PHOTOGRAPH</p> <p>(3.5 CM X 3.5 CM) SHOWING FRONTAL VIEW OF FULL FACE WITHIN THIS BOX</p> </div>
---	---

<b>I. Applicant's details</b>	Name	Surname (if any)		
Age as on 1 <sup>st</sup> January .....#	Years:	Months:	Sex (male/female/others):	
Date of birth, if known:	Day:	Month:	Year:	
Place of birth:	Village/ Town:			State:
	District:			
* Father's/ Mother's/ 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:**

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

**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:	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 the 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.....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)]<sup>£</sup> or\* rejection  
 [under or in pursuance of rule 17/20\*/26(4)<sup>£</sup>]:

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.....  
 Officer.

Electoral Registration

(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.

---

### **GUIDELINES FOR FILLING UP THE APPLICATION FORM-6 General Instructions**

#### **Who can file Form-6**

1. First time applicant on attaining age of 18years or more on the first day of January of the year with reference to which the electoral roll is being revised.
2. Person shifting his / her place of ordinary residence outside the constituency in which he / she is already registered.

#### **When Form-6 can be filed**

1. The application can be filed after draft publication of electoral roll of the constituency. The application is to be filed within the specific days provided for the purpose. Due publicity is given about the above period when the revision programme is announced.
2. Only one copy of the application is to be filed.
3. Application for inclusion of name can be filed through out the year even when the revision programme is not going on. During non-revision period, application must be filed in duplicate.

#### **Where to file Form-6**

1. During revision period, the application can be filed at the designated locations where the draft electoral roll is displayed (mostly polling station locations) as well as the Electoral Registration Officer and Assistant Electoral Registration Officer of the constituency.
2. During other period of the year when revision programme is not going on, the application can be filed only with the Electoral Registration Officer.

#### **How to Fill the Form-6**

1. The application should be addressed to the Electoral Registration Officer of the constituency in which you seek registration. The name of the constituency should be mentioned in the blank space.
2. Name (With Documentary Proof)  
The name as it should appear in the electoral roll and Electors Photo Identity Card (EPIC) should be furnished. The full name except the surname should be written in the first box and surname should be written in the second box. In case you do not have a surname, just write the given name. Caste should not be mentioned except where the caste name is used as part of the elector's name or a surname. Honorific appellations like Shri, Smt. Kumari, Khan, Begum, Pandit etc. should not be mentioned.
3. Age (With Documentary Proof)  
The age of the applicant should be eighteen or more on 1<sup>st</sup> January of the year with reference to which the electoral roll is being revised. The age should be indicated in years and months.

e.g. A person born on or upto 1/1/1991 will be eligible for inclusion in the electoral roll which is being revised with reference to 1/1/2009. Persons born on 2/1/1991 or thereafter upto 1/1/1992 shall be eligible for inclusion during the next revision with reference to 1/1/2010.

4. Sex

Write your sex in full in the space provided e.g. Male / Female. Applicants may indicate their sex as “others” where they do not want to be described as male or female.

5. Date of Birth (With Documentary Proof)

Fill up the date of birth in figures in the space provided in dd/mm/yyyy.

Proof of date of birth to be attached are as under:

- i) Birth certificate issued by a Municipal Authorities or district office of the Registrar of Births & Deaths or Baptism certificate; or
- ii) Birth certificate from the school (Govt. / Recognised) last attended by the applicant or any other recognised educational institution; or
- iii) If a person is 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
- iv) Marksheet of class 8 if it contains date of birth; or
- v) Marksheet of class 5 if it contains date of birth; or
- vi) A declaration in prescribed format given in Annexure-1 made by either of his parents if the person is not educated till class 10 (In those cases where parental declaration is given as proof of age, the applicant will have to be present himself for verification before BLO/ERO/AERO); or
- vii) 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, the person is not educated till class 10 and both the parents are not alive; or
- viii) Indian Passport containing date of birth

**Note: Documentary proof of age will be 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.**

6. Place of Birth

In case born in India, please mention name of place like Village / Town, District, State.

7. Relation's Name:

In case of unmarried female applicant, name of Father / Mother is to be mentioned. In case of married female applicant, name of Husband is to be mentioned. Strike out the inapplicable options in the column.

8. Place of Ordinary Residence

Fill up the full and complete postal address including PIN code where you are ordinarily residing and want to get registered, in the space provided.

Proof of ordinary residence to be attached are as under:

- i) Bank / Kisan / Post Office current Pass Book, or
- ii) Applicant's Ration Card / Passport / Driving License / Income Tax Return filed or Assessment Order, or
- iii) 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
- iv) Postal department's posts received / delivered in the applicant's name at the given address.

**NOTE: In case of homeless persons, the BLO 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 BLO is able to verify that the homeless person actually sleeps at that place, no documentary proof of place of residence shall be necessary. BLO must visit for more than one night for such verification..**

9. Details of Family Members Already Included in the Electoral Roll

Please fill up name and other particulars of immediate family members i.e. Father / Mother / Brother / Sister / Spouse included in the current electoral roll of the constituency. Name of any other relation like uncle, aunt, cousin brother / sisters etc. not to be mentioned.

10. Declaration

Please indicate date from which you are residing in the given address. In case the exact date is not known, fill-up month and year.

If your name is already included in the electoral roll of any other constituency, please write legibly the full previous address with PIN code.

If you already have been issued with a Photo Identity Card by the Election Commission, please mention the card number (printed on the front side) and date of issue (printed on the back side) of the card in the space provided. Please attach a self-attested photocopy of both sides of the card.

## **Miscellaneous**

In many places the photograph of the elector is also printed in the electoral roll. You have the option to submit one recent coloured passport-size photograph alongwith the form. The photograph will be used to print your image in the electoral roll and issue of identity card, if required.

Please also give your full name and address on the acknowledgement and intimation portions.

Please give your mobile number and E-mail I.D in the Form , which is optional , as the same ,if given, may be used by the Electoral Registration Officer for further communication with the applicant whenever required.

ANNEXURE 5.1b  
CHAPTER V, PARA 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.....

Space for pasting  
  
One recent passport  
size photograph  
  
(3.5 CM X 3.5 CM)  
  
Showing frontal view of  
full face within this box.

Sir,

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 – duly self attested 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 – duly self attested 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/Kumari .....has 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 \_\_\_\_\_”.

## GUIDELINES FOR FILLING UP THE APPLICATION FORM-6A

### General Instructions

#### Who can file Form-6A

1. Every Indian citizen staying in a foreign country, who has not acquired citizenship of a foreign country, and has completed 18 years as on 1<sup>st</sup> January of the year, can make an application in Form 6A for being registered in the roll for the constituency pertaining to the locality in which his place of residence in India as mentioned in the passport is located. The application in Form 6A can be presented to the registration officer concerned.
2. The applicant should have completed eighteen years of age as on 1st January of the year. For example, if the application is for inclusion of name in the electoral roll with reference to 01-01-2011 as the qualifying date, the applicant should have completed 18 years as on 01-01-2011.

#### Where to submit the application in Form-6A

3. The application should be submitted directly to the Electoral Registration Officer (ERO) of the constituency within which the place of ordinary residence of the applicant as given in the valid passport falls. The Application in Form 6A can be presented in person to the ERO or sent by post addressed to the ERO concerned.

