

SECTION: PIL

IN THE HON'BLE SUPREME COURT OF INDIA

EXTRAORDINARY ORIGINAL JURISDICTION

WRIT PETITION (CIVIL) NO. 640 OF 2025

IN THE MATTER OF:

ASSOCIATION FOR DEMOCRATIC REFORMS & ORS.

...PETITIONERS

VERSUS

ELECTION COMMISSION OF INDIA

...RESPONDENT

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SUPREME COURT OF INDIA

NEW DELHI-110 001

CODE NO. 515

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PAPER BOOK

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**[REJOINDER AFFIDAVIT ON BEHALF OF THE
PETITIONERS]**

COUNSEL FOR THE PETITIONERS: **PRASHANT BHUSHAN**

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REJOINDER TO ECI COUNTER AFFIDAVIT DATED 21.07.2025
ON BEHALF OF THE PETITIONERS

MOST RESPECTFULLY SHOWETH:

1. The petitioner had filed the instant PIL under Article 32 of the Constitution of India seeking setting aside of Order and Communication dated 24.06.2025 issued by the Respondent Election Commission of India (ECI) directing for Special Intensive Revision of Electoral Rolls in Bihar as being in violation of Articles 14, 19, 21, 325 and 326 of the Constitution of India as well as provisions of Representation of People's Act, 1950 and Rule 21A of the Registration of Electors Rules, 1960. The petition submits that SIR order dated 24.06.2025 if not set aside, can arbitrarily and without due process disenfranchise lakhs of citizens from electing their representatives, thereby disrupting free and fair elections and democracy in the country, which are part of basic structure of the Constitution. That the documentation requirements of the directive, lack of due process as well as the unreasonably short timeline for the said Special

Intensive Revision of Electoral Roll in Bihar further make this exercise bound to result in removal of names of lakhs of genuine voters from electoral rolls leading to their disenfranchisement.

2. *This Hon'ble Court vide order dated 10.07.2025 issued notice to the Election Commission of India (ECI) and urged it to consider the Aadhaar card, Electoral Photo Identity Card (EPIC), and ration card as valid proof of identity for the ongoing Special Intensive Revision (SIR) of electoral rolls in Bihar. The relevant part of the order is quoted herein below:*

An important question has been raised in these bunch of petitions before this Court, which goes to the very root of the functioning of a Democratic Republic, i.e. our Country. The question is of 'Right to Vote'. The petitioners would argue that in the exercise which has been undertaken by the Election Commission of India vide its order dated 24.06.2025, which is a Special Intensive Revision of Electoral Roll, apparently under Section 21(3) of the Representation of Peoples Act, 1950 is not only violative of Fundamental Rights of the voters under Article 14, 21, 324, 325 and 326 of the Constitution of India, but is also violative of the provisions of Representation of Peoples Act, 1950 and the Rules framed therein, particularly, the Registration of Electors Rules, 1960.

.....

After hearing both the sides, prima facie, we are of the opinion that there are following three questions involved in these petitions :-

- a) the very powers of the Election Commission to undertake the exercise;*
- b) the procedure and the manner in which the exercise is being undertaken; and*
- c) the timings, including the timings given for preparation of the Draft Electoral Rolls asking objections of making final Electoral Roll etc., which is very short, considering the fact*

that Bihar Elections are due in November, 2025 and the Notification will come in advance weeks earlier.

We are also of the considered view that the matter needs hearing. Therefore, we issue notice in the petitions, returnable on 28.07.2025. Notice is accepted by the respective parties. Counter affidavit be filed by the Election Commission of India on or before 21.07.2025. Rejoinder affidavit, if any, be filed before 28.07.2025.

.....

.....

Therefore, since the list is not exhaustive, in our opinion, it would be in the interests of justice if the Election Commission of India also considers the following three documents such as 1) Aadhar Card; 2) Electors Photo Identify Card (EPIC), which is issued by Election Commission of India itself, and 3) the Ration Card, as these documents would satisfy most of the voters. Therefore, in our prima facie view, it would be in the interest of justice if the Election Commission will also consider these documents.

A copy of order dated 10.07.2025 passed by this Hon'ble Court in WPC No. 640 of 2025 is annexed herewith as **ANNEXURE R1 (Pages 31 to 42)**.

3. Pursuant to the above, the Election Commission of India filed its counter affidavit on 21.07.2025 submitting that ECI has plenary powers to conduct SIR, and that it has the authority to determine citizenship, and that a large portion of population in Bihar already possesses one of more of the 11 documents as mentioned in its Order dated 24.06.2025 and has further refused to accept Aadhar, EPIC card and Ration Card as valid documents for the purpose of SIR. The

petitioner herein is filing the instant affidavit in response to ECI's counter affidavit. The Petitioner is not filing a para-wise reply and therefore, at the outset it is submitted that all the submissions made by Respondents are deemed to be denied unless specifically admitted.

4. The petitioner at the outset rejects all contentions with regard to para 13 to 16 of the counter-affidavit filed by ECI. That ADR is a non-partisan award-winning NGO working on electoral and political reforms since 1999 to improve governance and democracy. ADR is the first and only NGO to have paved the way for informed voting by empowering Indian voters with information on the contesting candidates and political parties. Any allegation against ADR is unfounded and must be rejected. A copy of list of cases and other work by petitioner organization is annexed herewith as **ANNEXURE R2 (Pages 43 to 51)**.

ECI has failed to establish why SIR of Electoral Roll must be completed before imminent elections in Bihar and why electoral roll as on 2025 cannot be used.

5. That the reason provided by ECI in order dated 24.06.2025 on why SIR process was required is because of mass urbanization, migration and ensuring that the only persons who are citizens are registered to vote. In the counter, the ECI has added additional grounds such as political parties having raised concerns regarding inaccuracies in the electoral roles. ECI has further stated in Para 20 that "*the Commission was of the considered view that the absence of any intensive revision*

for nearly two decades necessitated a more rigorous and foundational exercise."

6. In this regard, it is submitted that the process of updation of electoral list all over the country has always been an continuous process taking into account issues such as migration, death and multiple entries - a task which the CEO Bihar and the ECI had been carrying out till shortly before the issuance of the SIR order. The CEO Bihar *vide* press release dated 07.01.2025 noted that the SSR 2025 as directed by ECI, had been successfully completed in Bihar. The said press note stated that a total of 12,03,900 names have been added, and 4,09,434 names have been deleted as per rules during the same period.

*As per the directions of the Election Commission of India on 07-01-2025, the final publication of the electoral roll for the state of Bihar has been carried out for all 243 Assembly Constituencies. In this final publication of the electoral roll, **the total number of electors is 7,80,22,933, which includes: Male electors: 4,07,63,352, Female electors: 3,72,57,477, Third gender electors: 2,104.** In the draft publication, the gender ratio was 910, which has now increased to 914. There has been a consistent improvement in the gender ratio in Bihar's electoral roll.*

***After the draft publication dated 29-10-2024, a total of 12,03,900 names have been added, and 4,09,434 names have been deleted as per rules during the same period.** Thus, the net increase in the number of electors during the specified period is 7,94,466. According to the final publication: The net increase in male voters is 3,25,280 and the net increase in female voters is 4,69,078.*

A copy of the press release dated 07.01.2025 issued by CEO Bihar is annexed herewith as **ANNEXURE R3 (Pages 52 to 55)**.

7. On 11.08.2023 ECI had given instructions to the Chief Electoral Officers of all the States/UTs for "Deletion of the names of electors from the Electoral Roll in case of "shifting", "demographic similar entries (DSEs)" and "death"". A copy of the letter dated 11.08.2023 sent by ECI to the Chief Electoral Officers of all the State/UTs is annexed herewith as **ANNEXURE R4 (Pages 56 to 64)**.
8. That ECI's Manual on Electoral Roll dated March 2023 also states that electoral roll always remains in a state of updating and preparation throughout the year except for the period between last date of nomination and declaration of election result in a constituency. It further states that no *suo moto* deletions shall take place in an election year where elections to state assembly or House of People is due in the State concerned during 6 months period ending in the date of expiry of the term of the house. A copy of Manual on Electoral Roll dated March 2023 is annexed herewith as **ANNEXURE R5 (Pages 65 to 287)**.
9. That Intensive Revision for 7 states of North-East India and for Jammu & Kashmir dated 29.06.2004, also noted the concept of continuous revision. Relevant part thereof is reproduced below:

5. CONCEPT OF CONTINUOUS REVISION:

The Electoral Registration System in India is essentially in the nature of a continuous updation, even though this is not widely known as such or utilised except during the

periods when elections are held. As per the law, applications for inclusion/deletion of names or modifications of entries in the roll can be given at any time even after the election process has started but during the latter the requests can be acted upon only up to the last date of nomination. Only during the period between the last date of nomination and the date of completion of the electoral process no requests are acted upon. As with summary revision, supplementary lists are produced containing additions and deletions or modifications of entries allowed during the period intervening between the last final publication and the last date of nomination. It is quite possible that such a supplementary list is an addition to the supplementary list, which has been produced through summary or intensive revision earlier. There is however no publication of separate addition/deletion lists at fixed intervals due to continuous revision, though the Electoral Registration Officers are required to maintain such lists corrected up to date at all times.

10. As per ECI press note dated 29.01.2004, the Intensive Revision for 7 states of North-East India and for Jammu & Kashmir dated 29.06.2004 took note of the election scheduled for the latter part of 2004 in the states of Maharashtra and Arunachal Pradesh. The ECI press note dated 29.06.2004 stated thus:

7. THE PRESENT REVISION OF ELECTORAL ROLLS

As stated above, the Commission has decided to order intensive revision of electoral rolls in the States of Jammu and Kashmir and North-Eastern States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura. The Commission has decided to undertake special summary revision w.r.t.01.01.2005 as qualifying date in all the remaining States/Union territories. In respect of Arunachal Pradesh and Maharashtra, where Legislative Assembly elections are due to be

held later this year, revision exercise shall be taken up after these elections with a separate schedule to be announced later.

11. Moreover, the press-note of 2004 intensive revision noted the schedule for the intensive revision which started from 01.07.2004, with final publication of Electoral Rolls after 6 months i.e. 03.01.2005. The instant SIR process started on 25.06.2025 and final Electoral Roll is to be published in 3 months i.e. on 30.09.2025 i.e. in 97 days only, which has put a lot of eligible voters under huge risk of disenfranchisement. A copy of the Press Note dated 29.06.2004 issued by ECI is annexed herewith as **ANNEXURE R6 (Pages 288 to 293)**. A copy of the order and guidelines issued by ECI for Intensive Revision of Electoral Rolls dated 17.06.2004 in various north-eastern states is annexed herewith as **ANNEXURE R7 (Pages 294 to 338)**. A copy of the order and guidelines issued by ECI for Intensive Revision of Electoral Rolls dated 17.06.2004 in Assam is annexed herewith as **ANNEXURE R8 (Pages 339 to 397)**. A copy of order issued by ECI for Intensive Revision of Electoral Rolls dated 19.06.2004 in Jammu and Kashmir is annexed herewith as **ANNEXURE R9 (Pages 398 to 455)**.

12. Election Commission's contention that SIR is being conducted as a means to address concerns of political parties must be outright rejected as not a single political party had asked ECI for a *de novo* exercise such as the one prescribed in the instant SIR order. The concerns of political parties were on the issue of addition of non-existent votes and deletion of genuine votes supporting the opposition

parties and on the issue of casting of votes after closure of polls. It is to be noted that none of the political parties asked for a *de novo* revision of the electoral roll. Although the concerns raised by political parties form nearly 80% of the content in the ECI's counter affidavit, they fail to substantiate or justify the necessity of the ongoing Special Intensive Revision (SIR) in Bihar, or the broader push for a nationwide citizenship verification of electors, which the affidavit strongly advocates.

13. That with regard to ECI's contention that the petition is pre-mature, the petitioner submits that as per ECI's own press release dated 22.07.2025, a staggering number of electors i.e. 52.3 lakh electors have not been found at home. Again, as per press release dated 24.07.2025, 1 lakh voters are untraceable, forms of nearly 7 lakh voters have not been received. Thus, the exclusion of voters, as pointed out by the petitioners is currently playing out on the ground, with many electors without documents in no position to provide the same. With elections stated to be held in October-November 2025, there is no time for a large number of voters -- both who do not have documents but have submitted form and whose names do not find a mention in draft roll to get themselves included in the rolls. Moreover, the impact of deletion of migrated electors can be substantial if they are clustered within a few constituencies and demographics. A copy of ECI's press release dated 22.07.2025 is annexed herewith as **ANNEXURE R10 (Pages 456)**. A copy of ECI's press release dated 24.07.2025 is annexed herewith as **ANNEXURE R11 (Pages 457)**. A copy of ECI's press release dated

25.07.2025 is annexed herewith as **ANNEXURE R12 (Pages 458 to 459)**.

SIR order does not prescribe any procedure regarding the scrutiny of enumeration forms or the verification of documents, thereby conferring upon EROs arbitrary, unbridled and excessive discretionary powers, which can disenfranchise a huge percentage of population in Bihar

14. It submitted that those electors who did not submit enumeration forms and whose name is not in the Draft Roll stated to be published on 01.08.2025 stand to be deleted from the roll unless they file a claim for inclusion during the period of claims and objection and if refused have to take recourse to appellate process as envisaged under Section 24(a) of the RP Act, 1950 (appeal before DM) or under Section 24(b) (second appeal before CEO). Given the imminent elections in Bihar, many of the otherwise eligible voters would not be able to go through first and second appeal process in order to get themselves enrolled.
15. ECI in para 51 of its Counter Affidavit ECI states, "*That in the event the ERO has any doubt as to the eligibility of any elector (due to non-submission of requisite documents or otherwise), he/she will start a Suo moto inquiry and issue notice to such proposed elector, as to why his/ her name should not be deleted. The ERO will then decide on inclusion of such proposed electors in the final roll based on documentation, field inquiry or otherwise.*"

- 16.** The SIR order lacks any defined procedure for the examination of enumeration forms or the verification of supporting documents, thereby vesting Electoral Registration Officers (EROs) with broad, unchecked discretion—raising serious concerns about the potential disenfranchisement of a significant segment of Bihar’s population. It is submitted that a single ERO is tasked with handling the enumeration forms of over 3 lakh individuals - rendering it humanly impossible for any ERO to apply due diligence or conduct the process in a reasonable manner. This lack of defined procedure enables EROs to act arbitrarily and to exercise their discretion in a manner that is susceptible to misuse and undermines the integrity of the electoral process and democracy which is a fundamental right.
- 17.** Moreover, this mechanism is wholly impractical, as it fails to provide sufficient time for the affected voters to have their appeals adjudicated before the finalization of the electoral roll. Consequently, this process risks excluding voters who may be in the midst of the appeal process, thereby disenfranchising them and depriving them of their right to participate in the forthcoming elections.
- 18.** That as elaborated in subsequent paragraphs through reports from the ground in Bihar, enumeration forms are being mass-uploaded by BLOs without the knowledge or consent of the voters, in order to achieve the unrealistic target set by the ECI. Many voters have reported that their forms have been submitted online, despite never having met with any BLOs or signed any documents. Forms of even dead individuals have been reported to have been submitted. The above points to the flawed manner in which the current SIR of

electoral rolls is being conducted, where the integrity of the electoral rolls is compromised, potentially affecting millions of voters and undermining the democratic process. The situation raises serious questions about transparency, accountability, and the potential for electoral fraud, as voters express confusion and concern over how their details were uploaded without their involvement.

SIR of Electoral Rolls in Bihar, is being conducted in a manner that constitutes a grave fraud on the voters of Bihar

19. The ECI in its counter affidavit as well as in its own press releases can be seen to be patting its own back for the conduct of SIR in Bihar commenced from 25.06.2025. However, the reports from the ground in towns and villages of Bihar disclose a shocking account of the reality of the SIR process, which is absolutely arbitrary, illegal and in violation of ECI's own order and guidelines dated 24.06.2025.

20. A series of reports published in the media by Senior Journalist Ajit Anjum and other reporters in Bihar provides shocking evidence and discloses how enumeration forms are being filled in the absence of voters. The hyperlinks to these news reports and video reports have been provided by the petitioners. These reports show the following shocking facts:

a) Enumeration forms are being signed by BLOs themselves at various booths in absence of voters.

Link: <https://www.youtube.com/watch?v=O3J0EBW0nSY> (relevant from 7:00 to 11.45). A copy of translated transcript of the relevant part of the aforesaid video dated 16.07.2025 uploaded on *Youtube*

is annexed herewith as **ANNEXURE R13 (Pages 460 to 462)**. A copy of news report dated 20.07.2025 published in Navbharat Times is annexed herewith as **ANNEXURE R14 (Pages 463 to 465)**. A copy of news report dated 22.07.2025 reporting on the ECI's rebuttal on journalist's exposé on enumeration forms being filled by BLOs themselves published by Alt News on its web portal is annexed herewith as **ANNEXURE R15 (Pages 466 to 476)**. A copy of emails sent by individual voters dated NIL whose enumeration forms were filled without their knowledge addressed to Mr. Ajit Anjum is annexed herewith as **ANNEXURE R16 (Pages 477 to 481)**.

b) Voters who have not even filled the forms are getting messages on their phones that their forms have been filled.

Link: <https://www.youtube.com/watch?v=A6m9KRk9xgs>

(relevant from 2.43 to 7.28)

A copy of translated transcript of the relevant part of the aforesaid video dated 19.07.2025 uploaded on youtube is annexed herewith as **ANNEXURE R17 (Pages 482 to 487)**.

c) Individuals who are dead are being shown to have filled the form

Link: <https://www.youtube.com/watch?v=i3Ws6zuQIIE&t=103s>

(relevant from 04.30 to 6.10)

A copy of translated transcript of the relevant part of the aforesaid video dated 18.07.2025 uploaded on youtube is annexed herewith as **ANNEXURE R18 (Pages 488 to 496)**.

d) ECI posted false claims about voters having received acknowledgment of having filled enumeration form. Video

report shows that the same voters did not receive any acknowledgement slip.

Link: <https://www.youtube.com/watch?v=8PvCKiVd3W4>

(relevant from 11.10 to 17.55)

A copy of translated transcript of the relevant part of the aforesaid video dated 21.07.2025 uploaded on YouTube is annexed herewith as **ANNEXURE R19 (Pages 497 to 500)**. A copy of tweet dated 19.07.2025 posted by ECI from its handle @ECISVEEP is annexed herewith as **ANNEXURE R20 (Pages 501)**.

- 21.** That ECI in its detailed guidelines for SIR provides that BLOs shall give an acknowledgement receipt of enumeration form to the electors. This acknowledgement, issued on the applicant's retained copy of the enumeration form, serves as official confirmation that the form and requisite documents have been successfully submitted to the BLO. It ensures transparency and accountability in the electoral roll revision process, providing electors with documented proof of their submission. The relevant part of the guideline for SIR is quoted herein below:

3. House to House (H2H) Enumeration

.....

f. BLO will again visit every household to collect the filled copy of the Enumeration Form from the electors. BLO shall keep one copy of Enumeration Form along with the requisite documents with him/her and give an acknowledgement of receipt of Form and document on the other copy of Enumeration Form to be retained by the applicant.

However, as per news reports from the ground the same has not been followed during the SIR process as most BLOs are not giving the acknowledgement receipt of forms so collected by them to the electors.

- 22.** In light of the above, it is respectfully submitted that the SIR of electoral rolls in Bihar, initiated by the ECI *vide* its order dated 24.06.2025, is being conducted in a manner that constitutes a grave fraud on the voters of Bihar, and must be set aside. This fraudulent exercise, conducted under the guise of electoral integrity, violates principles of due process and natural justice, as enshrined under Articles 14, 19, and 21 of the Constitution.

ECI statistics on ground coverage are meaningless since inclusion in draft roll holds no meaning without submission of documents

- 23.** That in para 44, ECI states the "*the form collection phase of the SIR has covered 94.68% of the nearly 7.9 crores- strong electorate in Bihar.*" And that only 5.2% electors remain to submit their EFs before the July 25 deadline. In light of the media reports from Bihar, showing how BLOs are signing blank enumeration forms in absence of the voters (in order to meet the otherwise impossible target given to each BLO), the numbers as suggested by ECI are circumspect and even otherwise are of no consequence since most of these forms have been collected without documents (thereby is not duly filled) and a large number of electorate in Bihar continues to be at the risk of

disenfranchisement. It is submitted that inclusion of name in draft roll has no meaning till documents as required are submitted, and thus, the risk of disenfranchisement looms large over a huge population who has already voted in multiple elections since 2003.

24. That for those who did not vote in 2003 as well as those whose parents did not vote in 2003, the requirement of the 11 documents as mentioned in the enumeration form and the declaration form remains. Thus, there is clear discrimination against those voters who fall in the above two categories, who remain at a larger risk of disenfranchisement. Though the ECI has repeatedly mentioned inclusion in its counter affidavit, the requirement of documents and non-acceptance of documents which people generally possess are clearly exclusionary in nature.

25. ECI has further argued in para 64 that in “*2003 SIR in Bihar, the guidelines prescribed only 4 documents (NRC register where available, citizenship certificate, valid passport or birth certificate) in support of any claim of citizenship*”, while the 2025 SIR prescribes 11 documents to support claims of eligibility under Article 326. It is puzzling that the ECI has not placed on record the order of “2003 SIR in Bihar” and the accompanying guidelines. The petitioner requests this Hon’ble Court to ask the ECI to place on record SIR order of 2003 issued in Bihar. The 2004 intensive revision order for North East states indicates that these documents were to be supplied by first-time voters only. In the instant case documents are being sought by voters in Bihar who may have voted multiple times after 2003 in legislative or parliamentary elections.

ECI has given no valid reason for exclusion of Aadhar, EPIC and Ration Card from the list of documents which can be submitted during SIR

- 26.** Despite this Hon'ble Courts order dated 10.07.2025, the ECI has reiterated its stand on not including Aadhaar, EPIC and Ration Cards from the list of 11 acceptable documents, citing the reason that these can be obtained through fraudulent or falsified documentation. However, it is pertinent to note that the 11 documents included in the approved list are equally susceptible to being procured on the basis of fake or false documentation, thereby rendering the ECI's rationale baseless, inconsistent and arbitrary.
- 27.** ECI's affidavit further contains a data table showing coverage of some of the eleven eligibility documents for SIR 2025 in Bihar, which shows 13.89 crore "Residence certificates" and 8.72 crore caste certificates issued from 2011 to 2025. It is interesting to note that the same far exceed the total number of electors in the electoral rolls. If residence certificates can be accepted as eligibility proof of SIR 2025, despite their total number exceeding Bihar's current aggregate population, there is no reason why ration cards be rejected as a document on the grounds of being prone to forgery.
- 28.** Moreover, the fact that Aadhar card is one of the documents accepted for obtaining Permanent Residence Certificate, OBC/SC/ST Certificate and for passport – makes ECI's rejection of Aadhar (which is most widely held document) under the instant SIR order patently absurd.

- 29.** That former Election Commissioner Mr. Ashok Lavasa has also written an opinion piece titled “*EC Must Press Pause*” where he notes:

What is puzzling in the case of Bihar is that the EC discarded its own findings of more than two decades in registering electors as per its notified due process, and placed the burden of proof on electors. In an unprecedented step, it ordered that registration till 2003 would carry “probative evidence of eligibility, including presumption of citizenship”, not mentioned in earlier revisions. The previous EC orders for SIRs should be seen in this regard. The practice hitherto, as per available information, was house-to-house enumeration where the head of the family would provide details of all adult members, as per Forms 4 and 5, without any document for supporting citizenship. Therefore, the distinction made between pre-2003 and post-2003 is illogical.

A bureaucratic approach coupled with an unclear purpose can be a nightmare for citizens. Even if the ECI agrees to expand the list of documents that electors are required to submit for reconfirming the satisfaction of the ERO, the distinction made between two groups of electors, pre and post-2003, is unreasonable and needs review. Similarly, the distinction between different categories of citizens based on their date of birth is unprecedented. It may not be desirable to let an overzealous ECI enlarge its sphere of responsibility. After all, hasn’t the ECI steadfastly remained away from enforcing the order of the Central Information Commission treating political parties as public entities under the Right to Information Act as it doesn’t lie in its remit? Or should we expect the ECI to take that issue up with equal conscientiousness?”

A copy of opinion piece dated 11.07.2025 written by former CEC Mr. Ashok Lavasa published in the Indian Express is annexed herewith as **ANNEXURE R21 (Pages 502 to 504)**.

ECI's statistics with regard to document coverage is misleading

30. That in Para 69, EC has made an extraordinary claim that total number of documents issued in Bihar is approximately three times the number of potential voters in Bihar. It is submitted that the said argument is factually incorrect and an attempt to mislead this Hon'ble Court by posting irrelevant statistics. The table at para 68 in the counter affidavit attempts to present the coverage for some of the 11 documents as mentioned in the enumeration form. ECI affidavit has presented astronomical figures, many of which have no relevance. For example, in Para 68 (page 39) of the counter affidavit, S No.6, the ECI curiously notes Permanent Resident Certificate (which is one of the 11 documents) is not issued in Bihar and at the same time it states (without any source) that 13.9 cr. Resident Certificates (not among the 11 documents) have been issued in Bihar between 2011-2025. Moreover, this number exceeds the population of Bihar. Similarly ECI's claim (S No. 8 Para 68) that 2 Cr. people have been covered under Family Register (Vikas Register @ pg 775), holds no meaning since this document is not available to the people in general and is an internal administrative document of the state government. Thus, it cannot be used as one of the 11 documents by the general public, even if they may be registered. Similarly ECI claims (S. No. 7) that more caste certificates have been issued between 2011-2025 than the electorate itself, but no source for the said claim has been annexed. It is to be noted that ECI seems to have made no attempt to check the coverage of these documents in Bihar before issuing the instant SIR order and all documents regarding coverage, as annexed in the

counter affidavit, seem to have been collected by ECI as an afterthought in July 2025 to supplement its counter affidavit.

- 31.** That the Bharat Jodo Abhiyan, which is a group of activists working to promote constitutional values and democratic institutions, has prepared its own data table to counter the claim made by ECI. The analysis takes into account that someone with a permanent government job, in all likelihood already possesses a matric certificate. Similarly, caste certificates too are applied for by those seeking further education or jobs after matriculation. The only category that may not overlap is the land record/settlement papers (1.2%) and the Family Register issued by the Panchayati Raj department (1.2%). Hence the non-overlapping categories total to 45.7% (Matriculation Certificate, land record papers, Panchayati Family Register). Allowing for some further cases especially of caste certificate, who may not have completed matriculation, it is analysed that the overall coverage of documents in Bihar may not exceed 50%.
- 32.** In other words, people who are government employees, those who have passports, those who have caste certificates are also within the 43.3% who are Matriculates. Only the landless allotted land by the government (1.2%) and those included in Family Registers (1.2%) may not be matriculates. Hence proportion of individuals in 18-40 age group with eligibility documents is approximately 45.7%. In addition, there may be some exceptions like a small proportion who has caste certificates but is not matriculate. Hence the proportion of individuals in 18-40 group with eligibility documents is likely not to exceed 50%.

A copy of table dated NIL prepared by Bharat Jodo Abhiyan is annexed herewith as **ANNEXURE R22 (Pages 505 to 507)**.

33. This is further corroborated by a small survey conducted by *Bharat Jodo Abhiyan* from 5th to 7th July 2025 of 709 adults in 162 households in 8 Districts of Bihar. The eligibility-document coverage for the 18-40 age group in this survey was 37%. Hence, it is submitted that the concern that large numbers of existing voters will be dropped out of the electoral rolls for no fault of their own and reasons beyond their control, is legitimate. A copy of results of a survey conducted from 5-7 July, 2025 of 709 adults in 162 households in 8 districts of Bihar is annexed herewith as **ANNEXURE R23 (Pages 508 to 518)**.