[ The particulars and postal address of the EROs of all the constituencies of India can be seen on the website of Election Commission of India (<http://eci.nic.in>) ]

#### Documents to be attached

4. Paste one recent passport size coloured photograph with a light background (preferably white) showing the full face of the applicant.
5. Fill in all the columns in Form-6A. Write your name and other particulars as given in the valid Indian Passport
6. If application is sent by post, it should be accompanied by photo-copy of the relevant pages of the passport containing the photograph and all other particulars of the applicant and the page containing the valid visa endorsement. **These photo-copies should be duly self attested.** Applications without the attested photo-copies of these documents will be liable to be summarily rejected.
7. If the application is submitted in person before the ERO, the application should be accompanied by a photo-copy of the relevant pages of the passport as mentioned above. The original passport should also be produced alongwith the application for verification by the registration officer. The passport will be returned immediately after verification.

#### Voting

9. It may be noted that after your enrolment, you will be able to cast vote in election in the constituency, if you are physically present in the polling station along with your original passport on the day of poll.

ANNEXURE 5.2  
CHAPTER V, PARA 7

**FORM 7**

[See rule 13(2) and 26)

<b>Application for objecting inclusion or seeking deletion of name in electoral roll</b>										
<p>To The Electoral Registration Officer, .....Assembly/£ Parliamentary Constituency.</p> <p>Sir, @ I object to the proposed inclusion of the name of the undermentioned 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):							
II	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)							
III.	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:	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> </tr> </table>							
Tehsil/ Taluka/Mandal/ Thana:										
District:										
IV. Reason(s) for *objection/*deletion:										

- £ 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.

\$ Applicants may indicate their sex as “others” where they do not want to be described as male or female.

**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)<sup>£</sup>] or \*rejection [under or in pursuance of rule 17\*/20\*/26(4)<sup>£</sup>].

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.

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**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.....

<b>** (Full address)</b>	
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:	

\*\* 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  
 (Address) .....

\*\* To be filled in by the applicant.

---

## GUIDELINES FOR FILLING UP THE APPLICATION FORM-7

### General Instructions

#### Who can file Form-7

1. Can be filed only by a person whose name is already included in that roll in order to object inclusion of a name proposed to be included in that part of the electoral roll or for seeking deletion of a name already included in that part of the electoral roll.

#### When Form-7 can be filed

1. The application can be filed after draft publication of electoral roll of the constituency to object to the proposed inclusion of an entry in the draft roll. The application is to be filed within the specific days provided for the purpose. Due publicity is given about the above period when the revision programme is announced.
2. Only one copy of the application is to be filed.
3. The Application seeking deletion of an entry from the final electoral roll can be filed through out the year even when the revision programme is not going on. During non-revision period, application must be filed in duplicate.

#### Where to file Form-7

1. During revision period, the application can be filed at the designated locations where the draft electoral roll is displayed (mostly polling station locations) as well as the Electoral Registration Officer and Assistant Electoral Registration Officer of the constituency.
2. During other period of the year when revision programme is not going on, the application can be filed only with the Electoral Registration Officer.

#### How to Fill up Form-7

1. The application should be addressed to the Electoral Registration Officer of the constituency in which another elector registered in that roll objects the proposed inclusion of an entry in the draft electoral roll. The name of the constituency should be mentioned in the blank space.
2. **Details of person inclusion of whose name is objected to / Details of person whose entry is to be deleted :**

Out of the two alternative options, the first alternative is relevant after draft publication of electoral roll during revision of electoral roll. In other words to show the objected entry in the draft roll in the list of deletions at the time of final publication of the roll. The second alternative is relevant during continuous updation after final publication of electoral roll. In other words for deletion of an entry already included in the final electoral roll. *(Please strike out the inappropriate alternative while filling up the Form)*

Besides the name of the person whose entry is objected for inclusion or sought to be deleted, the other details of the electoral roll **Part No., Serial No. of the entry in that Part of electoral roll and Identity Card No issued to that person** are also required to be filled up. These details are available in the relevant part of electoral roll. The **Part No.** of the electoral roll is printed on the right hand top corner of the electoral roll. Every entry is given a serial number. Please check the electoral roll and write the serial number at which the name of the person whose entry is objected for inclusion/sought to be deleted is listed. In case the person has already been issued an **Identity Card that No.** is also printed against that entry. Please write that card no. in full in the space provided.

Separate Application is required to be filed for objecting inclusion/seeking deletion of each entry.

Please also give your full name and address on the acknowledgement and intimation portions.

Please give your mobile number and E-mail I.D in the Form , which is optional , as the same, if given, may be used by the Electoral Registration Officer for further communication with the applicant whenever required.

3. **Details of objector**

An "Objector" can file Application in Form 7 only in respect of persons included in the part of the electoral roll in which he/she is registered. In Part II of the Application, the objector has to fill up in the space provided his/her

name including surname, relation's name (Father/Mother/Husband), sex, part no. of electoral roll and serial number at which his/her name is registered in that part of the electoral roll.

The Objector must fill up his full address in the space provided in Part III of the Application.

**4. Reason(s) for objection / deletion.**

In Part IV of the Application, the applicant 'objector' must specify the reason(s) as to why according to him/her the person whose name is objected is not qualified for inclusion in that part of electoral roll viz. Due to death, due to shifting, not ordinarily residing at the registered address etc.. The onus of proof to substantiate the reason given for removal of the name lies with the Objector.

**5. Declaration**

In Part V of the Application the applicant must give a declaration that the facts and particulars mentioned in the application are true to the best of his/her knowledge and belief. Please indicate date from which you are residing in the given address. Giving a false declaration is punishable under section 31 of the Representation of the People Act, 1950.

ANNEXURE 5.3  
CHAPTER V, PARA 8

**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.		SPACE FOR PASTING ONE RECENT PASSPORT SIZE PHOTOGRAPH  (3.5 CM X 3.5 CM) SHOWING FRONTAL VIEW OF FULL FACE WITHIN THIS BOX	
Sir, 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:			
<b>I. Applicant's details</b>	Name	Surname (if any)	
Part number of electoral roll:		Serial number in that part:	
Age as on 1 <sup>st</sup> 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)	
<b>II. Particulars of place of present ordinary Residence (Full address)</b>			
House/ Door number:			
Street/ Area/Locality/Mohalla/Road:			
Town/ Village:			
Post Office:		Pin Code:	
Tehsil/ Taluka/Mandal/ Thana:			
District:			
<b>III. Details of Elector's Photo Identity Card (if issued, in this or some other constituency)</b>			
Elector's Photo Identity Card number:			
Name of the Constituency:			
<b>IV. Details of entries to be corrected:</b>			
*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:			
		Signature or thumb impression of the elector	
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).**

£ 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)<sup>£</sup>] or \*rejection  
[under or in pursuance of rule 17\*/20\*/26(4)<sup>£</sup>].

Place: Electoral Date: Officer)	Signature of  Electoral Registration Officer	(Seal of the  Registration
--	--	----------------------------------

\* 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-----

The application in Form 8 of  
\*\*Shri/ Shrimati/ Kumari.....

Section-I

Postage Stamp to be affixed by the Electoral Registration Authority at the time of dispatch

** (Full address)									
House/ Door number:									
Street/ Area/Locality/ Mohalla/Road:									
Town/ Village:									
Post Office:	Pin Code: <table border="1" style="display: inline-table; vertical-align: middle;"><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.....  
Officer.

Electoral Registration

(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 application  
on behalf of the Electoral Registration Officer  
(Address) .....

\*\* To be filled in by the applicant.

---

## GUIDELINES FOR FILLING UP THE APPLICATION FORM-8

### General Instructions

#### Who can file Form-8

1. Can be filed only by a person whose name is already included in the electoral roll seeking correction to his/her particulars already printed in the electoral roll. One person cannot file application in Form 8 for correction in the particulars of any other person.

#### When Form-8 can be filed

1. Form-8 can be filed for correction to particulars of a person entered in the electoral roll. The application can be filed after draft publication of electoral roll of the constituency. The application is to be filed within the specific days provided for the purpose. Due publicity is given about the above period when the revision programme is announced.
2. Only one copy of the application is to be filed.
3. The Application can also be filed for correction of particulars relating to oneself in the finally published electoral roll when the revision programme is not going on. During non-revision period, application must be filed in duplicate.

#### Where to file Form-8

1. During revision period, the application can be filed at the designated locations where the draft electoral roll is displayed (mostly polling station locations) as well as the Electoral Registration Officer and Assistant Electoral Registration Officer of the constituency.
2. During other period of the year when revision programme is not going on, the application can be filed only with the Electoral Registration Officer.

#### How to Fill up Form-8

1. The application should be addressed to the Electoral Registration Officer of the constituency in which the name of the applicant is already included. The name of the constituency should be mentioned in the blank space.
2. In Part I of the Application, please write your name, as it should appear in the electoral roll. In case the initials to your name printed in the electoral roll are in abbreviated form and you want them to be printed in expanded form you can write your full name in expanded form. The full name except the surname should be written in the first box and surname should be written in the second box. In case you do not have a surname, just write the given name. Caste should not be mentioned except where the caste name is used as part of the elector's name or a surname. Honorific appellations like Shri, Smt. Kumari, Khan, Begum, Pandit etc. should not be mentioned.
3. Please fill up the Part Number and serial number in that part of electoral roll where your name is listed. This is mandatory.
4. Age  
Similarly, you should indicate your Age in years and months as on 1<sup>st</sup> January of the year with reference to which the electoral roll is printed. This qualifying date is printed at the bottom of each page of electoral roll.

5. Sex  
Write your sex in full in the space provided e.g. Male / Female. Applicants may indicate their sex as “others” where they do not want to be described as male or female.
6. Date of Birth (With Documentary Proof)  
Fill up the date of birth in figures in the space provided in dd/mm/yyyy.  
Proofs of date of birth to be attached are as under:
- i) Birth certificate issued by a Municipal Authorities or district office of the Registrar of Births & Deaths or Baptism certificate; or
  - ii) Birth certificate from the school (Govt. / Recognised) last attended by the applicant or any other recognised educational institution; or
  - iii) If a person is 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
  - iv) Marksheet of class 8 if it contains date of birth; or
  - v) Marksheet of class 5 if it contains date of birth; or
  - vi) A declaration in prescribed format given in Annexure-1 made by either of his parents if the person is not educated till class 10 (In those cases where parental declaration is given as proof of age, the applicant will have to be present himself for verification before BLO/ERO/AERO); or
  - vii) 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, the person is not educated till class 10 and both the parents are not alive; or
  - viii) Indian Passport containing date of birth
- Note: Documentary proof of age will be 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.**
7. Relation’s Name:  
In case of unmarried female applicant, name of Father / Mother is to be mentioned. In case of married female applicant, name of Husband is to be mentioned. Strike out the inapplicable options in the column.
8. Place of Ordinary Residence  
In Part II of the Application Form please fill up the full and complete postal address including PIN code where you are ordinarily residing and want to get registered, in the space provided.  
Proof of ordinary residence to be attached are as under:
- i) Bank / Kisan / Post Office current Pass Book, or
  - ii) Applicant’s Ration Card / Passport / Driving License / Income Tax Return filed or Assessment Order, or
  - iii) 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
  - iv) Postal department’s posts received / delivered in the applicant’s name at the given address.
- NOTE: In case of homeless persons, the BLO 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 BLO is able to verify that the homeless person actually sleeps at that place, no documentary proof of place of residence shall be necessary. BLO must visit for more than one night for such verification.**
9. Details of Electors’ Photo Identity Card.
- If you already have been issued with a Photo Identity Card by the Election Commission, please mention the card number (printed on the front side) and date of issue (printed on the back side) of the card in the space provided in Part III of the Application Form. Please attach a self-attested photocopy of both sides of the card.
10. Details of entries to be corrected.
- In Part IV of the Application you should indicate the details of entries to be corrected. Therefore, this is a very important part of the Application. You have indicated the correct details about your name, age, date of birth, relations name, sex, address and photo identity card in the space provided in Parts I to III of the Application. In this Part you have to clearly put a tick mark on the details that need to be corrected on the basis of information now furnished by you. Please score out the alternatives that are not to be corrected.

In most part of the country now the electoral roll is printed with the photograph of electors. In case the application is for correcting a wrong photograph, then the applicant may write “My Photograph” in Part IV of the application and if possible, attach a recent passport size coloured photograph with the application.

Please also give your full name and address on the acknowledgement and intimation portions.

Please give your mobile number and E-mail I.D in the Form , which is optional , as the same, if given, may be used by the Electoral Registration Officer for further communication with the applicant whenever required.

ANNEXURE 5.4  
(CHAPTER V, PARA 9)  
FORM 8A

<b>Application for transposition of entry in electoral roll</b>			
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 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:			
<b>I. Details of person whose entry is to be transposed:</b>	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)
<b>II. Particulars of present place of ordinary Residence (Full address)</b>			
House/ Door number:			
Street/ Area/Locality/Mohalla/Road:			
Town/ Village:			
Post Office:		Pin Code:	
Tehsil/ Taluka/Mandal/ Thana:			
District:			
<b>III. Period of continuous residence at the above address on the date of application</b>		Years:	Months:
<b>IV. Part number to which the entry has to be transposed (if known)</b>			
<b>@V. Details of applicant:</b>	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):		

[See rule 13(4) and 26)

**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.

\* 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" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></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 Registration Officer  
(Address) .....

\*\* To be filled in by the applicant.

---

## **GUIDELINES FOR FILLING UP THE APPLICATION FORM-8A**

### **General Instructions**

#### **Who can file Form-8A**

1. A person whose name is already included in the current electoral roll can file the Application for transposition of an entry in a different place of the same constituency.

#### **When Form-8A can be filed**

1. The application can be filed after draft publication of electoral roll of the constituency .for transposition of entry relating to one own self or someone else within the same constituency. The application is to be filed within the specific days provided for the purpose. Due publicity is given about the above period when the revision programme is announced.
2. Only one copy of the application is to be filed.
3. Application for transposition of name within the constituency can also be filed through out the year even when the revision programme is not going on. During non-revision period, application must be filed in duplicate.

#### **Where to file Form-8A**

1. During revision period, the application can be filed at the designated locations where the draft electoral roll is displayed (mostly polling station locations) as well as the Electoral Registration Officer and Assistant Electoral Registration Officer of the constituency.
2. During other period of the year when revision programme is not going on, the application can be filed only with the Electoral Registration Officer.