34. That table prepared by *Bharat Jodo Abhiyan* on *normal electors to Adult population ration for India and large States, 2024* shows all over the world, the best measure of the inclusiveness of the electoral rolls is the "Electors to Adult population Ratio", calculated by dividing the total number of electors by the total population of the voting age group. A score of 100% indicates a perfect match. A score above 100% indicates the possibility of some malpractice of over-inclusion. A score below 100% suggests under-enfranchisement. The table presents the all-India and state wise data on Electors to Adult Ratio in the Lok Sabha election of 2024. Since there was no Census in 2024, it uses Population Projections from the Report of the Technical Group on Population Projections (2019), by the National Commission on Population, Ministry of Health and Family Welfare. These figures are used for all official purposes, including by the

Election Commission. It should also be noted that Census figures and projections based on that are not subject to any duplication, as they count everyone wherever they happen to be on one given day. A table prepared by xx shows that all-India Elector to Adult ratio was a healthy 99%. The table also shows that at 97%, Bihar was among the average states, just below the national average. A copy of table prepared by *Bharat Jodo Abhiyan* showing adult to elector ratio is annexed herewith as **ANNEXURE R24 (Pages 519 to 522)**.

35. It is submitted that the table prepared by *Bharat Jodo Abhiyan* on *Likely Impact of SIR on Electors to Adult Population Ratio in Bihar* presents the data on Elector to Adult population Ratio for the state of Bihar from 2019 Lok Sabha elections onwards. It shows that Bihar has hovered around the national average, with a slight decline from 102% in 2019 to 97% in 2024. It suggested that the ECI needs to take steps to address possible under-enfranchising of about 3% eligible population. The special summary revision completed in January, 2025 added about 9 lakh names in the voters list, but since the population had also grown, the Elector to Adult population Ratio remained the same. That minor ongoing changes from 1 January 2025 to 24 June 2025 did not make any difference to this ratio that stood static at 97%. The last row in table shows the drastic and adverse impact of SIR.
36. In July 2025, the adult population of Bihar was projected at 8.18 crores. So, in a perfect electoral roll (100% ratio), there should have been 8.18 crore names on the Draft Electoral Rolls. If we allow for Bihar's prevailing ratio of 97%, it should still be around 7.93 crores.

As per the ECI, the total number of eligible voters to be included in the proposed Draft Roll stood at 7.24 crores. This suggests a dramatic and unprecedented fall of 9 percentage points in the Elector to Adult population Ratio. A comprehensive and de novo writing of Electoral Rolls would have required improving the Elector to Adult Population ratio from 97% to an ideal situation of 100%. That would have meant an addition of about 28 lakh voters. If the SIR had maintained the existing ratio, it would have still resulted in an Electoral Roll of 7.93 Cr. Instead, the SIR has taken a deep dive in the opposite direction by bringing the figure down by 69 lakhs. It is submitted that the final figures of SIR show only 7.24 Cr names as against the norm of 8.18 Cr. Thus, there are 94 lakh adult persons (8.18 crores minus 7.24 crores) living in Bihar who should have been on Electoral Roll but whose names will not appear on the Draft Electoral Roll.

ECI's argument that it has power to determine citizenship is untenable and in teeth of judgments of this Hon'ble Court.

37. ECI has noted that it is fully competent to determine citizenship under Article 326. The same is in direct contradiction to previous intensive revision in other states. For instant in Assam, the 2004 intensive revision order categorically stated that:

8 (ii) "*The Electoral Registration Officers should ensure, as far as possible, that only the names of Indian citizens are borne on the electoral rolls. But basically it is not for the Electoral Registration Officers to determine whether a particular person is a citizen of India or not. This determination is to be made by the authorities vested with this responsibility under the Citizenship Act, 1955, The*

Foreigners Act, 1946, and the Illegal Migrants (Determination by Tribunals) Act, 1983. However, the Electoral Registration Officer has to decide, for the limited purpose of preparation/revision of the electoral roll, whether a person is eligible for inclusion of his name in the electoral roll or not on the ground of citizenship, as the citizenship of India is an essential condition for such registration."

- 38.** That in para 98, the ECI notes, "*The burden to prove citizenship falls on the person who claims the right to be registered in electoral rolls*". The said stand taken by ECI is contrary to this Hon'ble Court's judgment in ***Lal Babu Hussain*** (1995) 3 SCC 100 where it was held that burden of proof of citizenship would be on those who are registering anew and not on those whose names are already on the electoral roll. This Hon'ble Court held thus:

6. "*.....It is obvious from the above that two situations arise; the first where the name is to be entered on the rolls for the first time and the second where the name already entered is required to be deleted. In the first mentioned situation before the name is entered on the rolls, the officer concerned must be satisfied that the person seeking to have his name entered is not disqualified by reason of his not being a citizen of India. Therefore, he would be justified in requiring the person concerned to show evidence that he is a citizen of India. In the second situation, since the name is already entered, it must be presumed that before entering his name the officer concerned must have gone through the procedural requirements under the statute. This would be so even if we invoke Section 114(e) of the Evidence Act. But then possibilities of mistakes cannot be ruled out. These mistakes, if any, would have to be corrected. Even if we are to assume (without deciding) that the words "is otherwise not entitled to be registered in that roll" used in Section 22 of the 1950 Act or Rule 21-A of the 1960 Rules are wide enough to cover the question relating to citizenship, the issue*

would have to be decided after giving the person concerned a reasonable opportunity of being heard. If the opportunity of being heard before deletion of the name is to be a meaningful and purposive one, it goes without saying that the person concerned whose name is borne on the roll and is intended to be removed must be informed why a suspicion has arisen in regard to his status as a citizen of India so that he may be able to show that the basis for the suspicion is ill-founded. Unless the basis for the doubt is disclosed, it would not be possible for the person concerned to remove the doubt and explain any circumstance or circumstances responsible for the doubt."

39. That, further, the stand taken by the Election Commission is also contrary to the judgment of a Constitution Bench of this Hon'ble Court in ***Inderjit Barua v. Election Commission of India***, (1985) 1 SCC 21, wherein it was expressly held that presence on the existing electoral roll was *prima facie* proof of citizenship, and that the burden of showing otherwise lies on the objector;

"4. We may also point out that in our opinion the electoral rolls of 1979 cannot be condemned as invalid. The counter affidavits of Shri Ganesan, Secretary to the Election Commission and Shri Ashok Kumar Arora, Additional Chief Electoral Officer, Assam clearly show that the procedure prescribed by the Representation of People Act, 1950 for revision of the electoral rolls was followed. The Press Note dated September 18, 1979 on which considerable reliance was placed on behalf of the petitioners must be read along with the correspondence exchanged between the Chief Electoral Officer, Assam and the Secretary to the Election Commission prior to the issue of the Press Note and if all these documents are read as a whole, it is clear that no instructions were issued by the Election Commission to the Chief Electoral Officer not to decide the question of citizenship, if any objection to a particular entry in the draft electoral rolls was raised on the ground of lack of

qualification of citizenship. All that the Election Commission directed the Chief Electoral Officer to do was to proceed on the basis that those whose names were already included in the previous electoral rolls.— and we may point out that the electoral rolls of 1977 on the basis of which the elections to the Assam Legislative Assembly were held in 1978 were not at any time challenged by any of the petitioners — should be prima facie regarded as satisfying the qualification of citizenship and if any specific objection to the inclusion of any particular person on the ground of lack of qualification of citizenship was raised, it should be decided by the appropriate electoral authorities and the burden of showing that such person was not a citizen should be on the objector. We are informed and the affidavits also go to show that in fact a large number of objections based on the ground of lack of qualification of citizenship were disposed of by the appropriate electoral authorities after the publication of the draft electoral rolls. So far as the inclusion of any new names in the draft electoral rolls was concerned, the Election Commission directed that the utmost care should be taken to ensure that only citizens were enrolled as electors. We do not think that these directions given by the Election Commission were in any way in defiance of the provisions of the Representation of the People Act, 1950 and the Electoral Registration Rules, 1960 made under that Act. The electoral rolls of 1979 must therefore be regarded as not suffering from any legal infirmity, though we may reiterate once again that even if the electoral rolls of 1979 were invalid, that would not affect the validity of the impugned elections nor would a writ petition under Article 226 of the Constitution be maintainable for challenging the impugned elections.”

40. That, in paras 105 to 108, the ECI has sought to perversely distinguish **Lal Babu Hussain** (supra) by claiming that all electors shall fall within the “*first category*” in a *special intensive revision*, and hence, can be asked to prove their citizenship by producing

documents, meaning thereby that no value need be attached to their presence on the existing roll. This is in the teeth of the judgment, which clearly says that presence on the existing roll has to be accorded probative value *even in cases of special intensive revision*:

"13. *From what we have stated hereinbefore it is clear that inhabitants of certain constituencies in Bombay and Delhi were treated as suspect foreigners and enumerators were appointed to verify if persons residing in certain polling stations were not citizens. The police was employed for this purpose and as observed earlier in Bombay they addressed as many as 1.67 lakh notices calling upon the addressees to produce (i) birth certificates, (ii) Indian passports, if any, (iii) citizenship certificates and/or (iv) extracts of entry made in the register of citizenship. In Delhi also similar notices were addressed to hundreds of residents of Matia Mahal constituency requiring them to produce the aforesaid documents. The time given was short and requests for extension of time were refused presumably because the work had to be completed within a given time-frame. Except the documents stated in the notices, no other proof, documentary or otherwise, was entertained. The fact that the addressees were by and large uneducated and belonged to the working class, particularly those who lived in jhuggi jhompris was overlooked. Perhaps the instructions issued from time to time by the office of the Election Commission created an atmosphere which gave wrong signals that the verification had to be completed within the time-frame failing which they would incur the displeasure of the Election Commission exposing them to disciplinary action. This is evident from the fact that the police refused to accept any other document and prepared stereotype reports which betray non-application of mind and the Electoral Registration Officers abdicated their functions and merely superadded their seals to such reports. This, notwithstanding the fact that these persons were voters in previous elections and*

hence it would ordinarily appear that their cases were verified before their names were entered in the electoral rolls. That is because it may be presumed that official acts performed under the provisions of the 1950 Act or the 1960 Rules were regularly done. Their names were already on the rolls and since they were sought to be removed by undertaking a special revision, whether intensive or otherwise, the procedure for removal had to be followed..."

- 41.** It is submitted that the SIR process shifts the onus of citizenship proof on all existing electors in a state, whose names were registered by the ECI through a due process. Despite the fact that another due process under the RP Act, 1950 exists already with regard to deletion of non-citizens from the electoral rolls, in the case of specific complaints backed by evidence. There is no reason provided by ECI why the process envisaged under the RP Act, 1950 as well as RER Rules, 1960 had to be replaced with the need of additional documents as well as enumeration form. ECI has provided no data on number of complaints received against inclusion of foreign nationals or illegal migrants in the electoral rolls of Bihar, and rest of the country. In the absence of such evidence, ECI's argument that inclusion in electoral rolls through summary revisions are only provisional and only those added or verified through intensive revisions like SIR have more authenticity cannot be accepted.

NEW DELHI

DATED: 25.07.2025

DRAWN BY: NEHA RATHI,
KAJAL GIRI

THROUGH:

Prashant Bhushan

(PRASHANT BHUSHAN)

COUNSEL FOR THE PETITIONERS

29

IN THE HON'BLE SUPREME COURT OF INDIA
CIVIL ORIGINAL JURISDICTION
WRIT PETITION (CIVIL) NO. 640 OF 2025



IN THE MATTER OF:

ASSOCIATION FOR DEMOCRATIC REFORMS

...PETITIONER

VERSUS

ELECTION COMMISSION OF INDIA

....RESPONDENT

AFFIDAVIT

I, Mr. Jagdeep S. Chhokar, Founder Trustee of the Petitioner, R/o T-95, 2nd Floor, CL House, Gautam Nagar, New Delhi, presently at Goa do hereby affirm and state as under:

1. That I am the Founder Trustee of the Petitioner organization in the above-captioned Petition and being familiar with the facts and circumstances of the instant case, I am fully competent to swear this Rejoinder Affidavit.
2. That I have read and got explained the contents of all the accompanying Rejoinder Affidavit and I submit that they are true and correct as per my knowledge, information, belief and as per my records. I state that I have instructed my counsel to draft the Rejoinder Affidavit on my behalf and as per my instructions and the legal submissions are drawn by my counsel and believed by me to be true.

3. That all the annexures annexed with the Rejoinder Affidavit are true copies of their respective originals.
4. I state that I have instructed my Advocate-On-Record to draft the accompanying Rejoinder Affidavit on the basis of the instructions as stated above. I have fully understood and I am aware of my instructions.



DEPONENT

VERIFICATION

I, the above-named deponent, do hereby solemnly verify that the contents of my above affidavit are true and correct to my knowledge, information and belief. I further verify that nothing contained therein is false and no facts have been suppressed nor any material has been concealed therefrom.

Verified at Panaji this 25th day of July, 2025.



DEPONENT



Solemnly affirmed before me by
Mr. Jagdeep S. Chhokar
s/o New Delhi

who is identified before me by
Indian Union Driving License No. DL 0320060310975
REG. No. 611/2025 DATED 25/07/2025


NEWTON MENINO TELES
 NOTARY
 (ENTIRE STATE OF GOA)
 GOVERNMENT OF INDIA

CORRECTED (*)

ITEM NO.40+43+44+45+46

COURT NO.11

SECTION PIL-W

S U P R E M E C O U R T O F I N D I A
RECORD OF PROCEEDINGS

Writ Petition(s)(Civil) No(s). 640/2025

ASSOCIATION FOR DEMOCRATIC REFORMS & ORS.

Petitioner(s)

VERSUS

ELECTION COMMISSION OF INDIA

Respondent(s)

(IA No. 155692/2025 - STAY APPLICATION)

WITH

W.P.(C) No. 637/2025 (PIL-W)

IA No. 155298/2025 - EXEMPTION FROM FILING O.T.

IA No. 155300/2025 - GRANT OF INTERIM RELIEF

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W.P.(C) No. 631/2025 (PIL-W)

IA No. 155803/2025 - PERMISSION TO FILE ADDITIONAL DOCUMENTS/
FACTS/ANNEXURES

(IA No. 154421/2025 - STAY APPLICATION)

W.P.(C) No. 642/2025 (PIL-W)

(IA No. 156189/2025 - STAY APPLICATION)

WITH

Writ Petition(s)(Civil) No(s). 634/2025

Writ Petition(s)(Civil) No(s). 644/2025

Writ Petition(s)(Civil) No(s). 645/2025

Writ Petition(s)(Civil) No(s). 646/2025

Date : 10-07-2025 These matters were called on for hearing today.

CORAM : HON'BLE MR. JUSTICE SUDHANSHU DHULIA
HON'BLE MR. JUSTICE JOYMALYA BAGCHI
[PARTIAL COURT WORKING DAYS BENCH]

For Petitioner(s) : Dr. Abhishek Manu Singhvi, Sr. Adv.

Ms. Shahrukh Alam, Adv.
Mr. Amit Bhandari, Adv.
Mr. Talha Abdul Rahman, AOR
Mr. Shantanu, Adv.
Mr. M Shaz Khan, Adv.
Mr. Aman Naqvi, Adv.
Mr. Rafid Akhter, Adv.
Mr. Sudhanshu Tewari, Adv.

Mr. Shadan Farasat, Sr. Adv.
Mr. Harshit Anand, Adv.
Ms. Natasha Maheshwari, Adv.
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Mr. Shikhar Aggarwal, Adv.

Mr. Gopal Sankaranarayanan, Sr. Adv.
Mr. Prashant Bhushan, AOR
Ms. Neha Rathi, Adv.
Mr. Shourya Dasgupta, Adv.
Mr. Tushar Srivastava, Adv.
Ms. Kajal Giri, Adv.

Dr. Abhishek Manu Singhvi, Sr. Adv.
Mr. Muhammad Ali Khan, Adv.
Mr. Omar Hoda, Adv.
Mr. Mr. Amit Bhandari, Adv.
Ms. Eesha Bakshi, Adv.
Mr. Uday Bhatia, Adv.
Mr. Arjun Sharma, Adv.
Mr. Kamran Khan, Adv.
Ms. Gurbani Bhatia, Adv.
Mr. Usman Ghani Khan, AOR

Mr. Shueb Alam, Sr. Adv.
Mr. Ujjwal Singh, AOR
Mr. Dev Sareen, Adv.

Mr. Kapil Sibal, Sr. Adv.
Ms. Fauzia Shakil, AOR
Ms. Aparajita Jamwal, Adv.

Dr. Abhishek M. Singhvi, Sr. Adv.
 Ms. Neha Rathi, AOR
 Ms. Kajal Giri, Adv.
 Ms. Palak Mathur, Adv.
 Mr. Amit Bhandari, Adv.
 Mr. Pranav Sachdeva, Adv.

Dr. K. S. Chauhan, Sr. Adv.
 Mr. Ajit Kumar Ekka, Adv.
 Mr. Abhishek Chauhan, Adv.
 Mr. Alok Kumar, Adv.
 Mr. Sumit Ranjan, Adv.
 Mr. R.k. Chauhan, Adv.
 Mr. Ratan Singh, Adv.
 Mr. Sumit Kishore, Adv.
 Mr. Sneh Suman, Adv.
 Mr. Kumar Gaurav, Adv.
 Mr. Ravi Prakash, AOR

Ms. Vrinda Grover, Adv.
 Mr. John Simte, Adv.
 Ms. Devika Tulsiani, Adv.
 Mr. Soutik Banerjee, Adv.
 Mr. Aakarsh Kamra, AOR

Mr. Pradeep Kumar Yadav, Adv.
 Ms. Anjali Patel, Adv.
 Mr. Gopal Singh, Adv.
 Mr. Sanjeev Malhotra, AOR

Mr. Nizam Pasha, Adv.
 Mr. Arif Ali, Adv.
 Mr. Madhav Deepak, Adv.
 Mr. Abishek Jebaraj, AOR
 Ms. A Reyna Shruti, Adv.
 Mr. D. P. Singh, Adv.

Mr. Ashish Kumar Chaurasiya, Adv.
 Mr. Ganga Sagar Singh, Adv.
 Mr. Adarsh Verma, Adv.

Mr. Ashwini Kumar Upadhyay, Adv.
 Mr. Ashwani Kumar Dubey, AOR
 Mr. Nikhil Upadhyay, Adv.

For Respondent(s) Mr. K. K. Venugopal, Sr. Adv.
 Mr. Tushar Mehta, Solicitor General
 Mr. Kanu Agarwal, Adv.
 Mr. Raman Yadav, Adv.
 Ms. Sansriti Pathak, Adv.
 Mr. Gaurang Bhushan, Adv.

Mr. Rakesh Dwivedi, Sr. Adv.
 Mr. Eklavya Dwivedi, Adv.
 Mr. Kumar Utsav, Adv.
 Mohd. Yasir, Adv.

Mr. Dama Seshadri Naidu, Sr. Adv.
 Mr. Abhinav Thakur, Adv.
 Mr. Deepak Sharma, Adv.
 Mr. Prateek Kumar, AOR

Mr. Sukumar Pattajoshi, Sr. Adv.
 Mr. Prateek Kumar, AOR
 Mr. Rakesh Chaubey, Adv.

Mr. Maninder Singh, Sr. Adv.
 Mr. Sidhant Kumar, Adv.
 Mr. Sahil Tagotra, AOR
 Mr. Amarpal Singh Dua, Adv.
 Mr. Milind Rai, Adv.
 Ms. Shreya Kasera, Adv.

Mr. Barun Kumar Sinha, Adv.
 Mrs. Pratibha Sinha, Adv.
 Mr. Sneh Vardhan, Adv.
 Mr. Pankaj Kumar Shukla, Adv.
 Mr. Chhal Bihar Singh, Adv.
 Mr. Anantha Narayana M.G., AOR

UPON hearing the counsel the Court made the following
 O R D E R

An important question has been raised in these bunch of petitions before this Court, which goes to the very root of the functioning of a Democratic Republic, i.e. our Country. The question is of 'Right to Vote'. The petitioners would argue that in the exercise which has been undertaken by the Election Commission of India vide its order dated 24.06.2025, which is a Special Intensive Revision of Electoral Roll, apparently under Section 21(3) of the Representation of Peoples Act, 1950 is not only violative of Fundamental Rights of the voters under Article 14, 21, 324, 325 and 326 of the Constitution of India, but is also violative of the provisions of Representation of Peoples Act, 1950

and the Rules framed therein, particularly, the Registration of Electors Rules, 1960.

Mr. Rakesh Dwivedi, learned senior counsel representing the Election Commission of India, on the other hand, would argue that the last Intensive Revision of Electoral Rolls took place as far back as in the year 2003 and presently, an intensive revision is required, which is also mandated not only under Article 326 read with Section 21(3) of the Representation of Peoples Act, 1950 and Rules framed therein.

After hearing both the sides, *prima facie*, we are of the opinion that there are following three questions involved in these petitions :-

- a) the very powers of the Election Commission to undertake the exercise;
- b) the procedure and the manner in which the exercise is being undertaken; and
- c) the timings, including the timings given for preparation of the Draft Electoral Rolls asking objections of making final Electoral Roll etc., which is very short, considering the fact that Bihar Elections are due in November, 2025 and the Notification will come in advance weeks earlier.

We are also of the considered view that the matter needs hearing. Therefore, we issue notice in the petitions, returnable on 28.07.2025. Notice is accepted by the respective parties. Counter affidavit be filed by the Election Commission of India on or before 21.07.2025. Rejoinder affidavit, if any, be filed before 28.07.2025.

After going through the necessary documents, Mr. Rakesh Dwivedi himself has pointed out that the lists which are to be considered by the Election Commission for verification of the voters includes 11 documents, but the list is not exhaustive as the order itself would indicate. Therefore, since the list is not exhaustive, in our opinion, it would be in the interests of justice if the Election Commission of India also considers the following three documents such as 1) Aadhar Card; 2) Electors Photo Identify Card (EPIC), which is issued by Election Commission of India itself, and 3) the Ration Card, as these documents would satisfy most of the voters. Therefore, in our *prima facie* view, it would be in the interest of justice if the Election Commission will also consider these documents.

The petitioners are not pressing any interim stay at this stage, as in any case, the Draft Electoral Rolls has to be published only on 01.08.2025 and the matter is listed before this Court prior to that date i.e. on 28.07.2025.

Let the matter be listed on 28.07.2025 before appropriate Court.

(JAYANT KUMAR ARORA)
ASTT. REGISTRAR-cum-PS

(RENU BALA GAMBHIR)
ASSISTANT REGISTRAR

(*) correction in the designation of Sh. K. K. Venugopal, Sr. Adv.

ITEM NO.40+43+44+45+46

COURT NO.11

SECTION PIL-W

S U P R E M E C O U R T O F I N D I A
RECORD OF PROCEEDINGS

Writ Petition(s)(Civil) No(s). 640/2025

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Petitioner(s)

VERSUS

ELECTION COMMISSION OF INDIA

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Mr. Shourya Dasgupta, Adv.
Mr. Tushar Srivastava, Adv.
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Mrs. Pratibha Sinha, Adv.
Mr. Sneh Vardhan, Adv.
Mr. Pankaj Kumar Shukla, Adv.
Mr. Chhal Bihar Singh, Adv.
Mr. Anantha Narayana M.G., AOR

UPON hearing the counsel the Court made the following
O R D E R

An important question has been raised in these bunch of petitions before this Court, which goes to the very root of the functioning of a Democratic Republic, i.e. our Country. The question is of 'Right to Vote'. The petitioners would argue that in the exercise which has been undertaken by the Election Commission of India vide its order dated 24.06.2025, which is a Special Intensive Revision of Electoral Roll, apparently under Section 21(3) of the Representation of Peoples Act, 1950 is not only violative of Fundamental Rights of the voters under Article 14, 21, 324, 325 and 326 of the Constitution of India, but is also violative of the provisions of Representation of Peoples Act, 1950 and the Rules framed therein, particularly, the Registration of Electors Rules, 1960.

Mr. Rakesh Dwivedi, learned senior counsel representing the Election Commission of India, on the other hand, would argue that the last Intensive Revision of Electoral Rolls took place as far back as in the year 2003 and presently, an intensive revision is required, which is also mandated not only under Article 326 read with Section 21(3) of the Representation of Peoples Act, 1950 and Rules framed therein.

After hearing both the sides, *prima facie*, we are of the opinion that there are following three questions involved in these petitions :-

- a) the very powers of the Election Commission to undertake the exercise;
- b) the procedure and the manner in which the exercise is being undertaken; and
- c) the timings, including the timings given for preparation of the Draft Electoral Rolls asking objections of making final Electoral Roll etc., which is very short, considering the fact that Bihar Elections are due in November, 2025 and the Notification will come in advance weeks earlier.

We are also of the considered view that the matter needs hearing. Therefore, we issue notice in the petitions, returnable on 28.07.2025. Notice is accepted by the respective parties. Counter affidavit be filed by the Election Commission of India on or before 21.07.2025. Rejoinder affidavit, if any, be filed before 28.07.2025.

After going through the necessary documents, Mr. Rakesh Dwivedi himself has pointed out that the lists which are to be

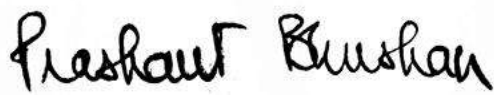
considered by the Election Commission for verification of the voters includes 11 documents, but the list is not exhaustive as the order itself would indicate. Therefore, since the list is not exhaustive, in our opinion, it would be in the interests of justice if the Election Commission of India also considers the following three documents such as 1) Aadhar Card; 2) Electors Photo Identify Card (EPIC), which is issued by Election Commission of India itself, and 3) the Ration Card, as these documents would satisfy most of the voters. Therefore, in our *prima facie* view, it would be in the interest of justice if the Election Commission will also consider these documents.

The petitioners are not pressing any interim stay at this stage, as in any case, the Draft Electoral Rolls has to be published only on 01.08.2025 and the matter is listed before this Court prior to that date i.e. on 28.07.2025.

Let the matter be listed on 28.07.2025 before appropriate Court.

(JAYANT KUMAR ARORA)
ASTT. REGISTRAR-cum-PS

(RENU BALA GAMBHIR)
ASSISTANT REGISTRAR


(TRUE COPY)

Landmark Judgments and PILs/Interventions/Complaints/Appeal/ filed by the ADR

S. No	Case No.	Summary	Status
Petitions filed/intervened by ADR			
1	ADR & Anr Vs. UOI & Ors; W.P.(C) No. 333/2015 Filed on: 19th May 2015. SUPREME COURT OF INDIA	This petition has been filed urging the court to declare all the national and regional political parties as "public authorities" and bring them within the ambit of the Right to Information (RTI) Act.	On 14th February, 2025 the court decided to conduct a detailed final hearing on the plea to bring political parties under the Right to Information (RTI) Act. The Apex court has also asked all the parties to complete all the pleadings in the case.
2	ADR Vs. UOI & Ors; W.P (C) No. 434/2018 Filed on: 19th May 2015. SUPREME COURT OF INDIA	This petition challenges the amendments made with retrospective effect in the Foreign Contribution Regulation Act, 2010 through the Finance Act, 2016 and Finance Act, 2018, which was passed as a Money Bill. These amendments were seen as an attempt to overturn the judgment passed by the Delhi High Court in March 2014 holding the two major political parties, BJP and INC, guilty of accepting foreign funding.	ADR had contended that there are several constitutional questions involved in the petitions which have a bearing on the sanctity of the electoral process and therefore, whether it should be referred to a Constitution Bench can be looked at first.
3	ADR & Anr Vs. ECI ; W.P (C) No. 1382/2019 Filed on: 4 th November, 2019 SUPREME COURT OF INDIA	This petition seeks directions from the Supreme Court to order the Election Commission of India to completely stop the practice of announcing election results based on provisional and estimated data, prior to an actual and accurate reconciliation of data.	ADR has filed three applications in the petition before the court. On 18 th March, 2025 the Supreme Court directed ADR and other petitioners in the matter to file a submission before the Election Commission of India (ECI) for the redressal of various grievances raised in the captioned petition. This direction of the Apex court had come upon ECI's own submission before the court during the hearing held on 18-03-2025 wherein the Commission had asked ADR to have a meeting with the members of the Commission to address various issues raised in the petition.