#### **How to Fill the Form-8A**

1. The application should be addressed to the Electoral Registration Officer of the constituency in which transpositions of the relevant entry is required. The name of the constituency should be mentioned in the blank space.
2. In Part I of the Application Form fill the name Part No. & Sr. No. of the electoral roll where already registered and Electors Photo Identity Card No.(EPIC) in full and the relation's name (as printed in the electoral roll).
3. In Part II of the Application please mention the complete address of the new place where you/person concerned have shifted place of ordinary residence within the constituency. Please do not write incomplete address as in that case it may not be possible to link the address to the relevant part of electoral roll where the entry is required to be transposed.
4. In Part III of the Application, indicate the approximate period of continuous residence at the new address mentioned in Part II.
5. In Part IV, write the electoral roll part no. in which the residents of the new area where you have shifted are enrolled. This part is optional in case you don't know the electoral roll part no., then leave it blank.
6. In Part V is not to be filled where the applicant seeks transposition of entry relating to one own self. This part is required to be filled in case the applicant applies for transposition of entry of some other person. Please also give your full name and address on the acknowledgement and intimation portions. Please give your mobile number and E-mail I.D in the Form , which is optional , as the same, if given, may be used by the Electoral Registration Officer for further communication with the applicant whenever required.

ANNEXURE 5.5  
(CHAPTER V, PARA 10)

**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 of .....am 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 5.6  
CHAPTER V, PARA 22 (iv)

FORM OF OATH OR AFFIRMATION

(To be made by either of the parents/Guru of the first time applicant in the age group of 18-25 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..... is .....years of age as on 1<sup>st</sup> 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 5.7  
CHAPTER V, PARA 22 (v)

**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 5.8**  
**(CHAPTER V, PARA 25)**  
**FORM 9**

List of Applications for inclusion received in Form 6

Designated location identity (where applications have been received)	Constituency (Assembly/ <sup>£</sup> Parliamentary)				Revision identity	
1. List number <sup>@</sup>	2. Period of applications (covered in this list)				From date / /	To date / /
3. Place of hearing*						
Serial number <sup>\$</sup> of application	Date of receipt	Name of claimant	Name of Father / Mother / Husband and (Relationship) <sup>#</sup>	Place of residence	Date of hearing*	Time of hearing*
1	2	3	4	5	6a	6b
<p>£ In case of Union territories having no Legislative Assembly and the State of Jammu and Kashmir</p> <p>@ For this revision for this designated location</p> <p>* Place, time and date of hearings as fixed by electoral registration officer</p> <p>\$ Running serial number is to be maintained for each revision for each designated location</p> <p># Give relationship as <b>F</b>-Father, <b>M</b>=Mother, and <b>H</b>=Husband within brackets i.e. (F), (M), (H)</p>				Date of exhibition at designated location under rule 15(b)	Date of exhibition at Electoral Registration Officer's Office under rule 16(b)	

**ANNEXURE 5.9**  
**(CHAPTER V, PARA 25)**  
**FORM 10**

List of Applications for objection to inclusion of names received in Form 7

Designated location identity (where applications have been received)	Constituency (Assembly/ <sup>£</sup> Parliamentary)					Revision identity		
1. List number <sup>@</sup>	2. Period of applications (covered in this list)					From date / /	To date / /	
<b>3. Place of hearing*</b>								
Serial number <sup>\$</sup> of application	Date of receipt	Name (in full) of objector	Particulars of name objected at			Reasons in brief for objection	Date of hearing*	Time of hearing*
			Part number	Serial number	Name in full			
1	2	3	4	5	6	7	8a	8b
<p>£ In case of Union territories having no Legislative Assembly and the State of Jammu and Kashmir</p> <p>@ For this revision for this designated location</p> <p>* Place, time and date of hearings as fixed by electoral registration officer</p> <p>\$ Running serial number is to be maintained for each revision for each designated location</p>						Date of exhibition at designated location under rule 15(b)	Date of exhibition at Electoral Registration Officer's Office under rule 16(b)	

**ANNEXURE 5.10**  
**(CHAPTER V, PARA 25)**  
Form 11

List of Applications for objecting to particulars in entries in electoral roll received in Form 8

Designated location identity (where applications have been received)	Constituency (Assembly/ <sup>£</sup> Parliamentary)				Revision identity		
1. List number <sup>@</sup>	2. Period of applications (covered in this list)				From date / /	To date / /	
3. Place of hearing*							
Serial number <sup>\$</sup> of application	Date of receipt	Name (in full) of elector objecting	Particulars of entry objected to		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 designated location under rule 15(b)	Date of exhibition at Electoral Registration Officer's Office under rule 16(b)	

ANNEXURE 5.11  
(CHAPTER V, PARA 25)

FORM -EC 11A

<b>Designated location identity</b> (where applications have been received)	<b>List of applications for transposition of entry in electoral roll</b> <b>Received in Form - 8A</b>				<b>Revision identity</b>		
<b>Constituency (Assembly <sup>£</sup> Parliamentary Constituency):</b>							
<b>1. List number<sup>@</sup></b>	<b>2. Period of receipt of applications</b> (covered in this list)				<b>From date</b>	<b>To date</b>	
					/ /	/ /	
<b>3. Place of hearing*</b>							
Serial number <sup>§</sup> 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 @ 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					<b>Date of exhibition at designated location</b>	<b>Date of exhibition at Electoral Registration Officer's Office</b>	

ANNEXURE 5.12  
(CHAPTER V, PARA 34)  
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 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 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.....

.....

Serving Officer.

---

*N.B.*—If this notice is served by post, attach the receipt here.

ANNEXURE 5.13  
(CHAPTER V, PARA 34)  
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 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 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 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.....

.....  
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 5.14  
(CHAPTER V, PARA 34)

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)

(c)

(c)

(c)

Place.....

Date.....

.....  
Electoral Registration Officer.

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 5.15  
(CHAPTER V, PARA 34)

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.

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 affixation on residence.

Place.....

Date.....

.....  
Serving Officer.

---

*N.B.*—If this notice is served by post, attach the receipt here.

ANNEXURE 6.1  
(CHAPTER VI, PARA 9)  
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.

Place.....  
Date.....

.....  
Electoral Registration Officer.  
(Address).....  
.....

**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)*

<b>1</b>	<b>EPIC No.</b>
Elector's Name :	<i>P h o t o</i>
Father's Name :	
House No. :	
Age :                  Sex :	

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:  
Date:

(Signature and seal of competent authority)

ANNEXURE 6.3  
CHAPTER VI, PARA 22

**FORMAT FOR ISSUING CERTIFIED COPY OF EXTRACT FROM  
ELECTORAL ROLL(without 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)*

Sl. No.	House No.	Name of Elector	Relation-ship	Name of relation	Sex	Age	EPIC No.(if issued)

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:  
Date:

(Signature and seal of competent authority)

ANNEXURE 8.1  
CHAPTER VIII, PARA 9  
**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 25<sup>th</sup> 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.**





**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.*

Signature

Date:

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 25<sup>th</sup> 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 25<sup>th</sup> 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.





**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 25<sup>th</sup> 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.





ANNEXURE 9.1  
CHAPTER IX, PARA 1

5 cm

Approved Sample.



भारत निर्वाचन आयोग  
पहचान पत्र  
ELECTION COMMISSION OF INDIA  
IDENTITY CARD  
GDN0225185



निर्वाचक का नाम : प्रेम राज ठाकुर  
ELECTOR'S NAME : PREM RAJ THAKUR  
पिता का नाम : किशन देव ठाकुर  
FATHER'S NAME : KISHAN DEV THAKUR  
लिंग/ Sex : पुरुष / Male  
जन्म की तारीख : 15/02/1985  
DATE OF BIRTH : 15/02/1985

8.4 cm

5 cm

GDN0225185

पता: 19/1, ठाकुर निवास  
गाँव शान्शा (ह.न.3/5)  
तहसील-लाहौल  
जिला-लाहौल और स्पीति(हि.प्र.)-175133  
Address: 19/1, THAKUR NIWAS  
GAON SHANSHA(H.NO.3/5)  
TEHSIL-LAHAUL  
DISTT.-LAHAUL AND SPITI(H.P.)-175133

Date : 20/11/2006

55-लाहौल और स्पीति (अ.ज.जा.) निर्वाचन क्षेत्र के  
निर्वाचक रजिस्ट्रीकरण अधिकारी  
के हस्ताक्षर की अनुकृति  
Facsimile Signature of the  
Electoral Registration Officer  
for 55-LAHAUL AND SPITI (S.T.) Constituency

पता बदलने पर, नये पते पर अपना नाम निर्वाचक नामावली में दर्ज करवाने तथा उस पते पर इसी नम्बर का कार्ड पाने के लिए सम्बंधित फार्म में यह कार्ड नम्बर अवश्य लिखें।  
In case of change in address, mention this Card No. in the relevant Form for including your name in the roll at the changed address and to obtain the card with same number.

8.4 cm

### *Specifications for EPICs – Other Parameters*

The specifications of the revised EPIC, its size and other parameters are given below:

Card Size - 5 cm. Horizontal and 8.4 cm vertical with variation permissible of plus or minus 5 per cent. Six cards can be printed on an A4 size paper as shown diagrammatically below.

Paper Quality - Thickness of the paper used shall not be less than 165 GSM. Where the EPIC is produced by single side printing on paper and folding, the paper used should not be less than 80 GSM

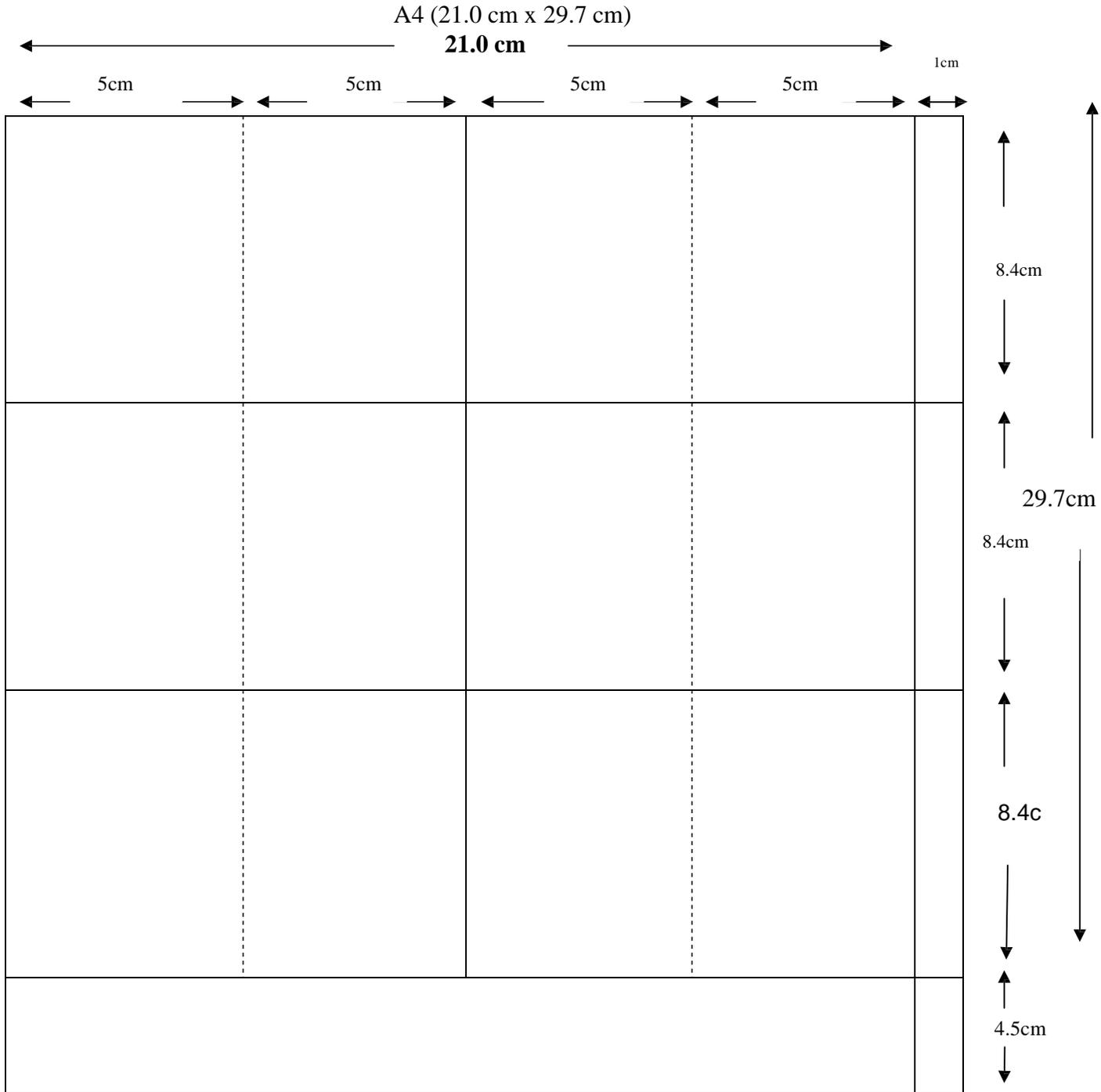
Laminating Pouch - Thickness of the polyester film shall not be less than 125 microns.

### **Other Parameters**

The following information shall be printed on the bottom of reverse side of the card in the language in which the card is printed.

पता बदलने पर, नये पते पर अपना नाम  
निर्वाचक नामावली में दर्ज करवाने तथा उस पते पर  
इसी नम्बर का कार्ड पाने के लिए सम्बंधित फार्म में यह  
कार्ड नम्बर अवश्य लिखें  
**n case of change in address, mention this  
Card No. in the relevant Form for including  
your name in the roll at the changed address  
and to obtain the card with same number.**

# Diagram of Revised Elector Photo Identity Card



ANNEXURE 9.2  
CHAPTER IX, PARA 25

**Description of Table** Table for storing EPIC numbers of Electors. Fields 3 to 7 correspond to place of birth of EPIC holder.

Field No.	Field Name	Status	Type	Size	Annotation
1	EPIC_NO	P	Character	16	EPIC Number
2	DOB	M	Date	8	Date of Birth
3	PHOTO	M	Blob	0	The photograph of elector
4	FVTM_TYPE	M	Character	1	Indicates area covered by the Part. F -If whole area covered is in Reserved Forest, V -If whole area covered is in Village, T -If whole area covered is in Town, M -If whole area covered is in Metro.
5	FVTM_NO	M	Numeric	4	Identifying Number of the Reserved Forest (F), or Village (V), or Town (T), or Metropolis (M) linked to respective Tables for reserved forests (R_FOREST), villages (VILLAGES), towns (TOWNS) and metros (METROS).
6	TEHSIL_NO	M	Numeric	2	Tehsil No. covered by Part (Not applicable for Reserved Forests, and, possibly, for Metros)
7	DIST_NO	M	Number	3	District No.
8	ST_CODE	M	Character	3	State/UT Code; S01 to S25 for States and U01 to U07 for UTs in alphabetical order