4.	ADR Vs. UOI & Ors ; W.P.(C) No. 87/2024 Filed on: 06-01-2024 SUPREME COURT OF INDIA	This petition challenges the constitutional validity of 'The Chief Election Commissioner and other Election Commissioners (Appointment, Conditions of Service and Term of Office) Act, 2023' on the grounds that the new law not only undermines the independence of the Election Commission but also overruled the aforementioned directions of the court where the Chief Justice of India was removed from the appointment process and instead a Cabinet Minister (to be nominated by the Prime Minister) was added thereby creating a system entirely dominated by executive.	On 13th February, 2024, the Supreme Court issued notices to the government to file its reply. On 19-02-2025 ADR through its counsel requested the court to hear the plea on an urgent basis by taking the matter as first item given the fact that the Chief Election Commissioner was already appointed one day before the hearing and in violation of Constitutional Bench judgment by relying on the new act on appointment. The bench however, refused to hear the plea first. The matter was listed for hearing on 24-07-2025 but could not be taken up.
5.	I.A in Ashwini Kumar Upadhyaya vs. UOI & others Filed on: 23-08-2023 SUPREME COURT OF INDIA	This intervention application was filed by ADR in the Supreme Court with a sole objective to decriminalize Indian political system which is severely infested with tainted legislators by disqualifying such candidates from contesting elections against whom charges have been framed for serious offences.	On 3rd November, 2023, the Union of India asked for more time to file their response. Four weeks' time was granted to them. Since then, the matter has been getting adjourned.
ADR Judgements			
6.	W.P.(C) No. 515 of 2002 DELHI HIGH COURT & SUPREME COURT OF INDIA	Disclosure of Candidate Background (Criminal, Educational & Financial) to Election Commission : This PIL filed by ADR in December 1999 culminated into a landmark Supreme Court Judgment on May 2, 2002 and an ordinance on Electoral Reforms promulgated in August 2002. The Ordinance was subsequently passed as a Bill in December 2002. It partially overturned the May 2, 2002 Supreme Court Judgment, requiring disclosure of criminal background, but not of financial and educational background. ADR and two other petitioners challenged this Act. The Supreme Court, in a second landmark	On 02-11-2000, 02-05-2002 & 13-03-2003, Disclosure of candidate's background information during elections, i.e., criminal, financial & educational to the Election Commission of India (ECI) in order to facilitate citizens to make an informed choice during elections was directed and upheld by the Delhi H.C and Supreme Court.

		Judgment on March 13, 2003, struck down the Bill as unconstitutional and restored its earlier order	
7.	W.P.(C) No. 131/2013 Delhi High Court	Foreign funding taken by BJP and INC	On 28-03-2014, INC & BJP were found guilty by the Delhi High Court for taking foreign funding in the year 2009. Both INC and BJP had separately appealed against this Delhi HC order in the SC. On 29th November 2016, the Special Leave Petitions (SLPs) filed by BJP and INC were dismissed as withdrawn by the Supreme Court.
8.	W.P.(C) No. 569/2021 SUPREME COURT OF INDIA	Petition challenging the constitutional validity of the practice of appointment of Chief Election Commissioner and Election Commissioners by Executive.	On 2 nd March 2023, the SC directed that the appointment of Election Commissioners to be done on the advice of a committee comprising the Prime Minister, the Chief Justice of India, and the Leader of the Opposition (or the leader of the single largest opposition party) in the Lok Sabha till a law is made.
9.	W.P.(C) No. 880/2017 SUPREME COURT OF INDIA	This petition challenged the Finance Act, 2017 which was enacted as a money bill which introduced the electoral bond scheme for the purpose of electoral funding. The Act has also removed the previous limit of 7.5% of the company's average three-year net profit for political donations.	On 15 February 2024, SC declared Electoral Bonds and unlimited anonymous donations through companies to political parties as unconstitutional.
10	W.P.(C) No. 434/2023 SUPREME COURT OF INDIA	On 14-03-2023 ADR filed a petition in the Supreme Court seeking direction for counting of 100% VVPATs in the EVMs.	On 26-04-2024, the Supreme Court directed sealing and storing Symbol Loading Unit (SLU) for a period of 45 days and a system of cross verification of burnt memory/microcontroller on a request made by candidates in serial numbers 2 and 3 within 7 days after the declaration of results.
ADR as an Intervenor			
11	W.P.(C) No. 161 OF 2004 SUPREME COURT OF INDIA	Inclusion of 'NOTA' Button on the EVMs.	On 27-09-2013, NOTA Supreme court ordered inclusion of NOTA buttons on the EVMs so that the voters, who come to the polling booth and decide not to vote for any of the candidates in the fray, are able to exercise their right not to vote while maintaining their right of secrecy. SC ordered inclusion of None of

			the Above (NOTA) Button on Electronic Voting Machines (EVMs).
12	W.P.(C) No. 490 OF 2005 SUPREME COURT OF INDIA	Disqualification of Convicted MPs/MLAs	On 10-07-2013, the Supreme Court directed that if a sitting MP/MLA is convicted (not only charged) then he/she would be disqualified immediately and the seat would be declared as vacant, setting aside the Clause 8(4) of the Representation of People Act. Section 8(4) of the RP Act, 1951 that provided special privilege to MPs/MLAs to hold the office even after conviction if an appeal has been filed in a higher court within a span of 3 months was declared unconstitutional.
13	W.P.(C) No. 4590/2014 Delhi High Court	Paid news case: Related to complaints against former Maharashtra CM Ashok Chavan for concealing publication of news items, advertisements and filing inaccurate election expenditure statements during 2009 Maharashtra Assembly elections.	On 05-05-2014, the Supreme court had passed a judgment holding that ECI has powers to disqualify a candidate in relation to filing of false election expenditure statement under Section 10A.
14	W.P.(C) No. 784 OF 2015 SUPREME COURT OF INDIA	Matter related to disproportionate assets of the elected representatives and a mechanism to cross-verify their assets in the affidavits.	On 16-02-2018, a column on "Sources of Income" was included in affidavits filed by candidates and a system of permanent mechanism for scrutiny of affidavits of MPs/MLAs with disproportionate assets increase.
15	SLP (Crl.) 19-20/2018 SUPREME COURT OF INDIA	This matter dealt with concealment of information by Maharashtra C.M. Devendra Fadnavis in his affidavit during the Maharashtra State Assembly elections, 2014. In his affidavit, he had not mentioned the information regarding two criminal cases prescribing punishment of more than two years and where cognizance was taken by the court.	On 01-10-2029, Former Maharashtra Chief Minister Devendra Fadnavis was found guilty of concealing information about two criminal cases where cognizance was taken by the Court and held that that details of all the pending cases in which cognizance has been taken by the Court, irrespective of the quantum of punishment will have to be disclosed by the candidate.
16	Application in W.P.(C) No. 434/2023 SUPREME COURT OF INDIA	On 24-12-2024, ADR filed an application before the Supreme Court seeking a direction to the ECI to conduct checking and verification of the original burnt memory/micro-controller and Symbol Loading Unit of EVMs in terms of the Supreme Court judgment dated 26.04.2024 in	On 07-05-2025, the Supreme Court of India outlined a clear procedure to be followed for conducting the verification of Electronic Voting Machines) and mock polls by the Election Commission of India (ECI) at the request of a contesting candidate. In addition, the court held that where checking and verification of EVMs are pending, the

		WP(C) No. 434 of 2023 titled Association for Democratic Reform Vs Election Commission of India & Anr. The application also seeks direction to ECI to not clear/delete the contents of the original burnt memory of EVMs where applications for Checking and Verification are pending.	mock poll data shall not be erased. In addition, the checking and verification of the EVM Units will be conducted by the Engineers of the Electronics Corporation of India Limited and Bharat Electronics Limited.
ADR as Complainant			
17	CIC/SM/A/2011/0022 48 Central Information Commission (CIC)	ADR sought information from CBI relating to the complaints against MP, MLA and MLCs in the past 10 years. The CIC subsequently ordered CBI to disclose all the available information.	On 16 th July, 2012, the CIC ordered CBI to provide information on complaints against MPs, MLAs, and MLCs.
18	CIC/SM/C/2011/0013 86 File No. CIC/SM/C/2011/0008 38 Central Information Commission (CIC)	On June 3, 2013, the CIC declared six national political parties, namely the INC, BJP, CPI(M), CPI, NCP and BSP to be "public authorities" under Section 2(h) of the RTI Act	Based on the non-compliance complaints filed by the appellants, the Commission held that even though the order is legally valid and binding, they do not have the sufficient powers to deal with the cases of contempt.
ADR as an Appellant			
19	CIC/AT/A/2007/01029 /1263/1264/1265/126 6/1267/1268/1269/12 70 Central Information Commission (CIC)	ADR filed an appeal with the Central Informal Commission's (CIC) which in its 2008 order made the Income Tax Returns (ITR) of political parties available for the public under the Right to Information (RTI) Act.	On 29 th April, 2008, the CIC brought the Income Tax Returns (ITR) and Assessment Orders of political parties available for public inspection and scrutiny under the Right to Information (RTI) Act.
20	CIC/WB/A/2010/0000 79 & 639SM Central Information Commission (CIC)	The appeal dealt with the Pecuniary information of the Rajya Sabha (Upper House of Parliament) members to be brought in the public domain.	On 3 rd June, 2011, the CIC brought the Pecuniary information (Register of Interest) of the Rajya Sabha members in the public domain.

The Association for Democratic Reforms (ADR) is a non-partisan NGO working on electoral and political reforms since 1999 to improve governance and democracy. ADR is the first and only NGO to have paved the way for informed voting by empowering Indian voters with information on the contesting candidates and political parties. ADR concentrates its efforts in the following areas:

- Advocating against corruption and criminalisation in politics
- Empowerment of the electorate through greater dissemination of information relating to the candidates and parties, for a better and informed choice
- Need for greater accountability of Political Parties
- Need for inner-party democracy and transparency in party-functioning

Projects/Activities of ADR:

1. **Election Watch (EW):** Conducts a detailed analysis of the criminal, financial, educational, and other background details of candidates contesting in elections to help the electorate be informed voters
2. **Political Party Watch (PPW):** Conducts analysis of Contribution Reports, Annual Audit Reports, and Election Expenditure of all political parties
3. **Strategic Litigation:** Files petitions on important electoral and political issues
4. **Mera Vote Mera Desh (MVMD) (My Vote My Country) Voter Awareness Campaign:** ADR has been organising the MVMD campaign since 2014 and has reached one crore voters annually since the launch of the campaign via direct and indirect campaigning. The vision of this campaign is to empower the electorate through greater dissemination of information about contesting candidates and political parties as also to enable them to make an informed choice. This is achieved through widespread interaction with the public, through various voter awareness activities. **The Election Commission of India conferred the National CSO Award - 2014 and 2019 on ADR for the MVMD campaign.**

ADR has associated with NGOs/CSOs/citizen-led organisations across India, under the banner of **National Election Watch (NEW)**, which strives to reach maximum voters in every state of the country for MVMD campaign. Following are some activities, which ADR organizes along with NEW under the MVMD campaign:

4.1 Direct campaigning:

- i. Participatory events: rallies, Flashmob, snakes & ladder game, voter awareness rallies for specially-abled people, sloganeering, using unconventional methods such as lighting oil lamps in the formation of a message
- ii. Theatrical performance and presentation in public places: Street plays, Mobile van campaign, puppet shows, wall writing
- iii. Educational collaborations, cultural events and competitions: Short film contests, face painting, cartoon making contest, electoral literacy clubs, voters' conclave, talks, workshops, case study competitions, etc.
- iv. **Advocacy and Networking** through stakeholders' consultations, seminars, discussions, youth parliaments, training of trainers/capacity building of volunteers, etc.
- v. Door-to-door campaigning
- vi. By involving Booth Level Officers, the process of obtaining a Voter ID card has helped in streamlining and making the process accessible to the target audience.

4.2 Indirect/digital campaigning:

- i. Intensive and user-friendly social media strategy
 - ii. Explainer videos and Applications: Data to be disseminated through explainer videos (also made in local languages) and android apps
 - iii. ADR anthem and celebrity appeal videos
 - iv. Media/Corporate Collaborations: Collaborations to display/publish ADR's reports and details of candidates contesting elections on their website/print media
5. **Hum Badenge Apna Bharat (HBAB) (We Will Change Our Country):** To motivate, inform, and involve youth in the political & electoral reform processes, ADR initiated HBAB in FY 2016-17. HBAB aims to educate Indian youths of the challenges faced by Indian Democracy today. There are four means of outreach under HBAB: invitation-based workshops/talks/lectures, Campus Ambassador Programme, workshops for Future Leaders (youth participating in different fellowship programmes), and student visits to ADR.

Achievements: The details listed below are testaments to the fact that ADR has been successfully working on electoral and political reforms for over 25 years, has increased electoral literacy and participation, and has strengthened Indian Democracy. The following achievements are from December 1999 to November 2024.

Research & Data Analysis:

- **Election Watch** has covered 5 Lok Sabha Elections, 135 State Assembly Elections, 25 Local Body Elections, and all Rajya Sabha Elections held since 2008. Election Watch has released 1,282 reports and analysed background information of 2,37,615 contesting candidates.
- **Political Party Watch** has released 205 reports and has analysed:
 - a. Election Expenditure of 176 Political Parties during 5 Lok Sabha Elections and approx. 800 Political Parties during 112 Assembly Elections
 - b. Analysed 143 Electoral Trusts and 98 Political parties
 - c. Please see the table below for audit and contribution reports:

Political Party Type	Report Type	No. of Political Parties Analysed
National and Regional Parties	Audit	782
	Contribution	595
Unrecognised Parties	Audit	630
	Contribution	574

The ADR-EW dataset on electoral candidates is widely used by academia, research scholars, media houses, international and national journalists, transparency activists, legislative committees, court judgements/orders, Law Commission of India, the Government of India, political parties, digital content creators, documentary-makers etc. Several books and research papers written on Indian elections, electoral reforms, political parties, public policy etc have vigorously used this dataset and expanded the scope of our research. Link to “Comprehensive Compilation: Book Titles and Research Papers Citing ADR Data or Utilizing ADR’s Datasets”: <https://adrindia.org/content/comprehensive-compilation-book-titles-and-research-papers-citing-adr-data-or-utilizing>.

Outreach (From December 1999 to November 2024):

- Approx. 175 thousand Followers/Subscribers on Social Media Platforms (Facebook, YouTube, Instagram, and Twitter)
- Approx. One Crore Voters reached out annually via Mera Vote Mera Desh Campaign & Hum Badlenge Apna Bharat (Youth Outreach) Campaign
- Approx. 1.5 million users on adrindia.org
- More than 75 million users on myneta.info
- Approx. 2 million Post Impressions on social media platforms

Legal Advocacy: The following are the legal achievements since ADR's inception:

ADR as a petitioner:

- In 2002/2003, the Supreme Court (SC) directed disclosure of candidate's background information during elections, i.e., criminal, financial & educational to the Election Commission of India (ECI) in order to facilitate citizens to make an informed choice during elections.
- In 2014, the INC & BJP were found guilty by the Delhi High Court for taking foreign funding in the year 2009.
- In 2023, the SC directed the appointment of Election Commissioners to be done on the advice of a committee comprising the Prime Minister, the Chief Justice of India, and the Leader of the Opposition (or the leader of the single largest opposition party) in the Lok Sabha till a law is made.
- In 2023, in a contempt petition filed by ADR on the issue of 'Publication of criminal cases against candidates selected by political parties along with reasons for such selection' SC directed ADR to pursue its remedies before the Election Commission of India (ECI). Pursuant to the direction, ADR filed an application and wrote a reminder letter to the Election Commission of India (ECI), bringing to light the issue of contempt by the parties.
- In 2024, the SC declared Electoral Bonds and unlimited anonymous donations through companies to political parties as unconstitutional.
- In 2024, the SC in a petition seeking direction for the counting of 100% VVPATs in all EVMs directed sealing and storing Symbol Loading Unit (SLU) for a period of 45 days and a system of cross-verification of burnt memory/microcontroller on a request made by candidates in serial numbers 2 and 3 within 7 days after the declaration of results.

ADR as an intervenor:

- In 2013, the SC ordered inclusion of None of the Above (NOTA) Button on Electronic Voting Machines (EVMs).
- In 2013, the SC declared Section 8(4) of the RP Act, 1951 that provided special privilege to MPs/MLAs to hold the office even after conviction if an appeal has been filed in a higher court within a span of 3 months as unconstitutional.
- In 2014, the SC held that Election Commission of India (ECI) has the power to disqualify a candidate in relation to filing of wrong election expenditure statements.
- In 2018, the SC directed inclusion of "Sources of Income" column in affidavits filed by the candidates and a system of permanent mechanism for scrutiny of affidavits of MPs/MLAs with disproportionate assets increase.
- In 2019, the SC found Maharashtra Chief Minister Devendra Fadnavis guilty of concealing information about two criminal cases where cognizance was taken by the Court and held that details of all the pending cases in which cognizance has been taken by the Court, irrespective of the quantum of punishment will have to be disclosed by the candidate.
- In 2025, the SC, through its judgment, outlined a clear procedure to be followed for conducting the verification of Electronic Voting Machines (EVMs) and mock polls by the Election Commission of India (ECI) at the request of a contesting candidate.

ADR as a Complainant:

- In 2012, the Central Information Commission (CIC) ordered CBI to provide information on complaints against MPs, MLAs, and MLCs.
- In 2013, the CIC brought six national political parties under the ambit of the RTI Act.

ADR as an Appellant:

- In 2008, the CIC brought the Income Tax Returns (ITR) and Assessment Orders of political parties available for public inspection and scrutiny under the Right to Information (RTI) Act.
- In 2011, the CIC brought the Pecuniary information (Register of Interests) of the Rajya Sabha members in the public domain.

Awards: Since its inception, ADR has won 16 accolades. Some prominent awards are listed below:

- **On 25th January 2020**, the Election Commission of India (ECI) awarded **National CSO Award to Association for Democratic Reforms (ADR)** (on the occasion of the 10th National Voters' Day) for taking up measures for electoral awareness by organizing district level conference aiming togetherness with synergizing efforts towards strengthening democracy during Lok Sabha Election, 2019. On behalf of ADR, Maj Gen Anil Verma (Retd), Head of ADR & National Election Watch, received the award at the hands of the President of India, Shri Ram Nath Kovind in the presence of Shri Ravi Shankar Prasad (Union Minister for Law & Justice, Communications, Electronics & Information Technology), CEC and other Election Commissioners. For picture, click [here](#).
- **On 25th January 2015**, National Election Watch and Association for Democratic Reforms won **Election Commission of India's prestigious National CSO Award – 2014 for “Best Voter Education and Awareness for General Election to Lok Sabha 2014”** on the occasion of National Voters' Day. State Election Watch chapters of Bihar, Odisha, Madhya Pradesh, Maharashtra and Uttar Pradesh have received special mention in the award.
- On 27th July 2019, ADR received the first Democracy Award in the category of "Increasing Citizens' Participation in Electoral Process" (Instituted by Maharashtra State Election Commission) at the hands of Hon'ble Vice President of India, Shri M. Venkaiah Naidu. For picture, click [here](#).
- On 25th January 2019, ADR's Madhya Pradesh Coordinator, Ms Rolly Shivhare, received an **Appreciation Certificate at the hands of the Madhya Pradesh State Election Commissioner** on National Voter Awareness Day for successfully organising a voter awareness campaign in Madhya Pradesh. For picture, click [here](#).
- **On 25th January 2024**, Ms Rolly Shivhare, Madhya Pradesh State Coordinator of ADR, received an **Appreciation Certificate from Betul and Bhopal District Election Office** for the outstanding ADR voter awareness campaign conducted during the Madhya Pradesh Assembly Elections 2023. For picture, click [here](#).
- **04th October 2024**, the Delhi High Court Bar Association and Live4Freedom LLP conferred the **Fight 4 Justice Awards, II Edition, 2024** in the “Administration & Governance” category on the Association for Democratic Reforms (ADR) for its fight against the Electoral Bond Scheme, which was declared unconstitutional by the Supreme Court of India. On behalf of ADR, Prof Jagdeep Chhokar (Founder Member & Trustee of ADR) and Maj Gen Anil Verma (Retd) (Head of ADR) received the award at the hands of Hon'ble Mr Justice N Kotiswar Singh, Hon'ble Judge of the Supreme Court of India. For pictures, click [here](#). For more information, click [here](#).

For more information on achievements and awards, please visit this link: <https://adrindia.org/about-adr/our-achievements>.

To “know how ADR has strengthened Indian Democracy in its 25 years”, watch the video: <https://www.youtube.com/watch?v=HcB1A58NMwQ>

Preshant Bhusan
(TRUE COPY)

बिहार सरकार
निर्वाचन विभाग

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ई-मेल:- ceo_bihar@eci.gov.in

प्रेस विज्ञप्ति

भारत निर्वाचन आयोग के निदेश के आलोक में आज दिनांक 07.01.2025 को बिहार राज्य की निर्वाचक सूची का अंतिम प्रकाशन सभी 243 विधानसभा क्षेत्रों के लिए कर दिया गया है। निर्वाचक सूची के अंतिम प्रकाशन में निर्वाचकों की कुल संख्या 7,80,22,933 है। इनमें पुरुष निर्वाचक 4,07,63,352, महिला निर्वाचक 3,72,57,477 तथा तृतीय लिंग के निर्वाचकों की संख्या 2,104 है। प्रारूप प्रकाशन में लिंगानुपात 910 था जो बढ़कर 914 हो गया है। बिहार राज्य में निर्वाचक सूची के लिंगानुपात में सतत वृद्धि हुई है।

प्रारूप प्रकाशन की तिथि 29.10.2024 के पश्चात् निर्वाचक सूची में कुल 12,03,900 निर्वाचकों का नाम जोड़ा गया है एवं इस अवधि में कुल 4,09,434 निर्वाचकों का नाम नियमानुसार विलोपित कर दिया गया है। इस प्रकार से निर्धारित अवधि में निर्वाचकों की कुल संख्या में शुद्ध बढ़ोतरी 7,94,466 हुई है। निर्वाचक सूची के अंतिम प्रकाशन के अनुसार इस अवधि में पुरुष निर्वाचकों की संख्या में बढ़ोतरी 3,25,280 तथा महिला निर्वाचकों की संख्या में बढ़ोतरी 4,69,078 रही है। निर्वाचक सूची के अंतिम प्रकाशन से संबंधित अन्य संख्यात्मक विवरणी निम्नवत् है :-

क्र० सं०	विषय	अर्हता तिथि 01.01.2025 के आधार पर दिनांक 29.10.2024 को निर्वाचक सूची के प्रारूप प्रकाशन की सांख्यिकी	अर्हता तिथि 01.01.2025 के आधार पर दिनांक 07.01.2025 को निर्वाचक सूची के अंतिम प्रकाशन की सांख्यिकी	कुल अंतर
1	निर्वाचक की कुल संख्या	7,72,28,467	7,80,22,933	794466
2	पुरुष निर्वाचक की कुल संख्या	4,04,38,054	4,07,63,352	325298
3	महिला निर्वाचक की कुल संख्या	3,67,88,242	3,72,57,477	469235
4	तृतीय लिंग निर्वाचक की कुल संख्या	2,171	2,104	-67
5	निर्वाचक सूची का लिंगानुपात	910	914	04
6	निर्वाचक सूची का EP Ratio	0.594	0.600	.006
7	सेवा निर्वाचकों की संख्या	1,66,071	1,65,493	-578

अंतिम प्रकाशन के उपरान्त आयुवर्ग-वार निर्वाचकों की संख्या निम्नवत् है:-

Age Cohort	Electors as per Final Roll w.r.t. 01.01.2025 (Age group wise)
18-19	808857
20-29	15590481
30-39	20424920
40-49	16926086
50-59	11426964
60-69	7272135
70-79	3965963
80+	1607527
State Total	78022933

- विशेष संक्षिप्त पुनरीक्षण-2025 में सक्रिय सहभागिता हेतु दिनांक 02.11.2024, 03.11.2024, दिनांक 23.11.2024, 24.11.2024 को विशेष अभियान दिवस का आयोजन राज्य के कुल 243 में से 239 विधानसभा क्षेत्रों (196-तरारी, 203-रामगढ़, 227-इमामगंज (अ०जा०) एवं 232-बेलागंज को छोड़कर) के सभी मतदान केन्द्रों में किया गया था। 196-तरारी, 203-रामगढ़, 227-इमामगंज (अ०जा०) एवं 232-बेलागंज विधानसभा क्षेत्रों में दिनांक 30.11.2024 एवं दिनांक 08.12.2024 को विशेष अभियान दिवस का आयोजन किया गया था।
- भारत निर्वाचन आयोग के निदेश के आलोक में निर्वाचक सूची के शुद्धिकरण हेतु दोहरी प्रविष्टियों के मामलों को नियमानुसार जाँचोपरांत विलोपित करने की कार्रवाई की गयी है।
- निर्वाचक सूची में पंजीकरण के लिए अर्हता तिथि 01 जनवरी के अतिरिक्त 01 अप्रैल, 01 जुलाई और 01 अक्टूबर भी होंगी। ऐसे में इस कैलेंडर वर्ष में चार अर्हता तिथियाँ आवेदकों को उपलब्ध होंगी। अंतिम प्रकाशन के पश्चात् सतत् अद्यतीकरण की प्रक्रिया जारी रहेगी जिसके तहत कोई भी अर्हता प्राप्त व्यक्ति निर्वाचक सूची में परिवर्द्धन, विलोपन एवं संशोधन हेतु आवेदन कर सकता है।

निर्वाचक सूची में आवेदन हेतु ऑनलाइन एवं ऑफलाइन विकल्प दोनों उपलब्ध हैं। ऑनलाईन यह सुविधा वोटर हेल्पलाईन एप अथवा voters.eci.gov.in में लॉगइन कर प्राप्त की जा सकती है। ऑफलाइन रूप में आवेदन करने हेतु अपने प्रखंड, अनुमंडल अथवा जिला निर्वाचन कार्यालय में सम्पर्क किया जा सकता है या अन्य वांछित जानकारी प्राप्त करने हेतु मतदाता हेल्पलाईन 1950 का प्रयोग भी किया जा सकता है।

Government of Bihar
Office of the Chief Electoral Officer, Bihar
7, Sardar Patel Marg (Mehgaol Road), Patna – 800015

PRESS RELEASE

As per the directions of the Election Commission of India on 07-01-2025, the final publication of the electoral roll for the state of Bihar has been carried out for all 243 Assembly Constituencies. In this final publication of the electoral roll, **the total number of electors is 7,80,22,933, which includes: Male electors: 4,07,63,352, Female electors: 3,72,57,477, Third gender electors: 2,104.** In the draft publication, the gender ratio was 910, which has now increased to 914. There has been a consistent improvement in the gender ratio in Bihar's electoral roll.

After the draft publication dated 29-10-2024, a total of 12,03,900 names have been added, and 4,09,434 names have been deleted as per rules during the same period. Thus, the net increase in the number of electors during the specified period is 7,94,466. According to the final publication: The net increase in male voters is 3,25,280 and the net increase in female voters is 4,69,078.

The other statistical details related to the final publication of the electoral roll are as follows:

Sl. No.	Subject	Summary of the draft publication of the electoral roll dated 29-10-2024 based on the qualifying date 01-01-2025.	Summary of the draft publication of the electoral roll dated 07-01-2025 based on the qualifying date 01-01-2025.	Net Change
1	Total voters	7,72,28,467	7,80,22,933	7,94,466
2	Total Male voters	4,04,38,054	4,07,63,352	3,25,298
3	Total Female voters	3,67,88,242	3,72,57,477	4,69,235
4	Total Third gender voters	2,171	2,104	-67
5	Gender Ratio of electoral roll	910	914	04
6	EP Ratio of electoral roll	0.594	0.600	.006
7	Numbers of Service voters	1,66,071	1,65,493	-578

The age-wise number of electors after the final publication is as follows:

Age Group	Number of Voters
18-19	808857
20-29	15590481
30-39	20424920
40-49	16926086
50-59	11426964
60-69	7272135
70-79	3965963
80+	1607527
Total	78022933

- As part of the **Special Summary Revision–2025**, special campaign days were organized on 02-11-2024, 03-11-2024, 23-11-2024, and 24-11-2024 for facilitating active participation. These campaigns were conducted at all polling stations in **239 out of 243 Assembly Constituencies** (excluding **196–Tarari, 203– Ramgarh, 227– Imamganj (S.C.), and 232–Belaganj**). In the constituencies — **196–Tarari, 203– Ramgarh, 227– Imamganj (S.C.) and 232–Belaganj** — special campaign days were held on **30-11-2024** and **08-12-2024**.
- As per the directions of the Election Commission of India, **duplicate entries and doubtful records** were verified and deleted as per rules during the finalization of the electoral roll.
- For registration in the electoral roll, in addition to **01 January**, the following three additional qualifying dates will also be available: **01 April, 01 July, and 01 October**. Hence, in this calendar year, four qualifying dates will be available to applicants. After the final publication, the process of continuous updation will continue, under which any eligible person can submit applications for inclusion, deletion, or correction of entries in the electoral roll.

Applications for the electoral roll can be submitted through both online and offline modes. This facility is available via the **Voter Helpline App** or through the website voters.eci.gov.in. For submitting offline applications, one can contact the **Booth Level Officer (BLO), Sub-Divisional Office, or District Election Office**. Alternatively, for more information, voters may also use the **Voter Helpline number 1950**.

Preshant Bhusan

(TRUE COPY)

By e-mail/Speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 23/INST/2023-ERS

Dated: 11th August, 2023

To,

The Chief Electoral Officers,
of all the States/UTs.

Subject: - Deletion of the names of electors from the electoral roll in case of "Shifting", "Demographic similar entries (DSEs)" and "Death"-regarding.

References: - (1) Commission's letter No. 23/2021-ERS dated 2nd August, 2021,
(2) Commission's letter No. 23/2021-ERS dated 13th August, 2021,
(3) Commission's letter No. 23/2021-ERS dated 13th September, 2021,
(4) Commission's letter No. 23/ID /2021-ERS dated 18th January, 2022, and
(5) Commission's letter No. 23/INST/2022-ERS dated 14th November, 2022.

Sir/Madam,

I am directed to state that detailed provisions for preparation of electoral rolls have been provided in the Representation of the People Act, 1950 and the Registration of Electors Rules, 1960. The Commission has been issuing instructions from time to time, supplementing the extant statutory provisions to ensure the process of revision/updation/preparation of electoral roll is undertaken and accomplished meticulously and in hassle-free manner. In supersession of all the instructions, under reference, which have been issued on deletion of entries from electoral roll, the Commission has decided to issue the following instructions for better comprehension, as these have been amalgamated and put at one place with slight amplification and modifications, wherever required.

2. Section 22 of Representation of the People Act 1950 provides the procedure of correction, which is reproduced below: -

[22. Correction of entries in electoral rolls - If the electoral registration officer for a constituency, on application made to him or on his own motion, is satisfied after such inquiry as he thinks fit, that any entry in the electoral roll of the constituency-

(a) is erroneous or defective in any particular,

(b) 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

(c) 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, the electoral registration officer shall, subject to such general or special direction, if any, as may be given by the Election Commission in this behalf, amend, transpose or delete the entry [after proper verification of facts in such manner as may be prescribed];

Provided that before taking any action on any ground under clause (a) or clause (b) or any action under clause (c) 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 electoral registration officer shall give the person concerned a reasonable opportunity of being heard in respect of the action proposed to be taken in relation to him[after proper verification of facts in such manner as may be prescribed].

3. It is clear from the provision of Section 22 referred to above, that the ERO, either through a formal application or on his own motion can delete the name of an elector from electoral roll subject to his satisfaction. However, it is hereby clarified that presently on ERO-Net there is no option available for deletion of name of elector without Form-7. In each case of deletion of an entry, a Form-7 is either received/obtained from an elector/BLO or a Form -7 is generated by the system. The process of disposal of all Form-7, whether received/obtained from field/system generated is done by following the due procedure by giving notice and putting the same for mandatory 7 days' period.
4. It is obvious from the above that though as per laws, ERO has statutory power to delete an entry from electoral roll on his own motion, **subject to such general or special direction, if any given by the Election Commission in this behalf.** The Commission, taking all aspects into consideration, including with a view to obviate possibility of a wrongful deletion during election year, has directed that EROs shall not resort to a deletion without a Form 7 and without following due process of verification. Accordingly, the Commission, hereby issues the following directions on deletion of entries in electoral roll: -
5. Broadly, there are following three grounds for deletion of entries from electoral roll:
 - (i) **Multiple Entries (ME)** - These multiple Photo Similar Entries (PSE)/ Demographic Similar Entries (DSEs) are generated by the system or reported by individual /BLOs/political parties, in which the elector's particulars i.e. name, relation's name, relation type, age, gender and address, etc. are same or one or two entries are different.
 - (ii) **Shifted Electors:** (a) Cases where an elector applies for shifting of Residence/change of Address through Form-8, for addition at the new place by new ERO and simultaneous deletion of names from the previous place of registration by the previous ERO or (b) intimation of elector not residing at the given address may come from any source, including through Form-7.

(iii) **Dead electors:** (a) On the basis of Death certificate from competent authority or List of deceased electors collected from database of Registrar of Birth and Death, identity of deceased is established or (b) An application in Form-7 is received from field.

6. The normal SOP for deletion of entries from the electoral roll in the above-mentioned cases is as follows:-

- (i) Form 7 shall be obtained in each case of deletion. The ERO shall follow due procedure of verification before taking final decision in the matter.
- (ii) For removal of Multiple Entries/ Photo Similar Entries (PSE)/Demographic Similar Entries (DSEs), elector name shall be retained in one place as opted for by the elector (after giving notice in prescribed Format-A and obtaining his confirmation of present residence or EPIC number) and deleted from all other places in the Electoral Roll. Notice in Format-A must be sent by Registered Post with AD/Speed Post and after receiving reply necessary action will be taken by the ERO concerned. A period of 15 days starting from the date of issue of Notice will be provided to the elector for furnishing reply of the Notice via Confirmation letter. If no reply is received within 15 days then BLO will go to the address of the applicant and collect the confirmation letter from elector and do the necessary verification.
- (iii) For removal of name of permanently shifted elector, Notice in enclosed Format-B must be sent by Registered Post with AD or by Speed Post giving 15 days to respond. If Postal Department returns the Notice mentioning the person not found at the address given, or if the elector does not respond within the stipulated notice period, then, the ERO shall send BLO concerned for field verification. If the BLO also does not find the person residing at that address, then after expiry of 15 days' notice period, deletion may be done by ERO on the basis of BLO's report, without obtaining Form-7 from any elector though form-7 for deletion will be generated by the system, as explained above. If the elector responds back objecting to the deletion, then ERO shall conduct the hearing and dispose of Form-7, following due procedure. If the concern elector does not come for hearing ERO may go ahead and delete his name. However, if an elector has shifted only temporarily, but is otherwise ordinarily resident at the given address, his name shall not be deleted from the electoral roll of the constituency.

- (iv) For removal of name of a deceased person, field verification by BLO must be carried out and deletion of the name of deceased elector shall be done on the basis of Form-7 and field verification report from BLO concerned. The BLO report may be accompanied by Death certificate from the competent authority as submitted by family members/List of deceased electors collected from database of Registrar of Birth and Death. In all such cases the individual form will be displayed on ERO's notice board for prescribed 7 days' notice period and if the ERO is satisfied about the validity of objection in Form-7, he may allow it without further enquiry after expiry of 7 days' notice period. In case, he is not satisfied, he will give notice of hearing to the objector and to the person objected to either personally or by registered post or by affixing it at the person's residence. After enquiry into the objection in respect of the objection, ERO shall dispose of Form-7, following due procedure.

7. Deletion in an election year

- (i) As per Section 23 (3) of the RP Act, 1950 no amendment, addition or deletion shall be made in the electoral roll of a constituency, after the last date for making nominations for an election in that constituency and before the completion of that election. It is clear from the above, that addition, deletion and modification in roll is allowed up to the last date of making nominations. However, in the light of Rules 18 and 26 of RER, 1960, where a provision is made for mandatory seven days' notice period before disposal of any claims and objections, updation of only those forms can be done in electoral roll which have been received at least 10 days (seven days' notice period + three days for preparation of the list of addition/deletion/modification) before the last date of filing nominations.
- (ii) Further, the Commission, taking in view the practical difficulties for printing of an electoral roll updated on the basis of the supplements to be generated on the last date of making nomination by the EROs for conduct of election due to short time available with them for the purpose, has decided that no corrections of entries and deletion of names shall be done after 10th day of announcement of election programme, to enable EROs to print updated electoral roll up to that date. However, addition in electoral roll (through Form-6 in case of new registration or through Form-8 in case of shifting shall remain continue till the last date of making nominations, as there is no change in the mother roll due to such additions.

- (iii) Accordingly, all Form-7, and all Form-8 for the purposes other than shifting of residence (within constituency/outside constituency), received after the date of announcement of election programme by the Election Commission shall be kept pending and will be taken up for disposal by EROs only after completion of election process in that constituency. As explained in the preceding paragraph, all Form-6 and Form-8 seeking shifting of address (within constituency/outside constituency) received 10 days before the last date of filing nominations in that constituency shall be disposed off after due process and names of eligible persons shall be added after the last entry of the part roll in chronological order on the last date of making nominations when the roll is frozen. The additions list containing all names entered into the ER database during the continuous updation period shall be appended to electoral roll already printed, for preparation of an electoral roll for elections.
- (iv) It is further clarified that Form-8 in which change of address on the ground of shifting has been sought, shall be processed for addition at shifted place, however, no simultaneous action for deletion of such name at the old address shall be done by the respective ERO, instead, the name of such elector shall be put in ASD list. Specific instructions shall be given to the concerned polling team to check identity of such elector on the basis of his latest residence proof, if the person visits the polling station at the time of election. The process of simultaneous deletion of the names of electors who are listed in ASD list (due to their shifting and enrolment at new place) shall be started by the respective ERO of old place immediately after completion of election, after following the procedure already explained.

8. All the records, communications and responses relating to deletions shall be kept in the file (physical as well as in ERO-Net) separately for each of such electors whose names have been deleted, uploaded in ERO-Net for future reference for 3 years. Provision for this has been made in the ERO-Net.

9. For the purpose of monitoring of removal of shifted entries, DEOs shall submit a monthly report (generated through ERO-net) to their respective CEO by the 10th of the following month reflecting the assembly constituency wise figures of identified, confirmed and finally deleted cases. CEOs in turn, shall send a consolidated list of the same AC wise/District wise along with overall narrative progress report in the matter to the Commission by 15th of every month.

10. All notices (in the enclosed Format 'A' &'B'), Checklist and the list of final deletions, may be generated through ERO-Net. A monitoring dashboard, for specific purpose of removal of shifted entries, has been provided on ERO-Net.
11. Wide publicity may be given about options available for person, whose name has been deleted from the electoral roll wrongfully. These options are that either he/she can file an appeal under Section 24 of the Representation of the People Act, 1950 within the prescribed period to the District Election Officer against the deletion of his/her name or submit a Form-6 before the Electoral Registration Officer for inclusion of his/her name in the electoral roll any time during summary revision or continuous updation of electoral roll.
12. All concerned may be informed accordingly.

Yours faithfully,



(RAJESH KUMAR SINGH)
UNDER SECRETARY

By Speed Post

Format-A

Information regarding multiple entries of name in the electoral roll and removal of such multiple entries

No.-----

Dated:-----

To,

----- (name of elector)

----- (Address of elector)

Sir/Madam,

As per our record in the electoral roll, your name is registered at more than one location, the details of which are as follows:

1.	2.	3.
No. and Name of the Assembly constituency:-----	No. and Name of the Assembly constituency:-----	
Part No.: -----	Part No.: -----	
Sl. No. : -----	Sl. No. : -----	
EPIC No.	EPIC No.	
Address:----- ----- -----	Address:----- ----- -----	
Photograph of Elector	Photograph of Elector	

2. As per the law, name of an elector can be only at such place where he/she is ordinarily resident. Thus, your name can be retained only at one place where you are presently residing.
3. You are requested to inform the undersigned in the attached letter mentioning the address where you are presently residing.
4. In case of any query or assistance, you may contact my office/helpline 1950.
5. You may send this letter by e-mail/post so as to reach my office by (date).

Yours faithfully,

(Signature of ERO/AERO)

Mobile Number:

E-mail :

Format of Confirmation letter from Elector

I hereby, confirm that my correct electoral details are ticked as under:-

1.	2.	3.
No. and Name of the Assembly constituency:-----	No. and Name of the Assembly constituency:-----	
Part No.: -----	Part No.: -----	
Sl. No. : -----	Sl. No. : -----	
EPIC No.	EPIC No.	
Address:----- ----- -----	Address:----- ----- -----	
Photograph of Elector	Photograph of Elector	

Name of elector-
Address-
Mob. No.
E-mail-

To ERO
AC No.

* Please tick the appropriate column containing correct electoral details.

NOTICE (B)

**UNDER SECTION 22 OF THE REPRESENTATION OF THE PEOPLE ACT, 1950
ELECTORAL REGISTRATION OFFICER OF ASSEMBLY CONSTITUENCY**

To

.....(Name of elector)
.....(Address of elector)

Sir/Madam,

Whereas, as per our record in the electoral roll, your name is registered at following address:-

No. and Name of the Assembly Constituency	
Part No:..... Sl.No.:	
Date of enrolment(if available)	
Address.....	
.....	

2. Whereas, "it has been reported to the undersigned by the BLO concerned that you are notordinarily residing at the above address" or "no response has been made by you to our letter dated---
---(a copy enclosed)"[strike out which is not applicable] and thus, it is presumed that you have ceased to be ordinarily resident in the constituency at the abovementioned address.

3. 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.

4. In case you have anything to submit against the action proposed to be taken in relation to you, you may appear personally or through a duly authorised representative before the undersigned on(Date) at (Hours) in the office of the undersigned at the address given below. In case of any query or assistant, you may contact at my number or Helpline 1950 or send a mail at

5. 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

Dated:

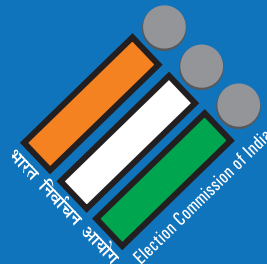
ELECTORAL REGISTRATION OFFICER
ASSEMBLY CONSTITUENCY, ...
ADDRESS.....

Preshant Bhusan
(TRUE COPY)



Manual on Electoral Rolls

March 2023
Document 10 - Edition 2



भारत निर्वाचन आयोग
ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi-110001

"No voter to be left behind"

Manual on Electoral Rolls

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भारत निर्वाचन आयोग
ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi-110001

"No voter to be left behind"

राजीव कुमार
 भारत के मुख्य निर्वाचन आयुक्त
Rajiv Kumar
 Chief Election Commissioner of India



भारत निर्वाचन आयोग
Election Commission of India



Message

Elections are the foundation of democracy and the conduct of free, fair and transparent elections on the basis of electoral rolls is the mandate conferred on the Election Commission of India by the Constitution. The superintendence, direction and control of preparation of electoral rolls for elections to Parliament and State Legislatures is vested in the Election Commission of India. The process of preparation of electoral roll is carried out by the electoral machineries within the given framework of the Representation of the People Act, 1950 and Registration of Electors Rules, 1960 and in accordance with the Commission's guidelines and instructions issued from time to time.

This is the second edition of 'Manual on Electoral Rolls' which is updated version of previous one and consists of all present existing instructions on all aspects of electoral rolls issued over the years, especially inclusive of the changed scenario of provisions of four qualifying dates for preparation/updation of electoral roll and advance applications from prospective electors, that has been effected by the amendment in electoral laws. I am sure this Manual would prove immensely helpful to all electoral officials by giving them insight into various issues that would come across while preparation of electoral rolls and it will equip them to execute their responsibility more effectively and meticulously.

I would like to congratulate Sh. Rajesh Aggarwal, the then CEO, Manipur, and all members of the Committee for updating the Manual and all officers of Electoral Roll Division headed by Shri Hirdesh Kumar, Deputy Election Commissioner who have been part of this exercise, for rendering contribution to preparation of this Manual.


 (Rajiv Kumar)

अनूप चन्द्र पाण्डेय
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भारत निर्वाचन आयोग
Election Commission of India



MESSAGE

The Commission has been carrying out the mammoth task of preparation and updation of electoral roll for conducting elections in the country on regular intervals as per the schedule. The electoral machineries including Electoral Registration Officers accomplish such task within the given framework of electoral law. The Commission's instructions and directions issued from time to time not only remain guiding principle but also help them in executing their responsibilities effectively and meticulously. The Manual on Electoral Roll is the book enumerating relevant laws, eco-systems of electoral machineries, their roles, and responsibilities and how they are expected to be while executing their duties during preparation and updation of electoral roll.

This updated version of 'Manual on Electoral Rolls' has been prepared taking into account the recent amendment to electoral laws which have opened a wide spectrum for registration of young citizens with availability of four qualifying dates in a year. This Manual has reference of the main actions and operations that have to be accomplished and key responsibilities that have to be shouldered by the electoral system right from the top downwards and grassroots i.e. BLO upwards. As a Manual, it will be a valuable and facilitating Document to electoral system including stakeholders through the entire process of preparation and updation of electoral roll.

I would like to compliment the entire team of Electoral Roll Division under Sh. Hirdesh Kumar, Deputy Election Commissioner for coming with this useful, comprehensive, and nearly exhaustive volume on the whole process of preparation and updation of electoral roll and I am sure it would of immense help to electoral managers in India and abroad.

(Anup Chandra Pandey)

अरुण गोयल

भारत के निर्वाचन आयुक्त

Arun Goel

Election Commissioner of India



भारत निर्वाचन आयोग
Election Commission of India

No. 23/ERM/Committee/ERS/2022

June 13th, 2023



MESSAGE

Pure and transparently prepared electoral roll is always a bedrock to conduct a free and fair election. The Constitution of India has mandated Election Commission of India for the superintendence, direction and control of preparation of electoral rolls for elections to Parliament and State Legislatures. Towards accomplishing this constitutional responsibility, the Commission gives utmost importance to the exercise of preparation and revision of electoral roll. Updation of Electoral Roll Manual well before the elections to the eighteenth Lok Sabha is a step in this direction.

The process of revision and updation of electoral roll involves huge electoral machinery. Therefore, it is quite essential to codify roles of all our officials involved in the preparation of electoral rolls from the level of CEOs, DEOs, EROs/AEROs and down to the level of BLO, updated and make them aware about all the related electoral laws, rules and guidelines. Upon the Election Laws (Amendment) Act, 2021 coming into existence, significant new provisions have been introduced in rules and guidelines. This brings in relevance of the updated manual.

I would like to compliment the members of the Committee constituted for the updation of the Manual and Sh. Hirdesh Kumar, Deputy Election Commissioner for their meaningful contributions.


(Arun Goel)

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भारत निर्वाचन आयोग
Election Commission of India



Foreword

Preparation of electoral rolls is a constitutional responsibility of the Election Commission and pure and health electoral roll is prerequisite to conduct a successful election. The updated Manual on Electoral Rolls, brought out by the Election Commission of India, is an endeavour to provide an updated, comprehensive yet concise document incorporating all existing guidelines/instructions of the Election Commission on preparation and revision of electoral rolls and all activities relating thereto. Keeping in view the recent amendments in Laws, all subsequently issued guidelines have also been incorporated in the Manual. The chapters are divided by topics related to enrolment process, each topic covering the current state of regulations and the Election Commission's instructions to tackle various situations being faced by registration officers. A list of Frequently asked questions (FAQs) with their answers has also been provided at the end of the document.

I hope that this compilation will be beneficial, helpful and handy for electoral registration officers, stakeholders and all such persons from public who may be interested in the subject of electoral rolls. I would like to congratulate Sh. Narendra N. Butolia, Sr. Pr. Secretary, Sh. Ajoy Kumar, Pr. Secretary, Sh. Pawan Diwan, Secretary and entire team of Electoral Roll Division who have made possible this important task of updating the manual in a time bound manner.


(Hirdesh Kumar)

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GLOSSARY OF THE TERMS USED

1. **Absentee Voter** – An absentee voter is that person who is found to be absent for a limited period from place of his ordinary residence where he is enrolled as an elector. An absentee may be with family or without family. But his name cannot be deleted, as in the existing law, a person absenting himself temporarily from his place of ordinary residence shall not, by reason thereof, cease to be ordinarily resident therein.
2. **Addition** – Addition means enrolment or inclusion of one's name in electoral roll of the constituency by the Electoral Registration Officer, in which the formers' place of ordinary residence is located, on application by the person concerned in Form-6.
3. **AMF (Assured Minimum Facility)** – The Election Commission has directed that every District Election Officer has to assure provision of the basic minimum voter friendly facilities and amenities such as ramp, drinking water, toilet, lighting, furniture, help desk and proper signage at each polling station. These fundamental facilities are called Assured Minimum Facility (AMF).
4. **ASD List** – In order to prevent impersonation of Absentee, Shifted and Dead Voters, whose names continue to appear in the electoral rolls, list of such voters (ASD List) is prepared polling station wise and provided to the concerned Presiding Officer. If any person listed in the ASD list turns up for voting, his identity has to be verified thoroughly before allowing the person to vote.
5. **Assistant Electoral Registration Officer** – The Election Commission may appoint one or more persons as Assistant Electoral Registration Officers to assist an Electoral Registration Officer in the performance of his functions. Every Assistant Electoral Registration Officer shall, subject to the control of Electoral Registration Officer, be competent to perform all or any of the functions of Electoral Registration Officer.
6. **Appeal** – Under the provisions of Rule 23 of Registration of Electors Rules, 1960, if a person has a grievance against the decision of the Electoral Registration Officer made with regard to claims & objections, he can prefer an appeal to the prescribed Appellate Authority, against the decision of the Electoral Registration Officer. The Appellate Authority shall give the appellant eligible opportunity of being heard before recording his final decision on an appeal. However, appeal will not have the effect of staying or postponing the final publication of the electoral roll.
7. **Appellate Authority** – Appeal shall be presented to the District Magistrate or Additional District Magistrate or Executive Magistrate or District Collector or an officer of equivalent rank as may be, notified as Appellate Authority in the Official Gazette by the Election Commission. The Appellate Authority, after satisfying himself that the said appeal has been presented within the prescribed time and in the manner required, shall give the appellant a reasonable opportunity of being heard. During the continuous updation there is a provision of second appeal also, which is allowed before the Chief Electoral Officer of the State. The decision of the Appellate Authority is final.
8. **Auxiliary Polling Station** – Where the maximum number of electors in a polling area exceed beyond the limit prescribed by the Election Commission, auxiliary polling station(s) is provided bifurcating/trifurcating the existing polling station. Generally, such auxiliary polling station is situated in the same polling station location in which the main (original) polling station is earlier housed. The serial number of auxiliary polling station(s) is indicated by adding a suffix to the serial number of the main polling station, like '100', '100A/1', '100A/2' and so on.
9. **Booth Level Agent** – In order to enhance the participation by recognized political parties in preparation and revision of electoral rolls, a provision for appointment of Booth Level Agent to complement Booth Level Officer during roll revision, has been made on the pattern of appointment of Polling agents/ Counting agents during election. Normally, one Booth Level Agent is appointed for one part of electoral rolls, though, a Booth Level Agent may be appointed for more than one part of electoral rolls provided the polling stations for the corresponding parts of electoral roll are located within the same polling station location. Booth Level Agent must be a registered elector in the relevant part of electoral roll for which he is appointed as it is expected that Booth Level Agent will scrutinize the entries in the draft roll of the area where he resides, to identify entries of dead/shifted persons.

10. **Booth Level Officer** – Booth Level Officer is a local Government/Semi-Government official, familiar with the local electors and generally a voter in the same polling area, who assists in updating the roll using his local knowledge. He, under the overall supervision of Electoral Registration Officer, is responsible for field verification, collection of information/data regarding electors and preparation of roll of a part of electoral roll in respect of the polling area, assigned to him.
11. **Chief Electoral Officer** – Chief Electoral Officer is an officer of the State government, who supervises the work relating to preparation of electoral roll and conduct of all elections to Parliament and the Legislature of the State, subject to the overall superintendence, direction and control of the Election Commission.
12. **Claims & Objections** – Claims & Objections are the applications in statutory forms (Form 6, 6A, 7, 8, 17, 18 and 19) for inclusion/correction/deletion of names in/ from electoral roll or transfer of one's name from one part to another part of electoral roll.
13. **Constituency** – As amended from time to time, the Delimitation Order defines the territorial extent of each Assembly Constituency and the Parliamentary Constituency. A number of Assembly Constituencies comprise a Parliamentary Constituency. All Assembly and Parliamentary Constituencies are territorial, i.e. have fixed geographical boundaries. An exception is the Sangha Assembly Constituency in Sikkim which comprises of monks residing in recognized monasteries all over the State of Sikkim.
14. **Control Table** – Control Table or Master Table, as it is sometime called, contains name of all revenue, administrative and electoral unit in a state, such as Parliamentary Constituency, Assembly Constituency, district, tehsil, town, village, ward, post office, police station etc. which are required to enable the data integration of the database of all electors at the time of printing of electoral roll of a part.
15. **CSV** – A service voter belonging to Armed Forces or forces to which provisions of Army Act, 1950 are applicable, has option of either voting through postal ballot or through a proxy voter duly appointed by him. A service voter who opts for voting through a proxy is called Classified Service Voter (CSV).
16. **Deletion** – Deletion is the process of removing one's name from electoral roll by the Electoral Registration Officer on the basis of application in Form 7. Electoral Registration Officer can also delete one's name under his suo-moto powers.
17. **District Election Officer** – The Election Commission designates the head of district administration, variously known as Collector, Deputy Commissioner or District Magistrate, as District Election Officer of the district concerned. Subject to the superintendence, direction and control of Chief Electoral Officer, District Election Officer shall coordinate and supervise all work in the district or in the area within his jurisdiction in connection with the preparation and revision of the electoral rolls for all Parliamentary, Assembly and Council Constituencies within the district. District Election Officer is responsible for providing polling stations and the publication of the list of polling stations and for providing polling staff at elections.
18. **Electoral Registration Officer** – For the purpose of preparation and revision of electoral rolls of a constituency, the Election Commission, in consultation with the Government of the State, designates/ nominates an officer of the State Government concerned, as Electoral Registration Officer. Electoral Registration Officer is the statutory authority to prepare the electoral roll of the Constituency under his charge.
19. **Electoral Roll** – Ordinarily known as 'voter list', electoral roll is a list of persons registered as electors residing in a constituency. For proper management, electoral roll of a constituency is divided into several parts which contain details of electors of the corresponding polling areas.
20. **EPIC** – Electors Photo Identity Card (EPIC) is issued by Electoral Registration Officer to all electors registered in the electoral roll of the Assembly Constituency under him, for establishing the identity of the concerned elector at the time of poll.
21. **ERMS** – Electoral Rolls Management System (ERMS) is a conglomeration of a number of IT applications developed by the Election Commission for assignment of duties for verification by Booth Level Officers, preparation and correction of electoral rolls, monitoring of electoral rolls and EPIC preparation by Electoral Registration Officers.

22. ERO NET - ERO Net is a web based system created to provide a platform to Electoral Registration Officers and other officials to process claims & objections received online/offline and a complete and full proof network of all officials of the electoral machinery all over the country for close monitoring of the enrolment process. It also provides quality services to the citizens to check status of the applications submitted by them.
23. IIIDEM – The Election Commission set up an institute known as India International Institute of Democracy and Election Management (IIIDEM) in 2011 at its Secretariat with the objective of enhancing and upgrading learning, knowledge, skill and efficiency of the election officials. For the purpose, regular training programmes are conducted at IIIDEM for master trainers from the States before every revision of electoral rolls and general elections to State Assemblies/ Lok Sabha. Besides, IIIDEM also arranges courses for delegates/officials of election management bodies of other countries.
24. Modification – Modification is the process of making correction of the particulars/ existing entries in respect of an elector in electoral roll, on the basis of Form 8 submitted by the concerned elector.
25. Mother Roll – Whenever the Election Commission orders revision of electoral roll, the existing rolls are integrated into a single roll and published as a draft. After disposing of the claims & objections received during revision period, a supplement is prepared. Thus, at the final publication, there are two electoral rolls – the draft roll and the supplement, prepared during revision period. The basic roll published as draft is called mother roll.
26. NazriNaksha – NazriNaksha is an ordinary sketch map of the polling area prepared by Booth Level Officer, demarcating the geographical boundaries of the polling area, assigned to him and depicting settlements (habitation area), streets, roads, lakes/ rivers, important buildings like polling stations, post office, police station, health centres etc. NazriNaksha is prepared to avoid overlapping of habitations, specially in respect of newly developed colonies in the polling area.
27. NVD – The Election Commission has started a practice of celebrating National Voters’ Day (NVD) on its foundation day that is 25th of January every year throughout the country, with an objective raising awareness among electors about their democratic rights and duties.
28. NVSP – NVSP or National Voters Service Portal has been provided on the website of the Election Commission which provides certain e-services relating to registration in electoral roll for citizens and election officials. The portal was launched on 25th January, 2015.
29. Objection – One can object a proposed addition of a person’s name or against an existing entry in electoral roll. An objection can be made in Form 7.
30. Voter Information Slip – To facilitate voters in knowing the serial number of Electoral Roll of their polling Station, date of poll, time etc. ‘Voter information slips’ are distributed at least 5 days before the date of poll to all enrolled electors by the District Election Officer through the BLO. Voter information slip does not contain the photo of the elector and is not allowed as proof of identity at Polling Station.
31. Polling Area – A polling area is a well-defined and identifiable area demarcated with certain physical landmarks such as street, road, river, hills etc. All the electors residing in that particular polling area are enrolled in a separate part of electoral roll and vote at the polling station created for that polling area. Every constituency is divided among several polling areas.
32. Polling Party/ Polling Personnel – During the poll, a polling station is manned by a team of 4-5 Government officials for conduct of polling at that particular polling station as per the programme announced by the Election Commission. Each polling party is headed by a Presiding Officer. The appointment of Presiding Officer and Polling Officials is made by District Election Officer.
33. Polling Station – Polling station is the room/hall fixed for holding poll where the electors of the concerned polling area cast their votes on the day of poll. It is also referred to as ‘polling booth’.
34. Polling Station Location/Polling Centre – Polling station location/polling centre is the building/ premises in which 1 or more than 1 polling station are housed.
35. Proxy – A service elector belonging to armed forces and para-military forces, may appoint any person as his proxy to give vote on his behalf and in his name. The proxy shall be an adult person ordinarily resident of that constituency. He need not be a registered voter but he must not be disqualified to be registered as a voter.