**P=> Primary Key Fields**

**M=> Mandatory Fields**



**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)
1	Yadav Ramsingh Rajmury	M	Rect		Serv. No. 2613595L, The Asst., Record Officer, Madras, Regiment	R/o Sasmoem Vasco Da Gama
2	Patil Bhimgowda 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)		149742/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 Force Stat	B-5 Navelkar Flat
10	Walia Swati S.	W		16	21858 G Fit Lt Sts., Adjit Air Force 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	Slt		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, Alilekh Karya Belgaum 50009	Mangur Hill, Head Land, Sada
17	Pawar Gangabai Ganpati	W			Mz 2787794-h Maratha Light, Alilekh 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/ld 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 Mankurd Mumbai., Sr No.141348Y	H.no.T-13-e Varunapuri, Mangor,Vasco
30	Yadav Girija	W		28	Cabs Mankurd Mumbai, Sr.No.141348Y	H.no.T-13-e Varunapuri, Mangor,Vasco.
31	Singh Pramod Kumar	M	Lema		Cabs Mankurd Mumbai, Service No.171897.	H.no.T-39-j Varunapuri, Mangor
32	Singh Anita	W		30	Cabs Mankurd,Mumbai, Service No.171897.	H.no.T-39-j Varunapuri, Mangor
33	Singh Jai	M	Lema		Cabs, Mankurd Mumbai, Service No.169919	H.no.T-43-h, Varunapuri, Mangor Vasco Da
34	Singh Sushila	W		32	Cabs Mankurd,Mumbai, Service No.169919	H.no.T-43-h, Varunapuri, Mangor Vasco Da
35	Kumar Ravinder Kumar	M	Mcam-ii		Cabs Mankurd Mumbai	H.no.T-21e, Varunapuri, Mangor VascoDa
36	Tyagi Neelima Kumar	W		34	Cabs Mankurd Mumbai	H.no.T-21e, Varunapuri, Mangor Vasco Da
37	Singh Baleshwar	M	Mcaa(wji		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**

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)
39	Shekhawat Gokul Singh	M	Hon.sub-lt		Cabs Mumbai	H.no.T-78-h, Varunapuri, Mangor Vasco
40	Shekhawat Phooa Kanwar	W		38	Cabs Mumbai	H.no.T-78-h, Varunapuri, Mangor Vasco
41	Vazhathetti 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 Brij 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		Commdore Bureau Of Sailors, Mumbai	H.no.41-b Varunapuri Mangor, Vasco
55	Pramila Devi	W		66	Commdore 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 Sailor, Mumbai	H.no.132 H, Varunapuri Mangor, Vasco
59	Sharma Sharma	W		70	Commandore Bureau Of Sailor, 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	Zanbi	M			Cabs Mumbai	H.no.79 Varunapuri Mangor, Vasco
66	Singhadon Ram	M	Ac Heor		Cabs Mumbai	H.no.75-g Varunapuri Mangor, Vasco
67	Tadev Urmila	W		78	Cabs Mumbai	H.no.75-g Varunapuri Mangor, Vasco
68	Nimela Unajay Appasaheb	M	Acearii		Cabs Mumbai	H.no.10-d Varunapuri Mangor, Vasco
69	Nimela 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**

Electors 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	Mahamty 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 Siwach	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(w)i		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,I, Varunapuri Vasco
112	Singh Shanti Devi	W		123	Cabs Mumbai	H.no.215,I, 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	Electo r 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	Moeaar		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	Moeaar		Cabs Mumbai	H.no.81-j Varunapuri Vasco
120	Thakur Narad	W		131	Cabs Mumbai	H.no.315f, Varunapuri Vasco
121	Thakur Ruchi	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.436,New Vadem Vasco
146	Sreelatha	W		157	Cabs Mumbai	H.no.436,New Vadem Vasco
147	Nayak Pravakat	M	Poaf		Cabs Mumbai	H.no279-n Varunapuri Vasco
148	Lilabti	M			Cabs Mumbai	H.no279-n Varunapuri Vasco
149	Yadav Lal Babu	M	Poa		Cabs Mumbai	H.no278-j Naval Base Mangor, Hill Vasco
150	Yadav Chandrakala	W		161	Cabs Mumbai	H.no278-j Naval Base Mangor
151	Totdar Bijendra Singh	M	Mcaa li		Cabs Mumbai	H.no 216-o Varunapuri Vasco
152	Totdar Saroj	W	163		Cabs Mumbai	H.no 216-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	Electo 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		38	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	Mcam-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	Moelari		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	Mcam-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 Mqpost Cpo's, Mess/ins Hansa
184	Swamy K.Jaya Bharatha Devi	W		186	Rages Goa Ins Hansa Cabs., Manikhurd Mumbai	Cabin No.4 Mqpost Cpo's, Mess/ins Hansa
185	Yadav Ajay Kumar	M	Cheaa		Indian Navy Rages Goa lns, Hansa, Command Sailors Cheetha, Camp Mankhurd Mumbai=400	321 'a' Varunapuri Mangor Hill, Vasco
186	Ramania G.Venkath	M	Lema		Rages Goa lns Hansa,Cabs, Mankhurd Mumbai	C-bsf,Hansa Vihar/ins, hansa.
187	Sah Shankar Prasad	M	Lam		Indian Navy Rages Goa lns 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	Electo r 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,Cheetah 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(a1)3		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	38/f, Varunapuri, Mangor Hill., Vasco-Da-Gama
216	R.Prasad T.Usha Rani	W		257	Navy Ald/ins Hansa, Dabolim, Air Port	38/f, Varunapuri, Mangor Hill., Vasco-Da-Gama
217	Singh Avtar	M	Lema		Navy Ald/ins Hansa, Dabolim, Air Port	386/a, Varunapuri, Mangor Hill., Vasco-Da-Gama
218	Singh Manjit Kaur	W		137	Navy Ald/ins Hansa, Dabolim, Air Port	386/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, Sailers, Cheetah 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, Cheetah, Mankhurd, Mumbai	19/d, Varunapuri, Mangor Hill,
224	Biswas Anima	W		265	Commodore Bureau Of Sailors, Cheetah ,Mankhurd Mumbai	19/d, Varunapuri, Mangor Hill,
225	Mishra Shivshankar	M	Poaf		Commodore Bureau Of Sailors, Cheetah Camp.Mankhurd Mumbai	287/r, Varunapuri, Mangor Hill,

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**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)
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		296	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 Nimlala	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.	26/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**

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)
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	260683ok		Madras Regliment 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.164638-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	386-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.172 369-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.173018-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.166074, 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.171118-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.	386-C, Varunapuri, Mangor Hill,, Vasco Da Gama
280	Singh Avtar	M	Lema		Serv.No.177418-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	306-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**

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)
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.163653-R, Indian Navy., C A B D Mankhurd, Mumbai.	287-M, Varunapuri Mangor Hill., Vasco Da Gama
293	Singh Prem	M	Mscop-1		Serv.No.106677-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, Gomantak
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	Agchaa		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	Electo 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 Chitrnanj Kumar	M	Mech(a1)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	Cheear		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 Purja	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	Moa(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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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)
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.Jo-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. Saniitha A.r	W		354	Serv.No.Jo-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.Jo-3055181 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 166/c, Down Mangor Hill,, Vasco
351	Benjamin Johnson	M	Pock(s)		Serv.No.150579-a Mankhurd Ab, 12/ele04 Mumbai 400 088	Mhn-879 Mangor, Vasco
352	Benjamin Jasmine	M			Serv.No.150579-a Mankhurd, Ab12/ele-04, Mumbai 400 088	Mhn-879 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, Br/03405,Mumbai 88	P-234, Cgra Mangor Hill
358	Singh Antu	M			Serv.No.03405-r, Coast Guard, Buvik, Br/03405, Mumbai 88	P-234, Cgra Mangor Hill
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.26135,96-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

**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

Place : Mormugao

Date : 30/09/2008

Electoral Registration Officer  
25-Vasco-Da-Gama Assembly Constituency

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**Note**

Electors 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.

<b>Supplement Details</b>		<b>Last Part : 31</b>
<b>Supplement No. : 1</b>		<b>Service Electors</b>
<b>Revision ID : Special Revision on account of Delimitation</b>		<b>Mother Roll :</b> Basic Roll of Revision, 2008 Integrated with all Supplements prepared in accordance with the exact of newly delimited constituency.
<b>Supplement Process &amp; Year : 2008</b>		
<b>Supplement Type : List of additions, Deletions and Corrections</b>		

**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)
<b>NIL</b>					

Place : Mormugao

Date : 30/09/2008

Electoral Registration Officer  
25-Vasco-Da-Gama Assembly Constituency

**Note**

Electors of Type M 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 10.2  
CHAPTER X, PARA 27

**DECLARATION BY SERVICE PERSONNEL**

(TO BE ATTACHED WITH THE STATEMENT IN FORM 2 OR 2A, AS THE CASE MAY BE)

I, .....(NAME IN BLOCK LETTERS) am applying through my Record Office/Commandant for getting myself **\*and my wife** registered as service elector(s) in the last part of the electoral roll of my native place where I would have been ordinarily resident but for my service qualification, and wish to avail the facility of postal ballot paper/proxy at the time of election, as and when held, in the constituency in which my native place lies.

I, hereby, declare that I **\*and my wife** have neither got **\*ourselves/myself** already registered nor have applied for such registration as ordinary electors in the general part of the electoral roll of the place where I am presently posted and residing or any other constituency.

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 and if my name **\*or my wife's name** so appears at different places, the same may be deleted from all such places except from the last part of the electoral roll of my native place for which I have made the enclosed statement.

SIGNATURE OF THE SERVICE PERSONNEL  
RANK.....

Place:.....  
Date:.....

---

*\* Delete if the name of wife is not included in Form 2 or 2A, as the case may be*

ANNEXURE 10.3  
CHAPTER X, PARA 31

{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 11.1**  
**CHAPTER XI PARA 1**

**THE REPRESENTATION OF THE PEOPLE (AMENDMENT) ACT, 2010**

THE REPRESENTATION OF THE PEOPLE (AMENDMENT)  
ACT, 2010

No. 36 OF 2010

[21st September, 2010.]

An Act further to amend the Representation of the People Act, 1950.

BE it enacted by Parliament in the Sixty-first Year of the Republic of India as follows:—

1. (1) This Act may be called the Representation of the People (Amendment) Act, 2010. Short title and commencement.

(2) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

43 of 1950.

2. In the Representation of the People Act, 1950 (hereinafter referred to as the principal Act), after section 20, the following section shall be inserted, namely:— Insertion of new section 20A.

“20A. (1) Notwithstanding anything contained in this Act, every citizen of India,— Special provisions for citizens of India residing outside India.

(a) whose name is not included in the electoral roll;

(b) who has not acquired the citizenship of any other country; and

(c) who is absenting from his place of ordinary residence in India owing to his employment, education or otherwise outside India (whether temporarily or not),

shall be entitled to have his name registered in the electoral roll in the constituency in which his place of residence in India as mentioned in his passport is located.

(2) The time within which the name of persons referred to in sub-section (1) shall be registered in the electoral roll and the manner and procedure for registering of a person in the electoral roll under sub-section (1) shall be such as may be prescribed.

(3) Every person registered under this section shall, if otherwise eligible to exercise his franchise, be allowed to vote at an election in the constituency.”

Amendment of  
section 22.

3. In section 22 of the principal Act,—

(a) after the words “amend, transpose or delete the entry”, the words “after proper verification of facts in such manner as may be prescribed” shall be inserted;

(b) in the proviso, after the words “proposed to be taken in relation to him”, the words “after proper verification of facts in such manner as may be prescribed” shall be inserted.

Amendment of  
section 23.

4. In section 23 of the principal Act, in sub-section (2),—

(a) after the words “direct his name to be included therein”, the words “after proper verification of facts in such manner as may be prescribed” shall be inserted;

(b) in the proviso, after the words “strike off the applicant's name in that roll”, the words “after proper verification of facts in such manner as may be prescribed” shall be inserted.

Amendment of  
section 28.

5. In section 28 of the principal Act, in sub-section (2), after clause (h), the following clauses shall be inserted, namely:—

“(hh) the procedure for proper verification of facts for amending, transposing or deleting any entry in the electoral rolls, under section 22;

(hhh) the procedure for proper verification of facts for inclusion of or striking off, names in the electoral rolls, under sub-section (2) of section 23;”.

**ANNEXURE 11.2**  
**CHAPTER XI PARA 2**

**THE REGISTRATION OF ELECTORS (AMENDMENT ) RULES ,2011**

MINISTRY OF LAW AND JUSTICE

(Legislative Department)

NOTIFICATION

New Delhi, the 3rd February, 2011

S.O. 244(E).—In exercise of the powers conferred by section 28 of the Representation of the People Act, 1950 ( 43 of 1950), the Central Government, after consulting the Election Commission, hereby makes the following rules further to amend the Registration of Electors Rules, 1960, namely:-

1. (1) These rules may be called the Registration of Electors (Amendment) Rules, 2011.

(2) They shall come into force on the date on which the Representation of the People (Amendment), Act 2010 (36 of 2010) shall come into force.

2. In the Registration of Electors Rules, 1960 (hereinafter referred to as the said rules), in rule 2, in sub-rule (1),-

(i) after clause (b), the following clause shall be inserted, namely:-

“(bb) “Electronic Gazette” shall have the same meaning as assigned to it in clause (s) of sub-section (1) of section 2 of the Information Technology Act, 2000 (21 of 2000)”;

(ii) after clause (c), the following clause shall be inserted, namely:-

“(cc) “overseas elector” means a citizen of India referred to in section 20A and who is not less than eighteen years of age on the qualifying date.

3. In rule 5 of the said rules, after sub-rule (3), the following sub-rule shall be inserted, namely,-

“(3A) The name of every overseas elector who is entitled to be included in the roll under section 20A, shall be included in the part of the roll pertaining to the locality in which his place of residence in India as mentioned in his passport is located.”

4. After rule 8 of the said rules, the following rules shall be inserted, namely:-

**“8A. Manner of giving notice for registration of persons as overseas electors.-** On the commencement of the Representation of the People (Amendment) Act, 2010 (36 of 2010) and at such other times as the Election Commission may direct, the Chief Electoral Officer may, for the purpose of inclusion of names of overseas electors in the roll, make a public notification requesting every person entitled to be registered as an overseas elector under section 20A and a copy of such notification shall be forwarded to all foreign missions of the Central Government and also make such further publicity as he may consider expedient and necessary.

**8B. Inclusion of names of overseas electors in the rolls.-**

(1) Every overseas elector, who is not otherwise disqualified for registration and is 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 to the concerned registration officer directly or send the application to him by post.

(2) The provisions of sub-rules (2), (3) and (4) of rule 13 shall *mutatis mutandis* apply for filing of claims or objections to the inclusion of name or to any particulars of an entry or for transposition of any entry from one place to another in the roll as an overseas elector.