36. Public Grievance Redressal System (PGRS) – Set up by the Election Commission to record and monitor all complaints received from citizens regarding electoral rolls and EPIC.
37. Qualifying date – ‘Qualifying Date’ is the date with reference to which the eligibility for enrolment in the electoral roll being prepared or revised is determined. At present, the qualifying date is the first day of January, April, July and October of the year in which an electoral roll is finally published. The eligibility of a person desirous to get registered in electoral roll is determined with the reference of the qualifying date.
38. Returning Officer – The Election Commission, in consultation with the Government of the State, designates/nominates an officer of the State Government concerned, as Returning Officer for a constituency for election to State Legislature or Parliament.
39. Regulatory Audit – A process developed to promote and ensure uniform compliance and conformance with election rules & regulations by the election machinery across the country. The Regulatory Audit consists of four distinct phases of activities – Pre Audit, Physical Audit, Post Audit and Audit follow up.
40. Section – ‘Section’ is a clearly identifiable area within a polling station. It denotes locality and area details and contains household wise individual elector details. It is determined considering the distribution of habitation, geographical landmarks, alignment of streets, plotting road networks, natural barriers etc. There is no fixed number of electors in a section as it may range anywhere between 50 and 100.
41. Service Voters – A service voter is a person having service qualification defined in the Representation of the People Act, 1950. Mainly speaking, Members of three wings of Defence, Central Para Military Forces, personnel belonging to State Armed Police Force posted outside the State and persons employed under Government of India posts abroad are eligible to be registered as service voters. The person having service qualification and get enrolled as service voters at their native places even though they actually may be residing at a different place of posting.
42. Shifted Voter – An elector who has left his place of ordinary residence and gone to some other place and there is no possibility of his returning back to the place. Electoral Registration Officer should delete name of such shifted voter from electoral roll after following due process under the existing law.
43. SLMTs – The Election Commission has devised a system of cascaded training of the officers deployed in preparation of electoral rolls and conduct of elections. The State Chief Electoral Officers nominate State Level Master Trainers (SLMTs) who are imparted trainings centrally at India International Institute of Democracy and Election Management (IIIDEM). These SLMTs conduct trainings to the election officials in the States.
44. Special Voters – The persons holding declared offices like President, Vice-President, Governors etc. are to be included in the part of the roll pertaining to the locality in which they, according to the address given by them, would have been ordinarily resident in the declaration prescribed for this purpose. These voters are called special voters.
45. Suo-moto correction – If an Electoral Registration Officer on his own motion is satisfied that any entry in electoral roll of the constituency under his jurisdiction is erroneous/defective or should be transposed to another place in the roll on the ground of shifting of his ordinary residence within the constituency by the person concerned or should be deleted on the ground of the concerned elector’s death or shifting of ordinary residence or non-entitlement for registration in electoral roll, the said Electoral Registration Officer shall subject to general/special direction given by the Election Commission, amend, transpose or delete the entry, after proper verification of the facts under due procedure.
46. SVEEP – Systematic Voters’ Education and Electoral Participation (SVEEP) is a programme initiated by the Election Commission in 2011 to increase voter awareness and facilitate electoral participation through voter registration and turnout in the youths, women, tribal and other marginalized sections of the society.

SECTION I - GENERAL

CHAPTER 1
HISTORICAL BACKGROUND

CHAPTER 2
CONSTITUTIONAL AND LEGAL FRAMEWORK

Chapter 1

Historical Background

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

- 1.4 Originally, Section 23 of the Representation of the People Act, 1950 provided for annual revision with respect to 1st March as the qualifying date.
- 1.5 After the first general election in 1952, the Election Commission directed that in respect of each of the 5 years from 1952 to 1956 the annual revision of electoral rolls in State should intensively cover 1/5th of the entire area of the State so that every locality might have its electoral roll intensively revised at least once before the second general election. Apart from this, the Election Commission also directed intensive revision of the rolls every year in respect of some special kinds of areas where the electoral rolls were likely to become inaccurate and out of date fairly soon after their preparation, e.g. (i) Urban Areas (ii) Areas with a floating labour population and (iii) Areas to and from where fairly large movements of population were known to have taken place.
- 1.6 Article 324 (6) provided that the President or the Governor of the State, shall, when so requested by the Election Commission, make available such staff as may be necessary for discharge of the functions conferred on the Election Commission by the Constitution. Still, in the original scheme of the Representation of the People Act, 1950 there was no statutory post of Chief Electoral Officer or some other electoral officers. The Election Commission had no control over the Chief Electoral Officers as they were appointed by the concerned State Governments. In 1956, the Parliament made an amendment in the Representation of the People Act, 1950 to provide a statutory post of Chief Electoral Officer for each state for supervision of preparation of electoral rolls subject to the superintendence, direction and control of the Election Commission. The said amendment act also provided for officers named as Electoral Registration Officer and Assistant Electoral Registration Officer at the level of each constituency for preparation and revision of electoral rolls for that constituency. In Section 13B (2) of the Representation of the People Act, 1950 a provision was made, that an Electoral Registration Officer may employ such persons as he thinks fit for the preparation and revision of electoral roll.
- 1.7 By the same amendment Act, in 1956, the requirement as to minimum period of 180 days of ordinary residence in a constituency during a prescribed qualifying year, before name of an applicant would be registered in the electoral roll of that constituency, was done away with.
- 1.8 After the General Elections in 1957, the Election Commission directed that during each of the three following years the electoral rolls related to 1/3rd of the entire area of every state should be revised intensively, while during the year 1961 the revision would be intensive only in respect of the urban areas, areas with floating and migratory population and service voters.
- 1.9 In 1958, the Parliament made another amendment in the Representation of the People Act, 1950 changing the definition of the 'qualifying date' as first day of January of the year in which the electoral roll for the constituency concerned was to be prepared or revised. The amendment was effective from 1st January, 1959. Consequently, in CEO's conference held in 1960, the Election Commission decided to order an annual revision of rolls starting on 1st January and completing on the 31st January of the year.
- 1.10 In the said amendment Act, provision of ownership/possession of a dwelling house as a condition for ordinary residence in a constituency in Section 20 was dropped.

Now, mere ownership/possession of a residential property does not bestow the residential qualification for registration in electoral roll. Besides, it was provided that a person absenting himself temporarily from his place of ordinary residence shall not, by reason thereof, cease to be ordinary residence. It was further added that MPs and MLAs/MLCs shall not, during the term of their office, cease to be ordinarily resident in the constituency, in which they are registered as elector at the time of election as such members, by reason of their absence from that constituency.

- 1.11 In November, 1960, the Central Government notified the Registration of Electors Rules, 1960 superseding the Representation of the People (Preparation of Electoral Rolls) Rules, 1956. The 1960 Rules provided for a detailed procedure and manner of preparation of electoral rolls.
- 1.12 Subsequent to the general elections, 1962, the Election Commission directed that summary revision of electoral rolls should ordinarily be sufficient in the years 1963 and 1964. Intensive revision was again conducted in 1965 in 40% of the country, while electoral rolls in respect of the remaining 60% areas comprising all urban areas and habitations with floating population was intensively revised during 1966.
- 1.13 Earlier, Section 21 of the Representation of the People Act, 1950 provided for annual revision of electoral rolls, but by the time, the Election Commission was convinced that it was wastage of resources and time to revise the electoral rolls of all the constituencies every year. Therefore, on the recommendation of the Election Commission, an amendment was made in 1966 in Section 21(2)(a) to provide for revision before each general election and each bye-election. Section 21(2) (b) provided that the Election Commission can order a revision of electoral roll even if no election is immediately due. Though the condition of annual exercise of preparation of electoral rolls was done away with the above amendment, the Election Commission continued the system of revising electoral rolls annually in the subsequent years.
- 1.14 By the same 1966 amendment, the electoral machinery was strengthened by providing a statutory officer for each district in a state, named as District Election Officer, for the purpose of coordination and supervision of all work relating to preparation and revision of electoral roll for the constituencies within the district. Further, the amendment also made a provision in Section 20 for person having service qualifications for his registration in electoral roll of the constituency in which, but for his having such service qualification, he would have been ordinarily resident.
- 1.15 Sensing the possibility of a mid-term poll due to split in Indian National Congress in 1969, the Election Commission ordered a revision of electoral rolls during the period from 15th November, 1969 to 15th January, 1970 and the same rolls were used in the mid-term election held in February-March, 1971.
- 1.16 In 1975, with a view to be prepared for general elections, the Election Commission took early steps for revision of the electoral rolls under a crash programme and directed all the States and Union Territories that the existing rolls should be published as draft rolls on 1st January, 1975 and claims & objections should be invited up to 16th January, 1975. This procedure was adopted with intention to reduce the consumption of paper, volume of printing and expedite the revision of rolls.

- 1.17 The Election Commission, further directed that simultaneously, there should be house to house enumeration of voters by the officially appointed enumerators in accordance with the system of Electoral Card. On the basis of the enumeration, following two lists were prepared - (i) list of persons who were eligible to be registered in the electoral roll but whose names were not previously included in the draft rolls and (ii) list of persons whose names were included in the draft rolls but who were since dead or had ceased to be ordinarily resident in the constituency. Having regard to large scale shifting of population to various new colonies in Delhi it was considered desirable that the draft rolls should be prepared afresh on the basis of lists prepared instead of the existing rolls after house to house enumeration, the draft rolls were published on 10th February, 1975 and they were finally published on 7th April, 1975, while in all other states the final publication was made on 28th February, 1975.
- 1.18 Since the general election to the House of the People was not held in 1976 due to extension of tenure of the existing House till March, 1977, the Election Commission decided in March, 1976 to undertake summary revision of rolls with reference to 1.1.1976 as the qualifying date. The electoral rolls so revised in 1976 were accepted to be valid for the general election in 1977. However, with a view to update to the extent possible, the Election Commission, through a press note, exhorted all duly qualified persons to file claims not later than 5th February, 1977. Efforts were made to dispose of all such claims and objections to ensure the accuracy of the roll.
- 1.19 Keeping in view the general elections in 1985, the Election Commission announced a staggered programme of revision of rolls, in such a way that the electoral rolls of all rural constituencies could be intensively revised in 1983 with reference to 1.1.1983 as the qualifying date and those of all urban constituencies with reference to 1.1.1984 as the qualifying date. To achieve optimum accuracy of electoral rolls and to ensure revision of rolls in an orderly and systematic manner, the Election Commission directed to all officers, from Chief Electoral Officers to Electoral Registration Officers/Assistant Electoral Registration Officers, to undertake visits and spot checks at random.
- 1.20 The electoral rolls of all constituencies were revised intensively in 1987 and 1988, followed by a special revision in 1989.
- 1.21 On the recommendation of the Election Commission, an amendment was again made in 1989 to make a provision in the Representation of the People Act, 1950 for Chief Electoral Officer, District Election Officers and all other officers/staff employed in preparation and revision of electoral rolls, to be on deemed deputation to the Election Commission for the period, during which they are so employed. In pursuance of constitutional amendment in Article 326, a further amendment was also made in the Representation of the People Act, 1950, to reduce minimum age from 21 years to 18 years on the qualifying date. Consequently, the qualifying date in connection with revision of electoral roll in the year 1989 was made 1st day of April, 1989 instead of 1st day of January that year.
- 1.22 In 1992, the summary revision was ordered and thereafter in 1993, the Commission ordered for the intensive revision with reference to 1.1.1993 as the qualifying date. The Election Commission, in the year 1993, introduced Electors Photo Identity Card (EPIC) in all states under Rule 28 of Registration of Electors Rules, 1960.

Accordingly, thereafter, EPIC details of electors were also captured in electoral rolls. In 1995, the Election Commission ordered to revise the electoral rolls intensively.

- 1.23 During last two decades, the Election Commission adopted more and more proactive role in the areas of electoral registration and voter participation. The Election Commission reviewed the entire gamut of issues relating to revision of electoral rolls as well as the efficient and systematic management of electoral roll with a particular focus on a coordinated approach to the management of scheme of EPICs with the revision of electoral rolls. In a meeting with Chief Electoral Officers in 1997, a comprehensive agenda note was prepared on the issue. The note was discussed in a meeting with the recognized political parties held in May, 1997 in New Delhi. On the basis of detailed interaction with the Chief Electoral Officers and political parties, the Election Commission embarked upon various new projects to improve the quality of electoral rolls. Computerization of electoral rolls was one of the links of the chain of such innovative measures. The decision for computerization of electoral rolls was taken in 1997 though, the work practically started in 1998. Consequently, the Election Commission took a conscious decision for not ordering intensive revision till the roll is cleaned through computerization and therefore, during the years of 1999, 2000 and 2001 summary revision was ordered in respect of all States/Union Territories.
- 1.24 As a part of the comprehensive plan for use of Information Technology in electoral management and administration of electoral roll in a big way, initiated in 1997, the Election Commission launched its website on 28th February, 1998, just two days prior to start of counting of votes for General Election to 12th Lok Sabha. The website which has been an integral part of the overall management strategy of the Election Commission reflected its broad vision of moving into the internet way of computing for all major events and activities connected with preparation of electoral roll and conduct of elections.
- 1.25 Special revision of intensive nature was undertaken with reference to 1.1.2002 as the qualifying date in 20 States, while in the remaining States, the summary revision was ordered. Special revision of intensive nature was different from 'intensive revision' provided in the statutes, as during special revision of intensive nature, enumerators were sent to house to house verification with a working copy containing details of existing electors in a row with a blank row beneath for correction in the existing particulars and also for capturing details of newly eligible persons. In 2003, intensive revision was conducted in 7 states while all other states went for special summary revision, while in 2004, special summary revision was undertaken in entire country.
- 1.26 During special summary revision with reference 1.1.2005, photo electoral roll was introduced for the first time in all Assembly Constituencies of Kerala and Puducherry and some selected Assembly Constituencies in Haryana, Himachal Pradesh and Punjab. Photo electoral rolls were prepared by linking image of elector kept in EPIC database with the elector's details. Photo electoral rolls were prepared in other states in staggered manner during subsequent annual revisions and gradually photo electoral roll replaced the text roll.
- 1.27 In 2006, the Election Commission introduced the concept of appointing Booth Level Officers for each polling station area to ensure the fidelity of the electoral

rolls. Earlier, whenever the Election Commission ordered revision of electoral rolls, field staff was drafted temporarily for enumeration and field verification during the revision period. With the appointment of Booth Level Officer, the electoral machinery was further strengthened at the grass root level. Booth Level Officer is a local government/semi government official, generally a voter in the same polling area, who is instrumental and accountable for ensuring cleanliness of electoral roll of the area under his jurisdiction. Though, available on part time basis, the Booth Level Officer, under the overall supervision of Electoral Registration Officer is responsible for field verification, collection of information/data regarding electors, including dead/shifted voters and eligible persons in his part.

- 1.28 To improve the health of electoral roll, the Election Commission devised some reporting formats called as Formats 1-8 in 2008-2009. In these Formats, the Chief Electoral Officers are required to furnish Assembly Constituency-wise and polling station wise elector's data and projected population data twice during the revision of electoral rolls. The Chief Electoral Officers and Electoral Registration officers make thorough analysis of the electoral data in comparison with population data to check the gaps in electors population ratio, gender ratio and enrolment in youths, women and other deprived sections of society and to propose focussed strategy to close the gaps, so observed.
- 1.29 A special provision for citizens of India residing outside India was inserted in the Representation of the People Act, 1950 as Section 20A by the Amendment Act of 2010, wherein a provision was made for enrolment of every Overseas Indian citizen in the electoral roll of the constituency in which his place of ordinary residence in India was located.
- 1.30 To make the enrolment process more transparent and citizen friendly, the Election Commission decided to make call centers with a toll free telephone number functional at all State headquarters. On the Election Commission's request, BSNL allotted the toll free telephone number '1950' in 2011. This number is accessible from all landline and mobile telephones of the States without adding STD code. It can also be accessed from outside the State by adding STD code of the State capital. The citizens can make a call to the State call center using '1950' to enquire about the registration process, revision program and status of their claims & objections filed with Electoral Registration Officers/Assistant Electoral Registration Officers.
- 1.31 On basis of the findings of baseline studies conducted after General Election to Lok Sabha in 2009, the Election Commission felt need for creating awareness amongst citizens and making registration process more convenient and responsive and consequently, voter education programmes named as Systematic Voters' Education and Electoral Participation (SVEEP) were launched. In order to further reach out to the masses, in 2011, the Election Commission initiated practice of celebrating National Voters' Day on its foundation day, i.e. 25th January. On this occasion, functions are organised by the Election Commission and offices of Chief Electoral Officers in which awards are given to senior election officials of the states who have done exemplary work in the fields of voter registration and conduct of elections during the last calendar year. Besides, selected first time young voters in 18-19 years age group are distributed EPICs by the Chief Guests of the function. SVEEP activities have now become regular feature of every summary revision and election.

The Election Commission organized a Matdata Mahotsav/Voters' Fest, 2016 at Central Park, Connaught Place, New Delhi with the objective of familiarising the audience with the process of 'Electoral Registration' in particular and outreach to include the target groups like youths, prospective electors, women, marginalized groups, service voters, eligible Indian overseas electors and also to use the platform to connect with various stakeholders.

- 1.32 Before every revision programme, the Chief Electoral Officers are required to arrange training programmes for officials identified and deployed in the revision exercise. For the purpose of development of a reserve pool of resource persons and systemization of training infrastructure for regular trainings to such officials, the Election Commission set up an institute known as India International Institute of Democracy and Election Management (IIIDEM) at its Secretariat in June, 2011. In addition to organizing workshops/seminars with various international election management bodies, IIIDEM organizes periodic training programmes for state officials and officers of the Election Commission.
- 1.33 Further, the Election Commission has developed several IT applications, collectively known as Electoral Roll Management System (ERMS) for managing the huge electoral database and streamlining the monitoring system. Through these applications, regular exercise of error removal and de-duplication of multiple entries from electoral roll is done. The Election Commission has also extended facility of online submission of claims and objections. The Election Commission has further augmented system of citizen centric services. In this connection, National Voter Service Portal (NVSP) has been launched on the Election Commission's website for citizens on the occasion of National Voters' Day, i.e. 25th January, 2015. The services available on NVSP at the national level are – 'search your name in electoral roll', 'apply online', 'correction of entries', 'know your booth' and 'know your Booth Level Officer, Electoral Registration Officer and District Election Officer'.
- 1.34 The Election Commission created a separate Regulatory Audit Division (RAD) for the purpose of a systematic audit of processes and procedure as per the election laws in different States and Union Territories. The approach of regulatory audit is to identify critical gaps and create awareness among the election officials to carry out electoral responsibilities faithfully and with sense of accountability towards the stakeholders. The regulatory audit covers all areas of election process like preparation of electoral roll, EVM, polling process, SVEEP, training etc.
- 1.35 In 2015, the Election Commission launched a nationwide comprehensive programme, namely, National Electoral Roll Purification and Authentication Programme (NERPAP) from March to August with an objective of bringing an error free and authenticated electoral roll by linking EPIC data of electors with Aadhaar number, mobile number and e-mail of the electors. During this programme, the electors were extended facilities of web services on NVSP for online registration or making a call at '1950', a toll free number at state call centres for knowing status of their applications for enrolment, correction/modification or deletion of entries in/ from electoral roll, preparation of EPIC or for making other related queries.
- 1.36 A similar programme called as National Electoral Roll Purification (NERP), 2016 has also been initiated this year. The twin objectives of NERP, 2016 are improvement of health of electoral roll and standardization of section, polling station boundaries

and locations. The Chief Electoral Officers of the states have been asked to undertake activities, in mission mode, relating to registration of all eligible persons in electoral roll, removal of multiple entries and names of absentee, shifted and dead electors from electoral roll and mapping of part boundaries and polling station location on GIS platform.

- 1.37 In 2016 Election Commission created a web based system namely 'ERO Net' to provide a platform to Electoral Registration Officers and other officials to process claims & objections received online/offline and to closely monitor the enrolment process. ERO Net also provides quality services to citizens and facility to check status of the applications submitted by them. The supervisory officers and the Commission can also monitor the progress online through ERO Net throughout the country.
- 1.38 In 2021, on the recommendation of the Election Commission, the Government has amended the Representation of the People Act, 1950 broadly covering the following important aspects on electoral rolls-
- Use of Aadhaar for electoral registration purpose
 - Four qualifying dates i.e. 1st January, 1st April, 1st July and 1st October to facilitate enrolment of electors especially the newly eligible ones.
 - Gender neutral provisions for service electors and special electors. Now both wife and husband of the service or special elector, if residing with her/his spouse is also eligible to be enrolled as service/special elector.
- 1.39 A new form 6B has been introduced to collect Aadhaar number from existing electors on voluntary basis for authentication of his entries in the electoral roll.
- 1.40 Form 1, 2, 2A, 3, 6, 7, 8, 11, 11A, 18 & 19 have been amended to incorporate the changes in Law & Rules. A new field has been created for Aadhaar number collection in these forms. Major changes have been made in Form 8, which will be used now for shifting of residence, correction of particulars in electoral roll, replacement of EPIC and marking as Pwd elector.
- 1.41 It may be seen from the above description that the process of preparation and revision of electoral rolls has come a long way since independence of the country and evolved into a robust and institutionalized system. The total number of electors has increased manifold, i.e., from 17.3 crore electors in the first revision to the tune of over 95 crore electors in 2023 annual revision.
- 1.42 As per the existing policy, special summary revision of electoral roll with reference to 1st January of the coming year as the qualifying date, is done in later part of each year (normally, in the months of September to December) in all States/Union Territories so the final publication of the electoral roll could be made in the 1st week of January of the following year. This is done because, as mentioned above, EPICs are to be distributed to first time young voters all over polling stations in ceremonial way on 25th January of each year as a part of NVD functions. The electoral roll, as directed by the Commission, can further be revised in the relevant quarter of the year with reference to the proximate date of elections. This will ensure voting rights for more number of electors especially youth turning 18 years with reference to the qualifying date(s). The electors now can submit Forms for inclusion and updation in advance. The Electoral Registration Officer will put the advance forms in different buckets, as per the eligibility criteria, for disposing them off during relevant quarter of the year.

Chapter 2

Constitutional and Legal Framework

2.1 Introduction

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

2.2 Constitutional Provisions

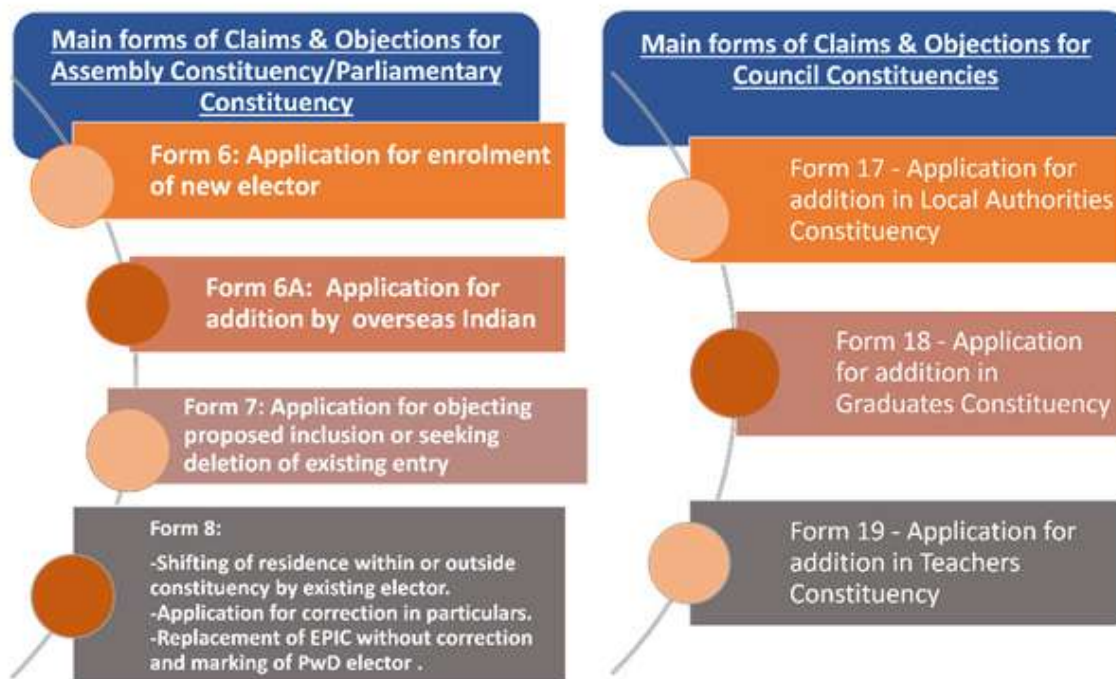
The Constitution of India has an independent and special chapter, 'Part XV' on Elections. The chapter consists of Article 324 to 329:-

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

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

Article 324	• Superintendence, direction and control of ECI in the preparation of the electoral rolls • Composition of the Election Commission • Appointment of Regional Commissioners and service conditions thereof. • Obligation of President or the Governor of a State to make staff available.
Article 325	• One general electoral roll for every territorial constituency. • No person shall be ineligible for inclusion in the electoral roll on grounds of religion, race, caste or sex.
Article 326	• Universal adult suffrage for registration in electoral roll. • Qualifications and disqualifications for registration in electoral roll.
Article 327	• Parliament has been authorized to make law with respect to all matters relating to elections to either House of Parliament or either House of the Legislature of a State.
Article 328	• State Legislatures authorized to make law with respect to all matters relating to elections to the Legislature
Article 329	• Bars courts to intervene in the matters of delimitation of constituencies or allotment of seats • No election shall be challenged except by an election petition before the court.

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



- 2.2.3 Article 326 provides for universal adult suffrage and qualifications and disqualifications for registration in electoral roll. Under this Article every person who is a citizen of India and who is not less than 18 years of age on such qualifying date as may be fixed in that behalf by or under any law made by the appropriate legislature and is not disqualified under the Constitution or any law made by the appropriate legislature on the ground of non-residence, unsoundness of mind, crime or corrupt or illegal practice, shall be entitled to be registered as a voter at any election to the House of the People or to a State Legislative Assembly.
- 2.2.4 Parliament has been authorized by Article 327 of the Constitution to make provisions by law with respect to all matters relating to, or in connection with, elections to either House of Parliament or to the House or either House of the Legislature of a State including preparation of electoral rolls. In exercise of such power, the Parliament has enacted the Representation of the People Act, 1950.
- 2.2.5 Similarly, under Article 328, State Legislatures have been authorized to make law with respect to all matters relating to elections to the Legislature of the concerned state including preparation of electoral rolls.
- 2.2.6 Article 329 bars courts to intervene in the matters of delimitation of constituencies or allotment of seats to such constituencies made under Article 327 or 328. Similarly, no election to either House of Parliament or to either House of any State Legislature shall be challenged except by an election petition before the court.

2.3 Legal Provisions and Rules

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

2.3.1 Representation of the People Act, 1950 – In exercise of Article 327, the Parliament enacted the Representation of the People Act, 1950. The Act came into effect on 12th May, 1950.

- (i) Section 3-13 relates to allocation of seats in House of People and State Legislatures and procedure of delimitation of constituencies.
- (ii) Section 13A-13CC deals with the electoral machinery at the State and District level.
- (iii) Sections 14-25 provide for preparation of electoral rolls for each constituencies under the supervision, direction and control of the Election Commission and cover the qualification/disqualification for registration of an elector and other conditions applicable to the preparation and revision of the electoral rolls.
- (iv) Section 27 deals with preparation of electoral rolls for Council Constituencies.
- (v) Sections 28-32 provide for general provisions relating to Central Government's powers to make rules, for providing staff for performance of duties in connection with preparation and revision of electoral rolls, barring jurisdiction of Civil Courts and punishment in case of making false declaration and breach of official duty.

Section Details

Sections 3-13

- Allocation of seats in House of People and State Legislatures.
- Delimitation of constituencies.

Section 27

Preparation of electoral rolls for Council Constituencies.

Sections 13A-13CC

Electoral machinery at the State and District level.

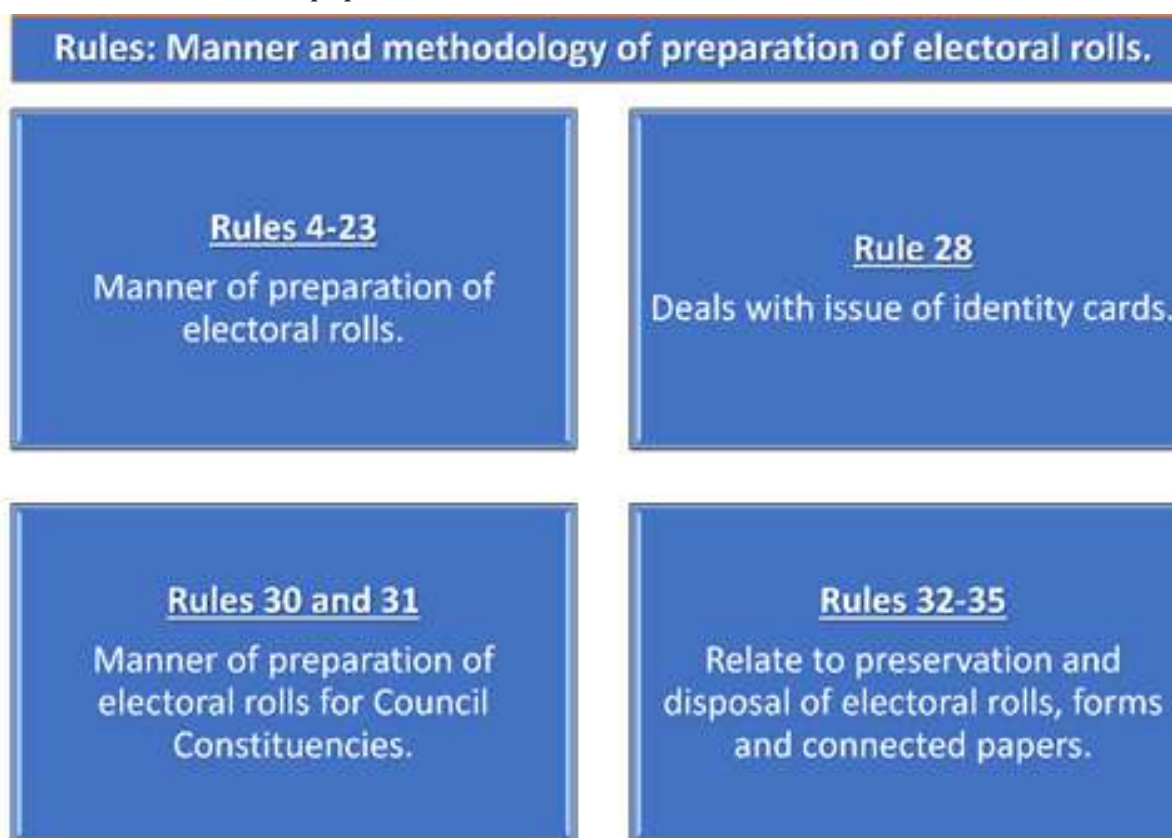
Sections 14-25

- Preparation of electoral rolls of constituencies
- Qualification/disqualification for registration of an elector
- Preparation and revision of the electoral rolls.

Sections 28-32

- Provisions for Central Government's powers to make rules,
- Providing staff for performance of duties in connection with preparation and revision of electoral rolls,
- Barring jurisdiction of Civil Courts and punishment in case of making false declaration and breach of official duty.

- 2.3.2 Registration of Electors Rules, 1960 – Initially, rules for registration in electoral rolls were made in 1950, named as the Representation of People (Preparation of Electoral Rolls) Rules, 1950. Later on, these rules were replaced by a new set of rules in 1956 under the name of Representation of People (Preparation of Electoral Rolls) Rules, 1956. Finally, in exercise of the powers conferred by Section 28 of the Representation of the People Act, 1950, the Central Government, after consulting the Election Commission, framed Registration of Electors Rules, 1960. The rules were published by Ministry of Law on 10th November, 1960. These rules provide the manner and methodology of preparation of electoral rolls.
- (i) Rules 4-23 relates to the manner of preparation of electoral rolls.
 - (ii) Rule 28 deals with issue of identity cards.
 - (iii) Rules 30 and 31 provide for manner of preparation of electoral rolls for Council Constituencies.
 - (iv) Rules 32-35 relate to preservation and disposal of electoral rolls, forms and connected papers.



2.4 Executive Instructions of the Election Commission

The Representation of the People Act, 1950 and the Registration of Electors Rules, 1960 leave several matters of detail to be decided by the Election Commission. Under these enabling provisions and inherent powers of superintendence, direction and control of electoral rolls under Article 324 of the Constitution of India, the Election Commission has been issuing a number of instructions which supplement the statutory provisions, wherever necessary. The Supreme Court has, from time to time, held that in areas where the existing laws are silent the Election Commission is required to exercise its power under the rule of law and norms of natural justice and issue all such directions which are necessary for the purpose of conducting smooth, fair and free elections. The Election Commission has

been, therefore, issuing various executive orders for improvement in existing electoral rolls, strengthening of electoral organization for providing assistance to statutory authorities responsible for preparation of electoral rolls, ban on transfers/posting of officials involved in the exercise and putting safeguards for maintenance and security of electoral database.

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

2.5 Statutory Forms for Registration (Claims & Objections)

Rules 7, 8B, 13 and 31 of Registration of Electors Rules, 1960, provide for the following Forms for Claims & Objections. These forms are well structured, with separate panels for capturing necessary details and adequate space for filling them up by hand. The Election Commission has also provided facility of online submission of these forms, particularly, Form 6, 6A, 7, and 8 which have been amended recently. The amendment made in October, 2013, provided for space for pasting photograph and some additional fields. In 30th December 2021, the Ministry of Law, Govt. of India, on the recommendation of the Commission, notified the amendments in the Representation of the People Act, 1950. Subsequently to implement the amendments, the Registration of Electors Rules, 1960 was also notified on 17th June, 2022. By these amendments the Forms 1, 2, 2A, 3, 6, 7, 8, 9, 10, 11, 11A, 18 and 19 have been revised. New Forms namely, 6B and 11B have also been introduced. These forms are described as under:

Main Forms of Claims & Objections for AC/PC

- Form 6: Application for enrolment of new elector
- Form 6A: Application for addition by overseas Indian
- Form 7: Application for objecting proposed inclusion or seeking deletion of existing entry
- Form 8: Shifting of residence within or outside constituency by existing elector, application for correction in particulars, replacement of EPIC without correction and marking of PwD elector

For COUNCIL Constituencies

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

FORM 1: Statement as to place of Ordinary Residence (native place) by a Person holding a Declared Office. There are 13 offices which have been declared by the President, namely, (1) The President of India, (2) The Vice-President of India, (3) Governors of States, (4) Cabinet Ministers of the Union or of any State, (5) The Deputy Chairman and Members of the Planning Commission, (6) The Ministers of State of the Union or of any State, (7) Deputy Ministers of the Union or of any State, (8) The Speaker of the House of the People or of any Legislative assembly, (9) the Chairman of any State Legislative Council, (10) Lieutenant Governors of Union Territories, (11) The Deputy Speaker of the House of the People or of any State Legislative Assembly, (12) the Deputy Chairman of the Council of States or of any State Legislative Council and (13) Parliament Secretaries of the Union or of any State. The revised Form provides for furnishing of Aadhaar number for authentication of entries in the electoral roll. The same Form is applicable in case of spouse of a declared office holder, if she/he ordinarily resides with her/his spouse and is otherwise eligible for registration. (Annexure 1)

- FORM 2:** *Statement as to place of Ordinary Residence (native place) by a member of the Armed Forces.* Members of Indian Army, Navy and Air Force and personnel of Central Para-Military Forces, namely, General Reserve Engineer Force (Border Road Organization), Border Security Force (BSF), Indo Tibetan Border Police (ITBP), Assam Rifles, National Security Guards (NSG), Central Reserve Police Force (CRPF), Central Industrial Security Force (CISF) and Sashastra Seema Bal (SSB), who are eligible to be registered as service voters apply in this Form. The revised form provides for furnishing of Aadhaar number for authentication of entries in the electoral roll. The same Form is applicable in case of spouse of such personnel, if she/he ordinarily resides with her/his spouse and is otherwise eligible for registration. (Annexure 2)
- FORM 2A:** *Statement as to place of Ordinary Residence (native place in the State) by a member of an Armed Police Force of a State, who is serving outside that State.* The same Form is applicable in case of spouse of such personnel, if she/he ordinarily resides with her/his spouse and is otherwise eligible for registration. (Annexure 3)
- FORM 3:** *Statement as to place of Ordinary Residence (native place in India) by a person employed under the Government of India in a post outside India.* The same Form is applicable in case of spouse of such personnel, if she/he ordinarily resides with her/his spouse and is otherwise eligible for registration. (Annexure 4)
- FORM 4:** *Letter of request.* This Form is given to the occupant of the premises to complete the statement regarding names and particulars of adult citizens who have completed 18 years of age and who are ordinarily residing in the premises. (Annexure 5)
- FORM 5:** *Notice of publication of electoral roll in draft.* The notice is issued by Electoral Registration Officer to electors of the constituency inviting them for inspection of draft electoral roll, specifying the place and the hours of inspection with qualifying date and period for lodging claims & objections. This Form is being revised. (Annexure 6)
- FORM 6:** *Application form for new voters.* Every claim shall be signed by the person desiring to be enrolled as a new elector in the roll in which the claimant desires his name to be included. The applicant must submit his photograph along with Form 6 itself. (Annexure 7)
- FORM 6A:** *Application for inclusion of name in electoral roll by an overseas elector.* Every claim shall be signed by the person desiring to be enrolled as an elector in the roll in which the claimant desires his name to be included. The applicant must submit his photograph along with Form 6A itself. (Annexure 8)
- Form 6B:** *Letter of information of AADHAAR Number for the purpose of Electoral roll authentication* – This application can be preferred by a person whose name is enrolled in the existing electoral roll for the purpose of authentication of his entries in Electoral roll. (Annexure 8.1)
- FORM 7:** *Application for objection for proposed inclusion or seeking deletion of name in existing electoral roll.* This shall be preferred only by a person whose name is already included in that roll in which the name objected to appears. (Annexure 9)

- FORM 8:** *Application for shifting of residence within or outside constituency, correction in particulars, replacement of EPIC without correction and marking of PwD elector:* This shall be preferred only by the person to whom that entry relates. (Annexure 10)
- FORM 9:** *List of Applications for inclusion of names received in Form 6, prepared by Electoral Registration Officer.* (Annexure 11)
- FORM 10:** *List of Applications for objection to inclusion of names received in Form 7, prepared by Electoral Registration Officer.* (Annexure 12)
- FORM 11:** *List of objections/ application for correction of entries/ replacement of EPIC/ marking of PwD received in Form 8, prepared by Electoral Registration Officer.* (Annexure 13)
- Form 11A:** *List of applications for shifting of address within the constituency received in Form 8* (Annexure 14)
- Form 11B:** *List of applications for shifting of address outside the constituency received in Form 8* (Annexure 15)
- FORM 12:** *Notice of hearing of a claim.* The notice is given by Electoral Registration Officer a claimant for hearing informing the date, time and place of such hearing. (Annexure 16)
- FORM 13:** *Notice to the objector.* The notice is given to the objector with reference to his objection to the inclusion of name of a person. The notice mentions the date, time and place of hearing. (Annexure 17)
- FORM 14:** *Notice to the person in respect of whom objection has been made.* The notice mentions the date, time and place of hearing. (Annexure 18)
- FORM 15:** *Notice of hearing of an objection to particulars in an entry.* The notice mentions the date, time and place of hearing. (Annexure 19)
- FORM 16:** *Notice of final publication of electoral roll.* (Annexure 20)
- FORM 17:** *Application for inclusion of name in the electoral roll for a local authorities' constituency.* (Annexure 21)
- FORM 18:** *Claim for inclusion of name in the electoral roll for a graduates' constituency.* (Annexure 22)
- FORM 19:** *Claim for inclusion of name in the electoral roll for a teachers' constituency.* (Annexure 23)

SECTION – II

ORGANIZATIONAL SETUP

CHAPTER 3
ADMINISTRATIVE MACHINERY

CHAPTER 4
ELECTORAL REGISTRATION OFFICER

CHAPTER 5
BOOTH LEVEL OFFICER

Chapter 3

Administrative Machinery

3.1 Introduction

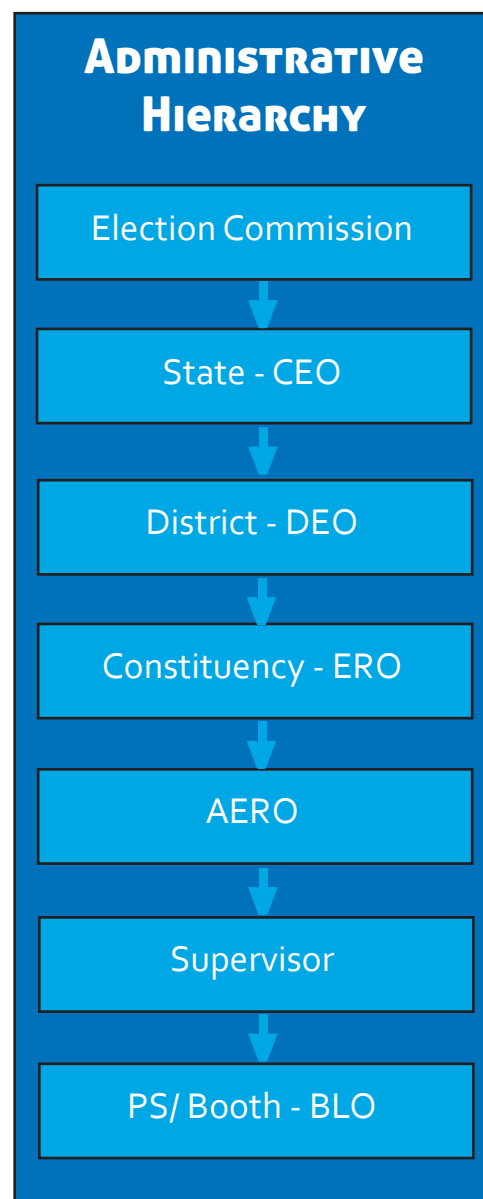
The Constitution and statutes provide for independent election machinery consisting of the Election Commission at the apex level and hierarchy of officers at state, district and constituency level, for preparation of electoral rolls and conduct of elections in the country.

3.2 Statutory Administrative Machinery

3.2.1 Election Commission of India

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

3.2.1.1 Composition of the Election Commission:- The Election Commission consists of the Chief Election Commissioner and such number of other Election Commissioners, if any, as the President may, from time to time, fix under Article 324(2). As per Article 324(3), when any other Election Commissioner is appointed by the President, the Chief Election Commissioner shall act as the Chairman of the Election Commission. The first Chief Election Commissioner was appointed on 21st March, 1950. From the time of its inception till 1989, the Election Commission functioned as a single member body, that is, consisting of only the Chief Election Commissioner. However, the



President, in exercise of the powers under Article 324(2) referred to above, appointed two Election Commissioners on 16th October, 1989. The Election Commission was again a single member body from 1st January, 1990 but on 1st October, 1993 the President once again fixed the number of Election Commissioners at two, in addition to the Chief Election Commissioner, and since then, the Election Commission has been functioning as a three member body comprising the Chief Election Commissioner and two Election Commissioners. The Election Commissioners, by convention, are drawn from Senior Civil Servants of the rank of Cabinet Secretary or Secretary to Government of India or of an equivalent rank.

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

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

3.2.1.4 Secretariat of the Election Commission and subordinate election machinery:- The Election Commission has a separate and permanent Secretariat, headquartered at New Delhi. However, it has no independent electoral organization at the field level.

Under Article 324(6), the President or the Governor of a State is obliged to make available to the Election Commission such staff as may be necessary for the conduct of elections and preparation and revision of electoral rolls. The Representation of the People Act, 1950 provides the regular election machinery in the field in Each State/UT comprising Chief Electoral Officer, District Election Officers, Electoral Registration Officers and Assistant Electoral Registration Officers. Besides, under

the directions of the Election Commission, in every Polling Station there is a Booth Level Officer. At the time of preparation and revision of electoral rolls additional staff is deployed to complete the exercise.

3.2.2 Chief Electoral Officer

3.2.2.1 Appointment:- The electoral machinery in each state is headed by a Chief Electoral Officer. He is appointed by the Election Commission in consultation with the concerned State Government under Section 13A of the Representation of the People Act, 1950. Originally, the Chief Electoral Officer was a non-

CEO is the statutory authority designated/nominated by the Election Commission in consultation with the State Government under Section 13A of the Representation of the People Act 1950 to supervise the preparation and revision of all electoral rolls and conduct of elections in a State. He is supported by Additional CEO, Joint CEO, Deputy CEO, Assistant CEO etc.

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

3.2.2.2 Duties and Responsibilities:- The Chief Electoral Officer, subject to the superintendence, direction and control of the Election Commission, shall supervise the preparation and revision of all electoral rolls and conduct of elections in the State. The Chief Electoral Officers are on fulltime basis and they are not assigned any additional responsibilities by the State Government without the prior concurrence of the Election Commission. The Chief Electoral Officer has a separate office with certain senior officers of State Government known as Additional Chief Electoral Officer, Joint Chief Electoral Officer, Assistant Chief Electoral Officer and other office staff. These officers do not have any statutory position.

3.2.3 District Electoral Officer

3.2.3.1 Appointment:-

(i) Section 13AA of the Representation of the People Act, 1950 provides for the appointment of a District Election Officer in each district who shall be an officer of Government. Normally, the District Collectors/ District Magistrates/ Deputy Commissioners are designated and notified as the District Election

DEO is the statutory authority designated/nominated by the Election Commission in consultation with the State Government under Section 13AA of the Representation of the People Act 1950 to supervise the preparation and revision of all electoral rolls and conduct of elections in a State. He shall prepare proposals for creation, rationalization and modification of polling stations. He is supported by Deputy DEO, Election Officer etc.

Officers of their districts. However, there may be some exceptions to this normal practice due to administrative reasons.

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

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

3.2.4 Electoral Registration Officer

(Please refer to Chapter 4 Electoral Registration Officer)

3.3 Subsidiary Electoral Functionary

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

3.3.1 Booth Level Officer

(Please refer to Chapter 5 Booth Level Officer)

3.3.2 Supervisors

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

district. The Election Commission has made it clear that the officers for appointment as Supervisors shall be provided by District Election Officers.

- 3.3.2.2 Duties and responsibilities:- Each Supervisor shall have, under his charge, a maximum number of 10 Booth Level Officers. Supervisor shall maintain check on quality of work done by Booth Level Officers and closely monitor their functioning. He shall work as a link between Booth Level Officers and Electoral Registration Officers/Assistant Electoral Registration Officers. Since Supervisors are engaged in activities relating to revision/preparation/updation of rolls, they shall also be deemed to be on deputation to the Election Commission and therefore under the disciplinary control of the Election Commission under the provisions of Section 13CC of the Representation of the People Act, 1950.
- 3.3.2.3 Monitoring and evaluation:- A standardized mechanism shall be developed for monitoring of performance of Booth Level Officer Supervisors. In the monitoring formats, there should be provision for senior officers like District Election Officers, Deputy District Election Officers, Electoral Registration Officers and Assistant Electoral Registration Officers to record their observations after random verification from time to time.
- 3.3.2.4 Remuneration/honorarium:- A Supervisor should be granted an annual honorarium of Rs. 12000/-.

3.4 Electoral Roll Observers

- 3.4.1 Appointment:- Electoral Roll Observers are appointed to help the District Election Officers/Electoral Registration Officers during annual revision of electoral roll, in taking timely corrective measures and also to report the progress thereof to the Election Commission at least thrice during the entire revision period. In all those States, which have revenue divisions, Divisional Commissioners will be appointed as Electoral Roll Observers. The Chief Electoral Officers of such states shall forward the proposals for appointment of Roll Observers to the Election Commission. In other States, the Election Commission will appoint super time scale IAS officers posted in the state as Electoral Roll Observers in such a way that no Roll Observer will be required to observe the revision process in more than 5 districts. If the districts are too big, the Chief Electoral Officer may recommend more names for deployment as Roll Observers.
- 3.4.2 Duties and responsibilities:-
- 3.4.2.1 Electoral Roll Observer is required to visit each district of his charge at least three times during the entire period of summary revision. (Check Lists may be seen as Annexure 24).
- (i) 1st visit will be during the period of receipt of claims and objections.
 - (ii) 2nd visit will be during the period of disposal of claims and objections by the Electoral Registration Officers.

Electoral Roll Observers are appointed by ECI to help the DEOs/EROs during annual revision of electoral roll, in taking timely corrective measures and also to report the progress thereof to the Election Commission.

- (iii) 3rd visit will be at the time of verification of the working copy by the Booth Level Officers/printing of supplements and final publication of the roll.

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

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

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

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

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

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

3.6.1 If any officer mentioned above or other person deployed to perform any official duty in connection with the preparation and revision of electoral roll or the inclusion or exclusion of any entry in or from that roll, without reasonable cause, is guilty

of any act or omission in breach of such official duty, he shall be punishable under Section 32 of the Representation of the People Act, 1950 with imprisonment for a term which shall not be less than 3 months but which may extend to 2 years and with fine.

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

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

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

3.7.1 The Election Commission has directed to the State Governments to strengthen manpower and IT infrastructure in offices of Chief Electoral Officers, District Election Officers and Electoral Registration Officers. Besides, during the period of summary revision, the Election Commission reiterate its instructions to the State Governments to make provision of adequate staff and fill up all existing vacancies of posts of the District Election Officers, Electoral Registration Officers and Assistant Electoral Registration Officers.

3.7.2 The Election Commission has also directed that no officials connected with exercise of revision of electoral rolls like District Election Officers, Deputy District Election Officers, Electoral Registration Officers and Assistant Electoral Registrations should be transferred from their places of posting without its prior concurrence, from the commencement of the revision process till its completion. In case it becomes absolutely necessary to transfer any of the above key election officers, the State Government should send detailed proposal with full justification to the Election Commission and the Election Commission will consider such proposal on merit, on a case to case basis. However, all transfers arising out of regular promotion/probation (AIS as well as SCS) have been kept out of this ban.

3.7.3 The cases of transfer of the Booth Level Officers can be decided by the Chief Electoral Officer at his own level.

3.7.4 Further, no such officer should be associated with the work relating to revision of electoral rolls:-

- (i) against whom any disciplinary action is pending or recommended, or
- (ii) against whom major penalty has been given, or
- (iii) against whom a serious criminal case is pending in any court of law, or
- (iv) who was transferred out during any previous revision of roll or conduct of election for inefficiency or wilfully violating the Election Commission's directions. In case of doubt, the Chief Electoral Officer should decide the matter, in consultation with the Election Commission, wherever felt necessary by him.

3.7.5 Posting of substitute officers:- The State Government shall invariably consult the Chief Electoral Officer while posting any substitute officer. The Chief Electoral

Officer may take a decision, in consultation of the Election Commission, where felt necessary.

3.8 Training of Officers Employed in Preparation and Revision of Electoral Rolls

As clear from the above, no officer except the Chief Electoral Officer is available for full time for the purpose of preparation and revision of electoral rolls and therefore, these officers are subjected to periodic administrative reshufflings by the concerned State Governments. The officers are transferred and new persons join in their place. The newly posted officers require orientation and training to accomplish the tasks assigned to them by the Election Commission and Chief Electoral Officers during preparation and revision of electoral rolls. Keeping in view requirement of regular trainings, the Election Commission has set up a training institute, known as India International Institute of Democracy and Election Management (IIIDEM) in June, 2011 at its Secretariat with the objective of enhancing and upgrading learning, knowledge, skill, efficiency and behaviourism in the election officials. IIIDEM draws annual calendar for regular training programmes and conduct trainings for State Level Master Trainers (SLMTs) from the states before every revision of electoral rolls and general election to keep them abreast of the fundamentals of election laws and existing instructions. It prepares/updates detailed and elaborate training manuals supplemented with printed material and power point presentations for such training classes. The SLMTs further impart trainings to the Electoral Registration Officers/ Assistant Electoral Registration Officers, Booth Level Officers and other field level officials to be drafted for revision work as per the cascaded training programmes arranged in the states.

Chapter 4

Electoral Registration Officer

4.1 Introduction

The Representation of the People Act, 1950 provides that for the preparation and revision of electoral rolls, there shall be an officer called the Electoral Registration Officer. As the electoral rolls are prepared Assembly Constituency-wise, for both for parliamentary and assembly elections, in all States, except the State of Union Territories having no assembly constituencies, Electoral Registration Officers are appointed for assembly constituencies.

4.2 Appointment

4.2.1 According to Section 13B of the Representation of the People Act 1950, the electoral roll for each constituency shall be prepared and revised by an Electoral Registration Officer, who shall be such officer of Government or of a local authority as the Election

EROs are appointed under Section 13B of the Representation of the People Act 1950. Normally, the civil service/revenue officers of Sub Divisional Officers or officers of equivalent status are appointed as the Electoral Registration Officers for the Assembly Constituencies within their respective jurisdiction as far as practicable

Commission may, in consultation with the State Government designate or nominate in this behalf. Normally, the civil service/revenue officers of Sub Divisional Officers or officers of equivalent status are appointed as the Electoral Registration Officers for the Assembly Constituencies within their respective jurisdiction as far as practicable. In case sufficient number of Sub Divisional Officers is not available in a state for appointing as Electoral

Registration Officer then the officers of Tehsildar or equivalent status may also be considered for appointment as Electoral Registration Officer. The Electoral Registration Officers are permitted to deploy such persons as they think fit, subject to such restrictions as may be imposed by the Commission, for the preparation and revision of the Electoral rolls.

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

4.3 Electoral Registration Officers for Council Constituencies

For each of the Graduates' Teachers' and Local Authorities' constituencies of the Legislative Council, an Electoral Registration Officer is appointed. Normally, the Divisional Commissioner/Deputy Commissioners or Officers of equivalent status are appointed as Electoral Registration Officers for the purpose and Deputy Commissioners/Sub-Divisional Magistrates in the district included in any Graduates' or Teachers' constituency are appointed as Assistant Electoral Registration Officers. Generally, no Assistant Electoral Registration Officers are appointed in any of the local authorities' constituencies.