(3) Every application in Form 6A sent by post shall be accompanied by copies of all the documents mentioned in the said Form duly attested by the competent official of the Indian Mission in the country concerned.

(4) Every application in Form 6A presented in person to the registration officer shall be accompanied by photocopies of all the documents mentioned in the said Form alongwith originals thereof for verification by the registration officer.

(5) Where a personal hearing is necessary in respect of any claim for inclusion or objection to the inclusion of name in the roll as an overseas elector, the registration officer may, if considered necessary, designate an official in the Indian Mission in the concerned country for the purpose.

5. In rule 10 of the said rules, the following proviso shall be inserted at the end, namely:-

“Provided that where such draft contains names of overseas electors, the copies of such rolls shall also be published in the Electronic Gazette.”

6. In rule 16 of the said rules, the following proviso shall be inserted at the end, namely:-

“Provided that where any claim or objection relates to registration of a person as an overseas elector, a list of such claim or objection shall be exhibited on the notice board in his office and shall also be published in the Electronic Gazette in such form as the Election Commission may direct.”

7. In rule 22 of the said rules, in sub-rule (1), in clause (b), before the word “and” occurring at the end, the following proviso shall be inserted, namely:-

“Provided that where the roll contains the name of any overseas elector the same shall also be published in the Electronic Gazette.”

8. In rule 25 of the said rules, in sub-rule (3), for the figure “9”, the figure and letter “8A” shall be inserted.

9. In rule 26 of the said rules, in sub-rule (1), after the figure “6”, the figure and letter “6A” shall be inserted.

10. After Form 6 appended to the said rules, the following Form shall be inserted, namely:-

विधि और न्याय मंत्रालय  
(विधायी विभाग)

शुद्धि-पत्र

नई दिल्ली, 9 फरवरी, 2011

का.आ. 306(अ).—भारत के राजपत्र, असाधारण, भाग II, खण्ड 3, उप-खण्ड (ii), तारीख 3 फरवरी, 2011 में प्रकाशित भारत सरकार के विधि और न्याय मंत्रालय, विधायी विभाग की अधिसूचना सं. का.आ. 244(अ), तारीख 3 फरवरी, 2011 में,—

- (i) पृष्ठ 2, पंक्ति 6 में, “व्यक्ति से” के पश्चात्, “नियम 8ख के अधीन आवेदन करने का” अंतःस्थापित करें ;
- (ii) पृष्ठ 4, पंक्ति 14 में, “भारतीय मिशन द्वारा अनुप्रमाणित” के स्थान पर, “सम्यक् रूप से स्वतः अनुप्रमाणित” पढ़ें ;
- (iii) पृष्ठ 4, पंक्ति 24 में, “भारतीय मिशन द्वारा अनुप्रमाणित” के स्थान पर, “सम्यक् रूप से स्वतः अनुप्रमाणित” पढ़ें ;
- (iv) पृष्ठ 5, पंक्ति 9 में, “1(छ)” के स्थान पर, “1(ज)” पढ़ें ; और
- (v) पृष्ठ 7, पंक्ति 26 में, “भारतीय मिशन के किसी सक्षम पदधारी द्वारा सम्यक् रूप से” के स्थान पर, “सम्यक् रूप से स्वतः” पढ़ें ।

[फा. सं एच-7(18)/98-वि. II (जिल्द IV)]

एन. के. नम्पूतिरि, अपर सचिव

MINISTRY OF LAW AND JUSTICE  
(Legislative Department)

CORRIGENDA

New Delhi, the 9th February, 2011

S.O. 306(E).—In the Notification of the Government of India in the Ministry of Law and Justice, Legislative Department number S.O. 244(E), dated the 3rd February, 2011 published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section (ii), dated the 3rd February, 2011,—

- (i) at page 8, in line 33, after “section 20A” insert “to make an application under rule 8B”;
- (ii) at page 11, in lines 6-7, for “attested by the Indian Mission” read “duly self-attested”;
- (iii) at page 11, in lines 21-22, for “attested by the Indian Mission” read “duly self-attested”;
- (iv) at page 11, in line 44, for “1(g)”, read “1(h)”; and
- (v) at page 14, in lines 15-16, for “got duly attested by the competent official in the Indian Mission” read “duly self-attested”.

[F.No.H-7(18)/98-Leg. II (Vol. IV)]

N.K. NAMPOOTHIRY, Addl. Secy.

## THE REGISTRATION OF ELECTORS (SECOND AMENDMENT ) RULES ,2011

### NOTIFICATION

New Delhi, the 23rdFebruary, 2011

S.19. ~~6(E).=I-n exercise of the powers conferred by section 28 of the Representation of the People Act, 1950 (43 of 1950), the Central Government, after consulting the Election Commission, hereby makes the following rules further to amend the Registration of Electors Rules, 1960, namely:-

1. (1) These rules may be called the Registration of Electors (Second Amendment)Rules, 2011.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Registration of Electors Rules, 1960,-

(a) in rule 8B, in sub-rule (3), for the words "duly attested by the competent official of the Indian Mission in the country concerned", the words "duly selfattested" shall be substituted;

(b) in the proviso to rule 10, after the words "Electronic Gazette", the words "or in the official web site of the Chief Electoral Officer of the concerned State" shall be inserted;

(c) in the proviso to rule 16, after the words "Electronic Gazette", the words "or in the official web site of the Chief Electoral Officer of the concerned State" shall be inserted;

(d) in rule 22, in sub-rule (1), in the proviso to clause (b), after the words "Electronic Gazette", the words "or in the official website of the Chief Electoral Officer of the concerned State" shall be inserted.

**ANNEXURE 11.3**  
**CHAPTER XI PARA 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 electoral 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 11.4**  
**CHAPTER XI PARA 7**

**Form -A**

**Monthly Report for monitoring the disposal of applications received for inclusion from overseas electors received in Form-6A**

Name of the State/UT- \_\_\_\_\_

Name of the constituency- \_\_\_\_\_  
(Assembly/Parliamentary)

Period of the report: from----- to-----

Total Number of Applications received	Number of Applications accepted	Number of Applications rejected	Number of Applications referred to Indian Mission for hearing	Number of pending Applications	Remarks

Date :

Electoral Registration Officer

## ANNEXURE 13.1

### CHAPTER XIII para 7

#### 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	90	31	8	8	31	12
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 <sup>#</sup>	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.

<sup>#</sup> 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 13.2**  
**CHAPTER XIII para 12**

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

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 13.3**  
**CHAPTER 13 para 42**

**FORM OF TABLE OF CONTENTS**

..... Graduates'/Teachers' Constituency

**Electoral Rolls, 20.....(year)**

**(Extent of Constituency : .....,.....,.....and  
..... Districts)**

**TABLE OF CONTENTS**

<b>S.No.</b>	<b>Name of part</b>
1	..... Tehsil
2	..... Tehsil
3	..... Tehsil
4	..... Tehsil
etc.....	..... Tehsil etc.

**ANNEXURE 13.4**  
**CHAPTER 13 para 54**

**TITLE PAGE**

Electoral Rolls of the .....Constituency of the  
..... Legislative Council as finally published on the ..... (date)

**Extent of Constituency : .....,.....,.....and..... Districts**

*Note :- This roll consists of the draft Electoral Roll of ..... and the  
final list of amendments .....*

**Place :.....**

**Date :.....**

**Electoral Registration Officer of the  
..... Constituency**