4.4 Duties and Responsibilities

The Electoral Registration Officer is the statutory authority to prepare, revise or correct the electoral roll of the constituency under his jurisdiction. He is custodian of the electoral roll. Main responsibilities of Electoral Registration Officer during revision process are as follows:-

- (i) Drawing up a plan of action for completion of revision according to the schedule fixed by the Commission giving a detailed timeline for completion of each activity within the different stages of revision;
- (ii) Procurement of different types of forms and stationery in sufficient quantities;
- (iii) Identification and appointment of various functionaries viz. Booth Level Officers,
- (iv) Designated Officers (DOs), Supervisors or other staff required for revision;
- (v) Preparation of training modules and adequate training to Booth Level Officers and Designated Officers through Master Trainers, well in advance;
- (vi) Publication of Draft of the Roll by making a copy of the roll available for inspection and display of a notice in Form 5 appended to Registration of Electors Rules, 1960 and causing uploading of draft roll on the website;
- (vii) Preparation of Formats 1-8 and furnish the same to the Election Commission;
- (viii) Giving further publicity to the approved revision programme, as considered necessary;
- (ix) Supplying, free of cost, 2 copies of the draft roll to every recognized political party in the state;
- (x) Convening meetings of representatives of political parties and requesting them to go through the draft roll and point out corrections therein, if any;
- (xi) Maintenance of the lists of received Forms 6, 6A, 6B, 7 and 8 in Form 9,10,11,11A and 11B in duplicate and exhibiting the same on notice board in his office;
- (xii) Enquire into or getting inquired into the claims and objections received;
- (xiii) Issuing notices of hearing in case of claims and objections where required;
- (xiv) Taking final decision and passing orders on the claims & objections taken for consideration;
- (xv) Intimation of the final decision to the applicants in respect of their claims & objections;
- (xvi) Review and monitor closely the quality of work of the Assistant Electoral Registration Officers, Supervisors, Designated Officers and Booth Level Officers;
- (xvii) Inclusion of names inadvertently omitted and deletion of names wrongly included under relevant provisions of law;
- (xviii) Preparation of Formats 1-8 giving electoral data as per the proposed final electoral roll and comprehensive analysis of electors' data and census data. Analyse Formats 1 to 8 and formulate/implement strategies to address the

anomalies, such study may reveal.

- (xix) Publication of the final electoral rolls along with the supplements of additions, deletions and corrections;
- (xx) Supply 2 copies of the finally published roll, free of cost, to every recognized political party of the state and cause uploading of final roll on website.

(* Ref.: ECI letter No.3/ER/2021/SDR/Vol.II dated 23rd June, 2022)

4.5 Assistant Electoral Registration Officer

Section 13C of the Representation of the People Act, 1950 provides for the appointment of one or more persons as Assistant Electoral Registration Officers to assist the Electoral Registration Officers in the performance of their functions. After considering the situation with regard to revision of electoral rolls, the Commission has directed, in supersession, of its earlier instructions that adequate number of AEROs should be appointed on full time basis, in such a manner that an AERO should not be assigned more than 3000 forms during the period of Special Summary Revision.

4.6 Basic IT infrastructure in office of Electoral Registration Officer/ Assistant Electoral Registration Officer

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

4.7 Transfer/Posting of Electoral Registration Officer/Assistant Electoral Registration Officer

Under the provision of Section 13CC of the Representation of the People Act, 1950 any officer or staff engaged in work of revision/preparation/correction of electoral roll shall be deemed to be on deputation to the Election Commission for the period during which they are so employed and such officials, during the said period, be subject to the control, superintendence and discipline of the Election Commission. The Election Commission has directed that before every summary revision the State Government should ensure that no officials connected with exercise of revision should be transferred without the prior concurrence of the Election Commission during the period of summary revision.

4.8 Grant of TA/DA to Electoral Registration Officer/Assistant Electoral Registration Officer

Electoral Registration Officer/Assistant Electoral Registration Officer can be sanctioned TA/DA as per rules applicable to the concerned state for their tours in the field in connection with exercise relating to preparation/revision of electoral roll.

Chapter 5

Booth Level Officer

5.1 Introduction

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

5.2 Appointment

5.2.1 Booth Level Officers are to be appointed by the Electoral Registration Officer under Section 13B (2) of the Representation of the People Act, 1950 after obtaining approval of the District Election Officer. They shall be deemed to be on deputation of the Election Commission of India under section 13CC of the RP. Act, 1950.

BLOs are appointed by the Electoral Registration Officer under Section 13B (2) of the Representation of the People Act, 1950 after obtaining approval of the District Election Officer

5.2.2 Booth Level Officer can be appointed from the following suggested list of categories of Government/Semi Government employees: -

- (i) Teachers
- (ii) Anganwadi workers,
- (iii) Patwari/Amin/Lekhpal,
- (iv) Panchayat Secretary,
- (v) Village Level Workers,
- (vi) Electricity Bill Readers,
- (vii) Postman,
- (viii) Auxiliary Nurses & Mid-wives,
- (ix) Health workers,
- (x) Mid-day Meal workers,
- (xi) Contract teachers,
- (xii) Corporation Tax Collectors, and
- (xiii) Clerical Staff in Urban area(UDC/LDC etc.)

- 5.2.3 Besides the above list, the following official/individuals can also be appointed/drafted as BLO: -
- (i) Central Government employees can be drafted only when prescribed/suggested 13 prescribed options have been exhausted.
 - (ii) Group 'B' officers can be drafted if prescribed/suggested 13 prescribed options have been exhausted.
 - (iii) Willing Retired government servant only where serving government servants are not available within the polling area. However, in rural area, the District Election Officer shall give a non availability certificate (Annexure-25(I)) in such cases.
 - (iv) Any specific category as and when required on case to case basis by CEO of concerned State, after prior approval of the Commission.
- 5.2.4 To the extent possible, a Booth Level Officer should be an elector in the polling station where she/he is deputed as Booth Level Officer. However, for the urban area ACs, if it is found more feasible by the CEO, work area may be aligned with their work place of original department/organization.
- 5.2.5 Following points should also be ensured before deployment of BLOs:-
- (i) Efforts should be made to ensure that one BLO is made responsible for one part of the electoral roll. However, in case of inadequacy of manpower, one BLO can be made in charge of at the most two parts of electoral roll.
 - (ii) Female Booth Level Officers should be deployed in the polling stations, where the imbalanced gender ratio in electoral populace is observed, to motivate the unregistered women to come forward and get themselves enrolled in electoral rolls.
 - (iii) For cantonment areas, as far as practicable, staff of the concerned cantonment authorities should be appointed as Booth Level Officers.
 - (iv) Teachers shall be drafted minimally as Booth Level Officers. However, where necessary, they should be drafted for Booth Level Officer work during holidays and during non-teaching hours and non-teaching days so as to avoid any loss of academic work. It must be ensured that no teacher of a single-teacher-school is deployed for this purpose.
 - (v) No employee associated with security services, essential services, and public utilities or involved in commercial/revenue-generating activities should be drafted as Booth Level Officer.
 - (vi) Physically challenged persons (including visually, handicapped and hearing and speech impaired persons), may not be drafted for BLO duty unless they express their willingness to take the work. While giving exemption in case of deployed PwD employees, ERO has to satisfy himself that the person concerned is actually having disability as claimed.
 - (vii) Utmost care must be taken while deploying semi-government employees as BLO and credentials of such workers should be verified thoroughly to ensure that they do not have any political allegiance.
 - (viii) Where polling stations are set up separately for males and females of a particular polling area, then only one BLO will be appointed for these two

polling stations lying within the same polling area. Similarly, only one BLO be appointed for main polling station and its auxiliary polling station.

- (xi) For difficult geographical areas, BLOs can be appointed for group of sections and such appointment shall be made in such manner so as to cover the entire area allotted to them and no section of polling station should remain uncovered. However, there should be clear demarcation of jurisdiction among the BLOs to avoid any over-lapping/duplication.
- (x) The activities for BLOs should be planned in such away it doesn't affect the working of their parent department.
 - Booth Level Officer would continue to discharge the responsibilities assigned to him by his parent office and would remain generally under the control of his administrative department, but he would not be transferred without prior permission of the District Election Officer.
 - This will be the responsibility of the Booth Level Officer that he does not proceed on leave in any circumstance without making over his election related charge. Even in case of his transfer, he should ensure to hand over all election related papers, records and registers to his successor within the prescribed time. If his successor is not appointed, the Booth Level Officer would proceed on transfer only after handing over all election related papers, records and registers to his Electoral Registration Officer or to an Assistant Electoral Registration Officer.

5.3 Duties and Responsibilities

- 5.3.1 The Booth Level Officers play vital role in preparation and revision of electoral rolls, for which they shall make a thorough study of the roll of the part assigned to them and shall make frequent field visits to the areas in the said part and interact with local people, particularly, elders and grass root level elected representatives and identify the names of the dead/shifted/duplicate voters in the roll, which need to be removed by the Electoral Registration Officer.
- 5.3.2 Under overall control and superintendence of ERO, basic duties of Booth Level Officer will be as follows: -
 - (i) Collection of claims and objections from the applicants on behalf of ERO/AERO.
 - (ii) House to house visit during annual summary revision and checking of overlapping, migration, transfer/shifting.
 - (iii) House to house visit to collect data/forms/information during any special drive of ECI.
 - (iv) Identification of shifted/dead/non-existing electors.
 - (v) Physical verification of Polling Station location of assigned part at the time of rationalization of polling station and uploading of photos and locations including the longitude and latitude of the center on GARUDA App.
 - (vi) Digitization of all forms received in physical mode, through GARUDA App.
 - (vii) Analysis of polling station data to identify gaps in electoral roll with special focus on enrolment of youths in 18-19 age group and women and to take necessary corrective measures.

- (viii) Checking spellings, multiple/duplicate entries, part header page, photos etc. of electors in the roll.
- (ix) Collecting photos of the residual voters.
- (x) Collecting mobile numbers/e-mail ID of electors.
- (xi) Submitting reports/forms to Electoral Registration Officer so that notice can be issued to the persons whose names have to be deleted.
- (xii) Display of draft roll/prescribed notices at designated locations.
- (xiii) Reading of rolls in gram/ward sabhas- Liaisoning with RWAs in urban areas for registration.
- (xiv) Distribution of EPIC, returned undelivered from India Post.
- (xv) Correct Serialization of the houses and correct arrangement of sections falling within the part
- (xvi) Coordination with Booth Level Agents (BLAs)
- (xvii) Detailing of Forms received
- (xviii) Preparation of Nazri Naksha with an ordinary geographical demarcation to avoid overlapping, specially in respect of newly developed colonies.
- (xix) Identification of dead and shifted voters during period of continuous updation.
- (xx) Work related to ChunavPathshala
- (xxi) Distribution of voters information slip at the time of elections as per the schedule prepared by Returning Officer and maintenance of record there of.
- (xxii) Ensure timely survey of Absentee Voters and distribution/collection of Form12D by them.
- (xxiii) (w) Ensure pick-up and drop facilities to senior citizens and PwD electors on poll day.
- (xxiv) Manning Help Desk at polling station and maintenance of alphabetical electoral roll on the day of poll.
- (xxv) Any other work related to the electoral roll of the concerned polling station as assigned by ERO and related to poll as assigned by the RO of the constituency.
- (xxvi) Maximization of EPIC coverage.
- (xxvii) Impart simple voter education at registration time.
- (xxviii) Arrangements of SVEEP activities eg. Street plays, dramas, wall writings etc.

5.4 Booth Level Officer's Register

5.4.1 Every Booth Level Officer shall be provided with a kit bag inscribed with Election Commission of India logo. The BLO Kit may contain the following items:-

- (i) Kit Bag, preferably made of Eco friendly material.
- (ii) Cap with ECI Logo and "BLO" inscribed on it.
- (iii) BLO's Register.
- (iv) BLO's identity card.
- (v) A copy of Hand book for Booth Level Officer.

- (vi) A brochure having links of CEO/DEO websites, link of PPTs of all training module and BLO magazine.
- (vii) Writing pad with sufficient papers.
- (viii) Blank Register.
- (ix) Pen, Pencil, eraser, ruler etc.
- (x) Sufficient number of blank Forms 6, 6B, 7 and 8.
- (xi) Before every annual revision of electoral rolls, a Booth Level officer shall be provided baseline electoral roll data of the concerned polling station and analysis of Formats 1-8.

5.4.2 The Booth Level Officer shall keep record of door to door survey done by him in Booth Level Officer's Register, which has now been standardized and simplified in 9 Statements, which is enclosed here with at Annexure-'25(II)'. BLO's Register is being digitized and put on Garuda App by ECI-IT Division. BLO's Register on Garuda App will also have baseline electoral roll data of the concerned polling stations and pre-filled Formats 1 to 8 using ERONET database.

5.5 Monitoring and Evaluation

The performance of Booth Level Officers shall be evaluated through well-defined layers of supervision and control through a battery of supervisors. The Chief Electoral Officers shall instruct Electoral Registration Officers to update personal details and mobile numbers of Booth Level Officers, correct demarcation of polling station areas and co-relation of Booth Level Officers with their respective polling areas and updation of polling station numbers in control tables. Accountability factor shall be spelt out in clear terms to Booth Level Officers that their job is crucial for fidelity of electoral rolls and their performance will be closely monitored. The Chief Electoral Officers shall ensure that in order to motivate the Booth Level Officers, a well-defined system of incentives and disincentives is also put in place. Withdrawal of BLO work from one official and simultaneously entrusting this to another official shall not be treated as/amount to punishment until and unless reason for withdrawal of work is specifically done and recorded as a punitive measure by the ERO/DEO.

5.6 Training

A comprehensive and meaningful orientation training should be imparted to all Booth Level Officers from time to time. Every newly appointed Booth Level Officer should invariably undergo induction training. Before every summary revision, a refresher training programme on need basis should be arranged to ensure that every Booth Level Officer is updated of his role and responsibilities. Updated Handbook for BLOs, as and when it is ready, shall be circulated to the CEOs of States/UTs for getting the same printed and distributed among the BLOs.

5.7 Remuneration/honorarium and TA/DA for Booth Level Officers

The Election Commission has fixed a component of remuneration to the Booth Level Officers at Rs. 6000/- per annum. Besides, a minimum amount of Rs. 1000/- per annum should also be paid to a Booth Level Officer for house visits made by him during the period of summary revision. Booth Level Officers should necessarily be sanctioned TA/DA, if they make travels outside their polling station areas for the purpose of training.

SECTION – III

BASIC CONCEPTS

CHAPTER 6
ELIGIBILITY CONDITIONS FOR ENROLMENT

CHAPTER 7
DETERMINATION OF CITIZENSHIP

CHAPTER 8
DETERMINATION OF ORDINARY RESIDENCE

CHAPTER 9
KEY ISSUES RELATING TO ELECTORAL ROLLS

Chapter 6

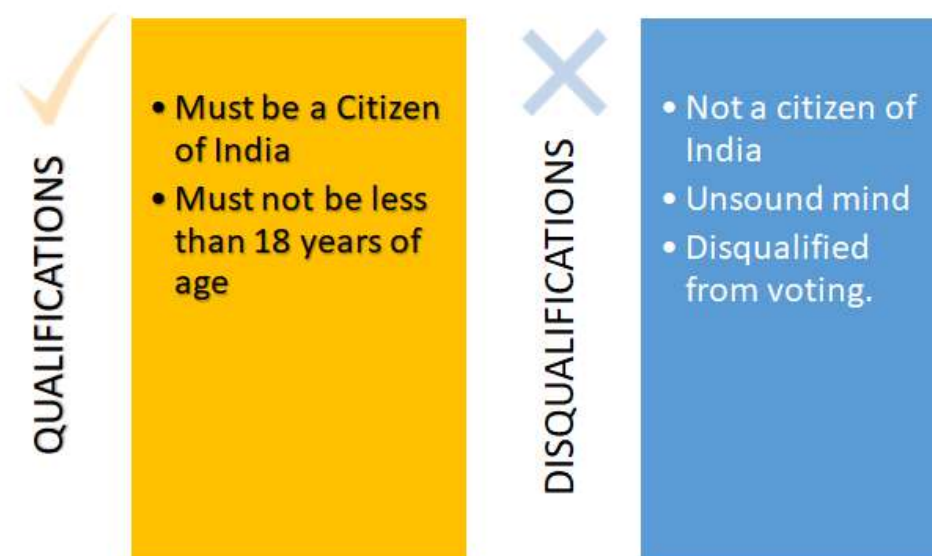
Eligibility Conditions For Enrolment

6.1 Introduction

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

6.2 Qualifications and Disqualifications for Registration

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



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

6.2.1.1 Qualifications/conditions for registration as elector:-

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

In 1989, the 61st Constitutional Amendment reduced the voting age from 21 years to 18 years.

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

6.2.1.2 Disqualifications for registration as elector:-

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

- (i) is not a citizen of India; or
- (ii) is of unsound mind and stands so declared by a competent court; or
- (iii) is for the time being disqualified from voting under the provisions of any law relating to corrupt practices and other offences in connection with election.

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

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

Chapter 7

Determination Of Citizenship

7.1 Introduction

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

7.2 Case of Migrants

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

7.3 Case of Married Women

In the case of married women who change their residence as a result of marriage and who cannot produce documentary evidence as a proof of citizenship eligible for registration as voters, the following documents may also be accepted by the Electoral Registration Officer:-

- (i) Proof of being registered as voter as an unmarried girl, if her name was already included in the roll;
- (ii) Proof of marriage, wherever possible;
- (iii) 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;

- (iv) 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.
- (v) A certificate issued by village headman, Panchayat President, etc., to the effect that a person is a citizen of India or a certificate issued by State Government authorities as regards permanent residence in the State, is not itself necessarily conclusive proof of citizenship. Any other document having a bearing on the question of citizenship should also be entertained and evaluated.

7.4 Verification of Citizenship certificate

7.4.1 Especially in the case of persons producing citizenship certificates, the genuineness and authenticity of each such certificate should be duly verified. Wherever there is any doubt, those cases should be referred to the authorities that issued those certificates. This is necessary as there is reason to suspect that some of these certificates may be bogus or issued without due care.

7.4.2 Before taking a final decision in the matter, the Electoral Registration Officer concerned will bear in mind the provisions of the Constitution and the Citizenship Act, 1955 and all related provisions having a bearing on the question of citizenship and then pass an appropriate order. It must be remembered that there is a provision for appeal against the decision of the Electoral Registration Officer. If any person whose citizenship is suspected is shown to have been included in the immediately preceding electoral roll, the Electoral Registration Officer or any other officer inquiring into the matter shall bear in mind that the entire gamut for inclusion of the name in the electoral roll must have been undertaken and hence adequate probative value be attached to that factum before issuance of notice and in subsequent proceedings. The onus of proof of citizenship shall initially lie on the applicant who applies for inclusion of his name for the first time. The Electoral Registration Officer must be satisfied that the person seeking to have his name enrolled is not disqualified, among others, by reason of his not being a citizen of India. In case of an objection filed in Form 7 seeking the deletion of name from the electoral roll on the ground that the person objected to is not a citizen of India, the onus of proof shall initially lie on the objector. It shall be ensured that such onus is fully discharged in accordance with law. Therefore, the Electoral Registration Officer would be justified in requiring the person concerned to show evidence that he is a citizen of India.

7.5 Determination of Citizenship of Homeless Persons

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

7.6 Documents of Citizenship

Though, currently there is no standard and uniform document throughout the country to determine the citizenship, but there are some of the documents that could be referred to by the Electoral Registration Officer while enquiring question

of citizenship of the concerned person. These documents are as follows:-

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

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

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

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

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



- 7.7.2 The citizenship of persons born on or after 26th January, 1950, is governed by section 3 of the Citizenship Act, 1955. Such persons born in India on or after 26th January, 1950 have been classified into three categories, namely:-
- (i) Persons born on or after 26th January, 1950 but before 1st July, 1987 (i.e., up to 30th June, 1987);
 - (ii) Persons born on or after 1st July, 1987 but before the commencement of the Citizenship (Amendment) Act, 2003, i.e., before 3rd December, 2004 (up to 2nd December, 2004); and either of whose parents is a citizen of India at the time of his birth.
 - (iii) Persons born on or after 3rd December, 2004, where -
 - (a) both of his parents are citizens of India, or
 - (b) one of whose parents is a citizen of India and the other is not an illegal migrant at the time of his birth.
- 7.7.3 While issuing a clarification on registration of children of Tibetan Refugees in electoral roll, the Election Commission clarified that the Electoral Registration Officers should not deny enrolment to the person born on or after 26th January, 1950 but before 1st July, 1987, if they are satisfied that (a) the applicant was born in India, (b) he was born on or after 26th January, 1950 but before 1st July, 1987 and (c) he is ordinarily resident in the constituency in which the application for enrolment has been made.
- 7.7.4 As regards the persons born in India on or after 1st July, 1987 but before 3rd December, 2004, the matter shall be considered in light of Section (3) (1) (b) of the Citizenship Act, 1955. Under that section a person shall be treated as citizen of India, if at the time of his birth, either of his parents was a citizen of India. Thus, the person has to prove to the satisfaction of the Electoral Registration Officer that (a) he was born in India, (b) on or after 1st July, 1987 but up to 2nd December, 2004, and (c) either of his parents was a citizen of India at the time of his birth.
- 7.7.5 Further, it has also been clarified that an ERO has to decide eligibility condition for enrolment of a claimant in context with relevant Statutory provisions contained in R.P. Act 1950 and R.E. Rules, 1960 and the extant instructions of the Commission. To determine citizenship of person the provisions of the Constitutions and the Citizenship Act 1955 as amended from time to time shall be referred to.
- 7.7.6 The Election Commission, in this connection further clarified that under Section 3(2) of the Citizenship Act, the citizenship of India is not conferred merely by reason of birth in India in respect of certain persons whose parents enjoyed immunity from suits and legal process as is accorded to an envoy of a foreign sovereign power or whose father or mother is an enemy alien and whose birth occurs in a place then under occupation by the enemy. Normally, the former category of persons belongs to the diplomatic community of foreign states residents in India. As regards latter category, There may be hardly any person who may have been declared as enemy alien. In case of doubt of any such person, the Ministry of Home Affairs may have to be consulted.
- 7.7.7 The above clarification given by the Election Commission covers children of all foreigners migrated to India.

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

Chapter 8

Determination Of Ordinary Residence

8.1 Introduction

8.1.1 Originally, in the Representation of the People Act, 1950, it was provided that a person should be ordinarily resident in the constituency for not less than 180 days during a prescribed qualifying period before his name could be registered in that constituency. However, this condition was done away with, by an amendment in 1956. But the concept of 'ordinary residence' has not been defined clearly anywhere in the statutes. Section 20(7) of the Representation of the People Act, 1950 provides that the Electoral Registration Officer shall determine a question as to where a person is ordinary resident at any relevant time, with reference to all facts and to such rules as may be made by the Central Government in consultation with the Election Commission. The Central Government and the Election Commission have not made any rule on this subject till date.

Ordinary Residence
Section 20(7) Of The Representation Of The People Act, 1950 Provides That The Electoral Registration Officer Shall Determine A Question As To Where A Person Is Ordinary Resident At Any Relevant Time, With Reference To All Facts And To Such Rules As May Be Made By The Central Government In Consultation With The Election Commission. The Guwahati High Court Defined That The Term 'Ordinary Resident' Means A Usual And Normal Resident Of That Place, Residence Must Be Permanent In Character And Not Temporary Or Casual And It Must Be For A Considerable Time. The Resident Must Have Intention To Reside There Permanently. It Is The Place Where He Habitually Sleeps At Night. The Supreme Court Has Held That The Person Has To Have An Intention To Stay At That Place For A Considerably Long Time.

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

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

8.2 Proof of Ordinary Residence

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

- (i) Water/Electricity/Gas connection Bill for that address (at least 1 year)
- (ii) Aadhaar Card
- (iii) Current passbook of Nationalized/Scheduled Bank/Post Office
- (iv) Indian Passport
- (v) Revenue Department's Land Owning records including Kisan Bahi
- (vi) Registered Rent Lease Deed (In case of tenant)
- (vii) Registered Sale Deed (In case of own house)

(As per ECI Lr.No.3/ER/2021/SRR/Vol.II, dated 23.06.2022 (Amendment in Election Laws and Rules)

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

8.4 Mere ownership of a dwelling place

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

8.5 Homeless/pavement Dwellers

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

8.6 Sex Workers

As in case of verification of homeless persons, as referred to in the preceding paragraph, the Election Commission has directed that in case of those sex workers who do not possess any documentary proof of place of residence, the documentary proof should not be insisted, however the Booth Level Officer will ascertain that the claimant actually resides at the place, mentioned in his/her Form 6, by visiting

the given address and submit a verification report to the Electoral Registration Officer/Assistant Electoral Registration Officer, to this effect who will decide the case accordingly.

8.7 Exceptions to the General Principle of Ordinary Residence

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

8.7.2 Persons holding declared offices

The holder of a declared office who desires to be registered as an elector in the constituency in which, but for his holding such office, he would have been ordinarily resident, can also get registered there. The following offices have been declared by the President under Section 20(4):-

- (i) The President of India
- (ii) The Vice-President of India
- (iii) Governors of States
- (iv) Cabinet Ministers of the Union or of any State
- (v) The Deputy Chairman and Members of the Planning Commission
- (vi) The Ministers of State of the Union or of any State
- (vii) Deputy Ministers of the Union or of any State
- (viii) The Speaker of the House of the People or of any Legislative Assembly
- (ix) The Chairman of any State Legislative Council
- (x) Lieutenant Governors of Union Territories
- (xi) The Deputy Speaker of the House of the People or of any State Legislative Assembly
- (xii) The Deputy Chairman of the Council of States or of any State Legislative Council
- (xiii) Parliamentary Secretaries of the Union or of any State

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

8.7.4 Service Voters:- Normally, the serving members of the armed forces of the Union or the central para-military forces, i.e. BSF, CRPF, CISF, ITBP, NSG, GREF (BRO) and Assam Rifles to which provisions of Army Act, 1950 have been made applicable (with or without modification), State Armed Police personnel posted outside the state, and the government servants posted outside India in Indian Missions are enrolled in their native places and not at their places of postings. They are called 'Service

Voters'. Thus electors having service qualification are entitled to get registered at their native places which may be different from their place of ordinary residence. The spouse of a service voter, /if such spouse ordinarily resides with his or her spouse, is also entitled to get registered in the last part of electoral roll with his or her spouse.

(As per ECI Lr.No.3/ER/2021/SRR/Vol.II, dated 23.06.2022 (Amendment in Election Laws and Rules)

- 8.7.5 Overseas Indian Electors:- Under Section 20A of the Representation of the People Act, 1950, inserted vide the Representation of the People (Amendment) Act, 2010, which has come into force w.e.f. 10th February, 2011, every overseas elector, i.e., an Indian citizen who is absents from his place of ordinary residence in India owing to employment, education or otherwise, and has not acquired citizenship of any other country and who is not included in the electoral roll, is entitled to have his name registered in the electoral roll of the constituency in which his place of residence in India as mentioned in his passport is located. In terms of Rule 8A of the Registration of Electors Rules, 1960, every overseas elector whose place of residence in India is located in the States/Union Territories of India, who has completed 18 years of age as the qualifying date, and is desirous of registering his name in the electoral roll, can submit claim application in Form-6A along with supporting documents for registration in the electoral roll of the constituency in which his place of residence as shown in the passport is located.
- 8.7.6 Students, if otherwise eligible, living in a hostel or mess or lodge more or less continuously, going back to their normal home or place of residence only for short periods, can be held to be ordinarily resident in the place where the hostel or mess or lodge is situated. However, if they so wish, they have the option of retaining their enrolment at their residence with their parents instead. [During intensive revision, students shall not be enumerated at their hostels. They can be enrolled subsequently on application in Form 6 with bonafide student and hostel resident certificate]. However, the course pursued by the said students should be recognized by Central / State Governments / Boards / Universities / Deemed Universities and such courses should be of not less than 1 year's duration. Such students who want to enroll themselves at the hostel / mess will have to attach a bonafide declaration duly certified by the Headmaster / Principal / Director / Registrar / Dean of the educational institution with Form 6 (as per the specimen as Annexure 26).
- 8.7.7 A person who is patient in any establishment (hospital) for treatment from mental illness/mental defectiveness, or who is detained in prison/other legal custody should not be included in the electoral rolls of the constituency in which such institutions are located, as under the provision of Section 20(2) they shall not by reason thereof be deemed to be ordinary resident therein.
- 8.7.8 Electors of Sangha Constituency In the Legislative Assembly of Sikkim one seat is reserved for the Sanghas belonging to Buddhist Monasteries in which all the electoral roll consists all Sanghas scattered throughout the state.
- 8.8 It would be clear from above that all cases can neither be dealt with in an identical manner nor can any uniform rule be laid down to define 'ordinary residence'. Generally speaking, a person should not be enrolled at an address where he is staying temporarily; and on the other hand, he is to be enrolled at the normal place of residence even though he may be temporarily absent from there.

Chapter 9

Key Issues Relating To Electoral Rolls

9.1 Minimum age as on Qualifying Date

9.1.1 As mentioned above, Article 326 of the Constitution and Section 19 of the Representation of the People Act, 1950 give right to be registered as a voter to an Indian Citizen of above the age of 18 years, if not otherwise disqualified. The statutes make it clear that right to be enrolled is a Constitutional Right yet there is no obligation on any authority to enroll every person above the qualifying age, in the electoral roll. The person is required to make application for the purpose to the Electoral Registration Officer in the prescribed form and manner.

9.1.2 The applicant should be of the minimum age on the qualifying date, which is under Section 14 of the Representation of the People Act, 1950 is 1st day of January of the year in which the electoral roll is so prepared or revised. The Election Commission of India, in pursuance of the legal amendments in the Section 14(b) of the RP Act 1950 and consequent modifications in Registration of Electors Rules, 1960, has brought about necessary changes for preparation/revision of electoral roll of Assembly/Parliamentary Constituency. On the recommendations of ECI, the Ministry of Law & Justice recently amended the RP Act to provide for four qualifying dates i.e., 01st January, 01st April, 01st July and 01st October as eligibility for youngsters to register in electoral rolls as opposed to the earlier single qualifying date of 1st January only.

'Qualifying Date'

Qualifying date is that date with reference to which eligibility of an applicant is determined for enrolment in the electoral roll. Qualifying date is the first day of January of the year in which the electoral roll is finally published. Now it has been amended as four qualifying dates (i.e.) the first day of January, the first day of April, the first day of July and the first day of October of the year in which an electoral roll is finally published.



In pursuance of the above legal amendments, following consequent modifications have been made in Registration of Electors Rules, 1960: -

i. **Sub-Rule 1(A) of Rule 26 of the Registration of Electors Rules, 1960**

“(1A) Every such application as is referred to in sub rule (1), with reference to the qualifying dates 1st day of January, the 1st day of April, 1st day of July, 1st day of October of the year shall be presented to the registration officer in such manner as the Election Commission may direct.”

ii. **Rule 26A of the Registration of Electors Rules, 1960**

“(26A) the list of amendments prepared with reference to the qualifying dates as specified in sub rule 1(A), shall be merged and integrated with last finally published electoral roll and published as draft electoral roll under rule 10 before every general election and bye-election and shall be put in public domain with reference to the qualifying date, proximate to the said election, as the Election Commission may direct.”

9.1.3 **List of documentary proof of age:-**

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

- (i) Birth certificate issued by Competent Local Body/ Municipal Authority/ Registrar of Births & Deaths
- (ii) Aadhaar Card
- (iii) PAN Card
- (iv) Driving License
- (v) Certificates of Class X or Class XII issued by CBSE/ICSE/ State Education Boards, if it contains Date of Birth
- (vi) Indian Passport
- (vii) Any Other Document for Proof of Date of Birth:- (If no core document is available) (Pl. Specify)_(As per ECI Lr.No.3/ER/2021/SRR/Vol.II, dated 23.06.2022 (Amendment in Election Laws and Rules)
- (viii) In case none of the above document is available, an oath or affirmation in prescribed format (Annexure 27) made by either of the parents of the applicant (or by guru in case of an applicant in third gender category) can be given. In those cases where parental declaration is given as proof of age, the applicant will have to be present himself for verification before Booth Level Officer/Assistant Electoral Registration Officer/Electoral Registration Officer.
- (ix) Further, if none of the above document is available and neither of the parents is alive, the applicant can submit a certificate of his age given by sarpanch of the concerned Gram Panchayat or by a member of the concerned Municipal Corporation/ Municipal Committee.

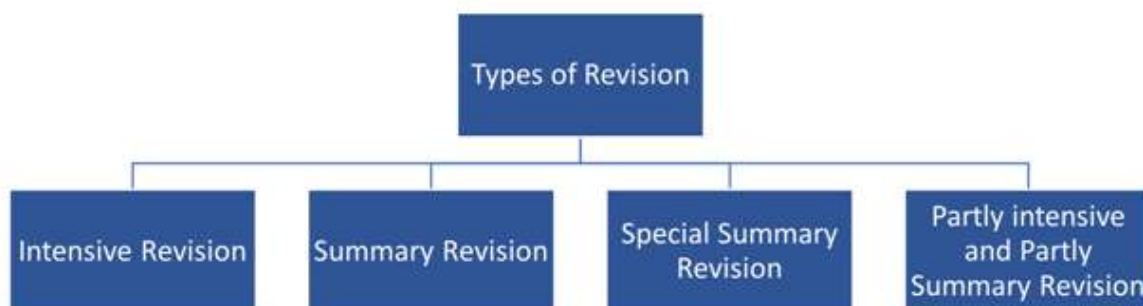


- (x) In case the applicant is more than 21 years and physically appears to be so to Booth Level Officer/Assistant Electoral Registration Officer/ Electoral Registration Officer, declaration of age by him will be taken as proof of age and no documentary proof will be insisted on. The age should be indicated in years and completed months as on the qualifying date i.e. first day of January/ first day of April, the first day of July and the first day of October of the year with the reference to which electoral roll is being revised.

9.2 Periodicity of Revision - When to Revise Electoral Rolls

- 9.2.1 Earlier, it was provided that rolls shall be prepared every year with reference to 1st March of the year as qualifying date. The law was amended in 1956 to provide that the electoral roll once prepared shall thereafter be revised in every subsequent year. In 1958, the qualifying date was changed as 1st January of the year. The statutes underwent further change in 1966 to provide in Section 21 of the Representation of the People Act, 1950 that the electoral roll for a constituency shall be revised before each election. Under Section 21(2)(b) the Election Commission may direct the revision in any year, if it so decides, even when no election is immediately due. Despite change in the law, the Election Commission has continued the convention of annual revision. Presently, the Election Commission orders revision of electoral rolls in every year with reference to four qualifying dates (i.e.) the first day of January, the first day of April, the first day of July and the first day of October of the year in which an electoral roll is finally published.
- 9.2.2 The Election Commission has discretion to dispense with revision of electoral rolls before an election, if it considers that such revision is either not feasible or not necessary, though, the Election Commission has to record the reasons for doing so, and notify the said reasons in official gazette for public.
- 9.2.3 Electoral rolls, once finally published, continue to be in force so long it is not further revised. It means there is an electoral roll for every constituency at every point of time and there is no vacuum.
- 9.2.4 The year of revision is the year in which the electoral roll after such revision is finally published and not the year in which such revision may have started.

9.3 Types of Revision



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

- 9.3.1 **Intensive Revision:-** The Rule 25 further states that where a roll is revised intensively it shall be prepared afresh. In other words, an intensive revision is a denovo process without reference to the earlier existing roll. The Enumerators/Booth Level Officers visit each house in the specific polling station area, assigned to them. Normally, they make 2 visits - In the 1st visit, the houses are serially numbered, if not already numbered by the local authorities; In the 2nd visit, they note down all relevant particulars of the eligible persons staying in each house in an electoral card. A copy of the electoral card is handed over to the head of the house hold or, in his absence, to any adult member of the family. A separate electoral card (separate page of enumeration pad/Booth Level Officer's Register) is used for one household. The work of Enumerators/Booth Level Officers is super checked by Supervisors, Assistant Electoral Registration Officers, Electoral Registration Officers and District Election Officers. On the basis of such enumeration, a manuscript is prepared in written form. The names in each part are arranged according to house numbers and are arranged in serial order. Thereafter, the manuscript is computerized and draft roll is prepared and published, inviting claims and objections. After disposal of such claims and objections, the roll is finally published.
- 9.3.2 **Summary Revision:-** In a summary revision the roll is simply updated and there is no house-to-house enumeration. According to Rule 25, the Registration Officer shall cause to be prepared a list of amendments to the relevant parts of the roll and on the basis of such information as may be readily available, publish the roll together with the list of amendments as a draft inviting claims and objections. After disposal of the claims and objections filed during the period for filing claims and objection, the rolls are finally published. The final roll includes the draft published and the supplements prepared as result of the revision exercise.
- 9.3.3 **Special Summary Revision:-** Where, by reason of any inaccuracies in the rolls, such as failure to cover any place or localities or blocks or any section of electors or for any other reasons, the Election Commission considers it necessary so to do, it may, after recording such reasons, order special revision of the roll of any constituency or part thereof. The procedure for carrying out special revision is determined by the Election Commission in each case having regard to the circumstances of the case and other relevant factors. Under this type of revision, the Election Commission may adopt changes in the existing procedure, suitable to the specific circumstances. For example, there is no provision for house to house verification during summary revision but the Election Commission may order house to house verification in all the constituencies or some specified constituencies during special summary revision. The Booth Level Officers, while undertaking field verification take Booth Level Officer's register containing pre-filled house-hold electors' details for verification. They indicate change/correction in the existing details and also make new entries in respect of fresh eligible persons. The Booth Level Officer also arrange reading out of the draft roll at Gram Sabhas/Ward Committees. Besides, during special summary revision special campaigns are also organized on the weekend holidays where the applicants can visit the designated locations to inspect draft roll or deposit their claims and objections, in addition to the normal practice of lodging claims and objections in the offices of Electoral Registration Officers. Now a days, the Election Commission generally orders special summary revision every year.

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

9.4 Language of Electoral Rolls

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

9.5 Electoral Rolls for Legislative Assembly/Parliamentary Constituency

- 9.5.1 The electoral rolls are maintained Assembly Constituency (AC) wise except in the Union Territories not having Legislative Assembly. The statutes provide that for every Assembly Constituency, there shall be an electoral roll prepared under the superintendence, direction and control of the Election Commission in accordance with the provisions of Representation of the People Act, 1950.
- 9.5.2 Further, Section 13D of the Representation of the People Act, 1950 states that there is no separate electoral roll for any Parliamentary Constituency and the electoral roll of a Parliamentary Constituency consists of the electoral roll for all the Assembly Constituencies comprised with in that Parliamentary Constituency. It is not necessary to prepare or revise separately the electoral roll for any such Parliamentary Constituency. the Union Territories not having a Legislative Assembly are the exceptions. In case of Union Territories not having Legislative Assembly too, the rolls are maintained Parliamentary Constituency-wise.
- 9.5.3 The provisions relating to the preparation and revision of electoral rolls for Assembly Constituencies apply (mutatis-mutandis) also in case of preparation of electoral roll for Parliamentary Constituencies in the Union Territory not having Legislative Assembly.

9.6 Electoral Rolls for Legislative Council Constituencies

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

The Council Constituencies are:-

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

- 9.6.2 The electoral roll of Legislative Council Constituencies is different from the rolls for Assembly Constituencies. These are prepared under Section 27 of the Representation of the People Act, 1950 and Rules 30 and 31 of Registration of Electors Rules, 1960. The qualifying date and conditions of the registration are different in case of Council Constituencies, however, correction of entries and inclusion of names are done under Section 22 and 23 of the Representation of the People Act, 1950, in the same manner as in respect of Assembly Constituencies. The detailed procedure for the preparation/ revision of electoral rolls for Council Constituencies is given in Chapter - 23 Preparation And Revision Of Electoral Rolls For Council Constituencies.

9.7 Electoral Roll Parts and Polling Stations

- 9.7.1 Rule 5(2) of the Registration of Electors Rule, 1960 mentions that an electoral roll of Assembly Constituency should be divided into convenient parts. Statutorily, a part is the smallest unit of the electoral roll. Each part of the electoral roll shall cover a well-defined and compact geographical polling station area. For each such polling station area there shall be a polling station (precinct) for voting by the electors of that part. Under Section 25 of the Representation of the People's Act, 1951, the District Election Officer is responsible for providing the polling station. Corresponding to each of the polling station, there shall be a 'part' of the electoral roll wherein all the registered voters residing within that well defined polling station area shall be enlisted.
- 9.7.2 Sub-rule (4) of Rule 5 of the Registration of Electors Rules, 1960 indicates that the number of the names to be included in any part should not ordinarily exceed 2000. The Election Commission has however, with voters convenience in mind, has directed that a part should not have more than 1500 Electors.
- 9.7.3 The number and name (and address) of the polling station shall be indicated on the title page of the part concerned of the roll. The part number of the electoral roll and the polling station number shall invariably be same and identical. At a particular polling station, arrangements for receiving the votes of electors belonging to that part would be made on the appointed day of polling. (For detailed guidelines relating to polling stations, please refer to 'Manual on Polling Stations' available on the Election Commission's website)

9.8 Polling Station and 'Section'

'Section' is a clearly identifiable area within a polling station. It denotes locality and area details and contains household wise individual elector details. It is determined considering the distribution of habitation, geographical landmarks, alignment of streets, plotting road networks, natural barriers etc. There is no fixed number of electors in a section. It may range anywhere between 50 and 100. It purely depends on decision of the Electoral Registration Officer while considering the above factors.

The existence of number of sections in part helps in grouping the electors depending on their geographical distribution. Details of electors are maintained section-wise in the electoral roll database. Normally, all the electors of a household living at same door number or at the next door should be kept in the same section. The Electoral Registration Officer shall not break a section while bifurcating a polling station at the time of rationalization/modification of polling stations. Section is not a statutory unit.

9.9 Layout and Structure of Electoral Rolls

- 9.9.1 Title Page of constituency:- Every Assembly Constituency roll shall have a 'title page' showing the year of revision, the number, name, reservation status, extent of the constituency and the number of parts into which such roll is divided, followed immediately by a table of contents indicating in serial order the area covered by each part of the roll. A sample title page of Assembly Constituency roll is as Annexure 29. The title page shall always be followed by a constituency map. The constituency map shall depict clearly the extent and boundary of the constituency, major roads, railway lines, river and at least the administrative boundary of the block/tehsils/taluka (Annexure 30). At the end of the assembly roll there shall be the summary sheet (Annexure 31).
- 9.9.2 Part Header:- Each part of the roll also has an individual title page providing information about that part of the roll. Sample of this title page of a 'part' of the roll is as Annexure 32. This title page is followed by a sketch map (Nazri naksha) of the polling station area covered by the part. The sketch map shall clearly depict the extent and boundary of the polling area, settlements (habitation area), sections, streets, important landmark buildings like polling stations, post office, health centres etc. Thereafter, the elector details in prescribed format shall be provided (Annexure 33). At the end of roll of a part, there shall be a summary sheet (Annexure 34).
- 9.9.3 These parts shall further be organized into geographically identifiable 'sections'. There is no reference of section in the statutes, however, the Election Commission has directed that for proper identification of smaller units within the polling station area and for convenience to link all electors of the same household, the Electoral Registration Officer should divide the part in numerous sections with a number of electors ranging from 50 to 100. Under these 'sections', household-wise elector's details shall be entered. In the normal course, a building should not be scattered into different sections. A new section should always start with a new page. There is no limit on how many sections can be created in a part. While creating a new polling station from an existing polling station, the Electoral Registration Officer should not break a section.
- 9.9.4 Specifications of various particulars in electoral roll:-
- (i) The name of the Assembly Constituency and part no. shall be printed on each page.
 - (ii) Name of section and segment, if any, should be on the top of each page and each new section/segment shall start on a new page.
 - (iii) Section details should capture full postal address details.
 - (iv) There shall be 30 entries per page.
 - (v) The serial number of the elector in the part shall be given horizontally from left to right with three elector details boxes in each row.

- (vi) The size of photo will be of size 1.5 X 2.0 cms.
- (vii) Relation should be clearly reflected in elector details box. For example, the field name should read as "Father's name", "Mother's name", "Husband's name" or "Guardian's name" as the case may be.
- (viii) The footer in every page shall indicate "Age as on the qualifying date", "page no. of the roll" for the part and also print "published by the Electoral Registration Officer".

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

- (i) The serial number shall appear on the left hand top corner in a box centered without leading zeroes, like 1 2 and so on.
- (ii) The EPIC number shall appear in the same row after the serial number of the elector.
- (iii) The name of the elector shall appear in the next row.
- (iv) Name of relation i.e. Father/Mother/Husband/Legal Guardian in case of orphan/ Guru in case of Third Gender shall appear in the next row.
- (v) House number of the elector shall appear in the next row.
- (vi) In the last row the Age and then Sex of the elector shall be indicated and
- (vii) The photograph of the specified size shall appear on the right side in a box opposite the above entries, as shown.

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

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

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

9.10 Registration at Multiple Places

Section 17 and 18 of the Representation of the People Act, 1950 provide that a person shall not be entitled to be registered in the electoral roll of any constituency and in the same constituency for more than once. The Electoral Registration Officer has to ensure that multiple entries do not find place, it is why he conducts de-duplication exercise before revision. The statute does not provide for any specific penalty for registration as an elector in more than one constituency or more than once in the same constituency. The elector will render himself liable to penal action under Section 31 of the Representation of the People Act, 1950 only if he gets his name included in the electoral roll at multiple places despite knowing that his name

is already included in the electoral roll and he suppresses that fact by making false declaration in claim application (Form 6). A person whose name is registered at multiple places can vote only once. If it is proved that he has voted more than once all his votes shall be void.

Section 17 and 18 of the Representation of the People Act, 1950 provide that a person shall not be entitled to be registered in the electoral roll of any constituency and in the same constituency for more than once

9.10.1 Penalty for making false declaration

- 9.10.1.1 If any person makes, in connection with the preparation, revision or correction of an electoral roll or the inclusion or exclusion of any entry in or from an electoral roll, a statement or declaration in writing, which is false and which he either knows or believes to be false or does not believe to be true, he shall be punishable under Section 31 of the Representation of the People Act, 1950 with imprisonment for a term which may extend to one year, or with fine or with both.
- 9.10.1.2 Under Section 31 of the Representation of the People Act, 1950, the offence is a non-cognizable, bailable offence, triable by any magistrate. A magistrate will take cognizance of such offence only upon a written complaint by the person aggrieved. There is a period of limitation for taking such cognizance, which is 1 year.
- 9.10.1.3 The period of limitation commences on the date of the order passed by the Electoral Registration Officer and not on the date of offence when the claim was submitted by the complainant. In case of crossing this limit, a complaint should be accompanied by an application for condonation of delay.
- 9.10.1.4 Section 31 is applicable not only on the person who has filed a claim application for inclusion or deletion containing the false declaration but also on the person who has presented such application on behalf of another person, including the person presenting bulk application.

9.11 Reporting MIS Formats (Formats 1-8)

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

SECTION – IV

PREPARATION & REVISION OF ELECTORAL ROLLS

CHAPTER 10
PRE-REVISION ACTIVITIES

CHAPTER 11
REVISION PROCESS

CHAPTER 12
CONTINUOUS UPDATION

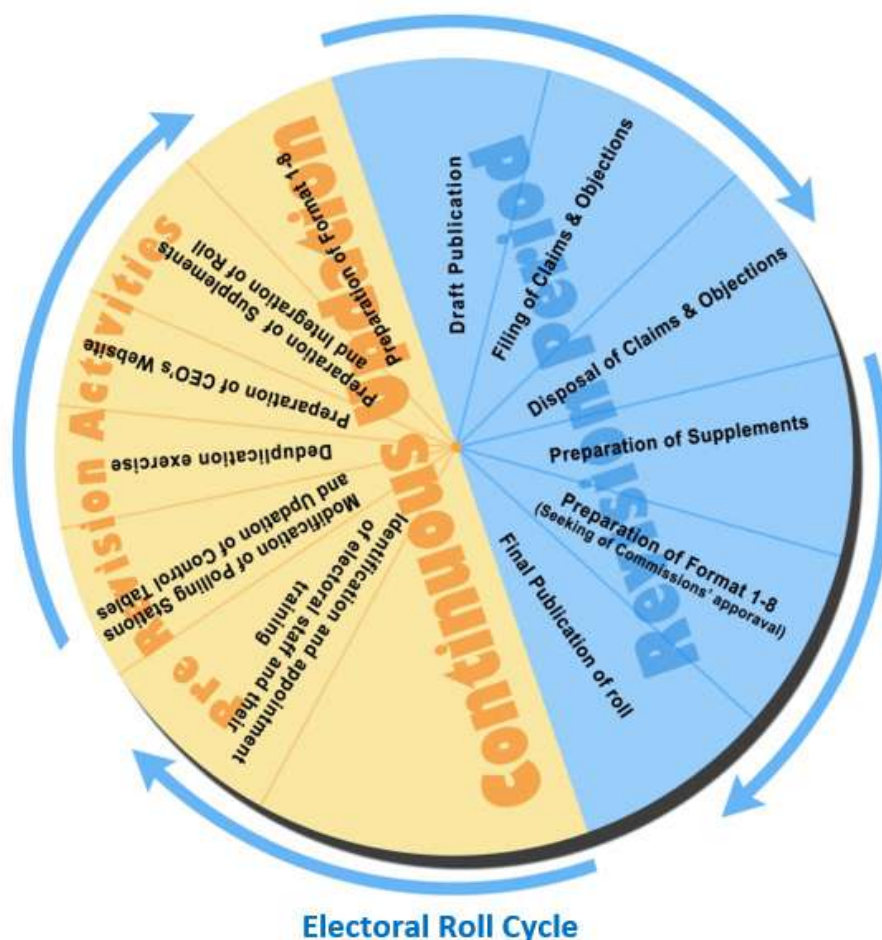
CHAPTER 13
OTHER IMPORTANT ASPECTS OF PREPARATION AND
REVISION OF ELECTORAL ROLLS

Chapter 10

Pre- Revision Activities

10.1 Introduction

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



10.2 Main Pre Revision Activities

ER Cycle with broad timelines

Revision Period (From draft publication to final publication)

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

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

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

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

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

10.2.2 Training and orientation of the officials to be deployed for revision exercise, i.e., Electoral Registration Officers/Assistant Electoral Registration Officers, Supervisors, Booth Level Officers etc. For training programme, suitable persons should be identified as State Level Master Trainers (SLMTs) for attending training at IIIDEM. These SLMTs

would be used in the cascaded training programme for all state officials drafted for revision work at the district level or constituency level. For training purpose, audio-visual training material and written hand-out should be used as per the requirement.

- 10.2.3 Identification of senior officers for appointment as Roll Observers and their orientation.
- 10.2.4 Rationalization of polling stations (please refer to 'Manual on Polling Stations' on Election Commission's website for checking the Election Commission's instructions issued from time to time on this subject).
- 10.2.5 Updating of Control Tables (including polling station updating) and database. All modifications in polling stations, sections etc. must be reflected in the Control Tables.
- 10.2.6 Suo-moto corrections in the roll since last publication – All suggestions regarding erroneous entries in the last final electoral roll received from political parties, RWAs should be checked and after following due procedure, if found necessary, incorporated in the supplement of continuous updation.

10.2.7 De-duplication campaign to remove duplicate entries in the electoral roll - In order to find out cognizable number of multiple entries in the electoral rolls a software tool based on SQL server has been developed and given to all Chief Electoral Officers. The data should be pooled for de-duplication in across border state boundaries and also between urban and rural areas near big cities/metropolitan towns. Deletion of probable multiple/duplicate entries found by de-duplication software shall be deleted after due verification by Booth Level Officers and by following due process of law. If the name actually happens to be doubly appearing, then the person's name should be retained only at one location where he is ordinarily residing and deleted from the other location.

10.2.8 Deletion of the names of electors of DEMOGRAPHICALLY SIMILAR ENTRIES (DSEs) from the electoral rolls

1. Representation of the People Act 1950 and the Registration of Electors Rules, 1960 make detailed provisions for preparation of electoral rolls. To supplement the statutory provisions, the Commission has been issuing instructions from time to time.

2. Section 22 of Representation of the People Act 1950, read with Rule 18 of Registration of Electors Rules, 1960 provides procedure of correction.

"Section 22-Correction of entries in electoral rolls: -If the Electoral Registration Officer (ERO) for a constituency, on application made to him or on his own motion, is satisfied, after such enquiry as he thinks fit, that any entry in electoral roll of that constituency should be deleted on the ground that the person concerned is dead or has ceased to be resident in the constituency or is otherwise not entitled to be registered in that roll, the ERO shall, subject to such general or special Directions any, as may be given by the Election Commission in this behalf, delete that entry" Further, Rule 18, inter alia, says the following: "Rule 18-Acceptance of claims and objections without inquiry: -If the registration officer is satisfied as to the validity of any claim or objection, he may allow it without further inquiry after the expiry of one week from the date on which it is entered in the list exhibited by him under clause (b) of rule 16. Provided that where before any such claim or objection has been allowed, a demand for inquiry has been made in writing to the registration officer by any person, it shall not be allowed without further inquiry".

3. As it is clear from the provisions contained in Section 22 and Rule 18, referred to above, the ERO, either through a formal application or Suo-moto (without a formal application), can make deletion of a name from electoral roll subject to his satisfaction. To make the status of provision more clear and for future guidance of EROs, the Commission has, in supersession of all the existing instructions directed to issue the following SOP for deletions in demographically similar entries cases: -

Scenario A: Cases in which elimination of Demographically Similar Entries (DSEs)/Multiple entries may be done Suo-moto:-

Demographically Similar Entries (DSEs) repeated within AC: DSEs will be those entries that are same in all respect i.e name, relation's name, relation type, age, gender, are all same. There are two sources of reporting of such cases i.e. System generated DSE! or DSEs reported by BLOs/political parties.

There may be two cases: -

- (i) In addition to all five fields (i.e. name, relation's name, relation type, age, gender) address will also be matched. If all six fields including address is same then the latest entry shall be retained and all other multiple entries shall be eliminated suo-moto by table top exercise without verification.
- (ii) If address doesn't match but all other fields i.e. name, relation's name, relation type, age, gender, are all same, then the name shall be retained in one place as opted for by the elector (after giving notice in prescribed Format-A and obtaining his confirmation of present residence or EPIC number) and deleted from all other places in the ER. Notice in Format-A must be sent by Registered Post with AO/Speed Post and after receiving reply necessary action will be taken by the ERO concerned. 15 days period from the date of issue of Notice will be provided for furnishing reply of the Notice to the elector via Confirmation letter. If no reply is received within 15 days then BLO will go to the address of the applicant and collect the confirmation letter from elector and do the necessary verification.

Scenario B: For all other cases of Deletions, following SoP should be followed:

- a) Intimation of elector not residing at the given address may come from any source, including through Form-7.
 - b) In each case Notice in enclosed Format-8 must be sent by Registered Post with AD or by Speed Post giving 15 days to respond.
 - c) If Postal Department returns the Notice mentioning the person not found at the address given, or if the elector does not respond within the stipulated notice period, then, the ERO shall send BLO concerned for field verification. If the BLO also does not find the person residing at that address, then after expiry of 15 days' notice period, deletion may be done by ERO on the basis of BLO's report, without obtaining Form-7.
 - d) If the elector responds back objecting to the deletion, then ERO shall conduct the hearing and dispose of Form-7, following due procedure.
 - e) If the concerned elector does not come for hearing ERO should go ahead and delete his name.
4. No Suo moto deletions shall be done in an election year, when a general election to State Assembly or House of People is due in the State concerned during the 6 months period ending on the date of expiry of the term of the said house. However, Suo-moto deletion can be done in special circumstances, after obtaining the Commission's approval.
 5. All the records, communication and response in the matter shall be kept in the file (physical as well as in ERO-Net) separately for each of such electors uploaded in ERO-Net for future reference for 3 years. Provision for this will be made in the ERO-Net.
 6. For the purpose of monitoring of removal of repeated entries, DEOs shall submit a monthly report (generated through ERO-net) to their respective CEO by the 10th of the following month reflecting the assembly constituency wise figures of identified, confirmed and finally deleted cases. CEOs in turn, shall send a consolidated list of the same AC wise/District wise along with

overall narrative progress report in the matter to the Commission by 15th of every month.

7. The list of proposed deletions and final deletions may be generated through ERO-Net, and monitoring dashboard for specific purpose of removal of repeated entries would be provided on ERO-Net.
8. Wide publicity may be given about options available for person, whose name has been deleted from the electoral roll wrongfully. These options are that either he/she can file an appeal under Section 24 of the Representation of the People Act, 1950 within the prescribed period to the District Election Officer against the deletion of his/her name or submit a Form-6 before the Electoral Registration Officer for inclusion of his/her name in the electoral roll any time during summary revision or continuous updation of electoral roll.

(ECI inst. No. 23/2021-ERS Dated: 13th August, 2021)

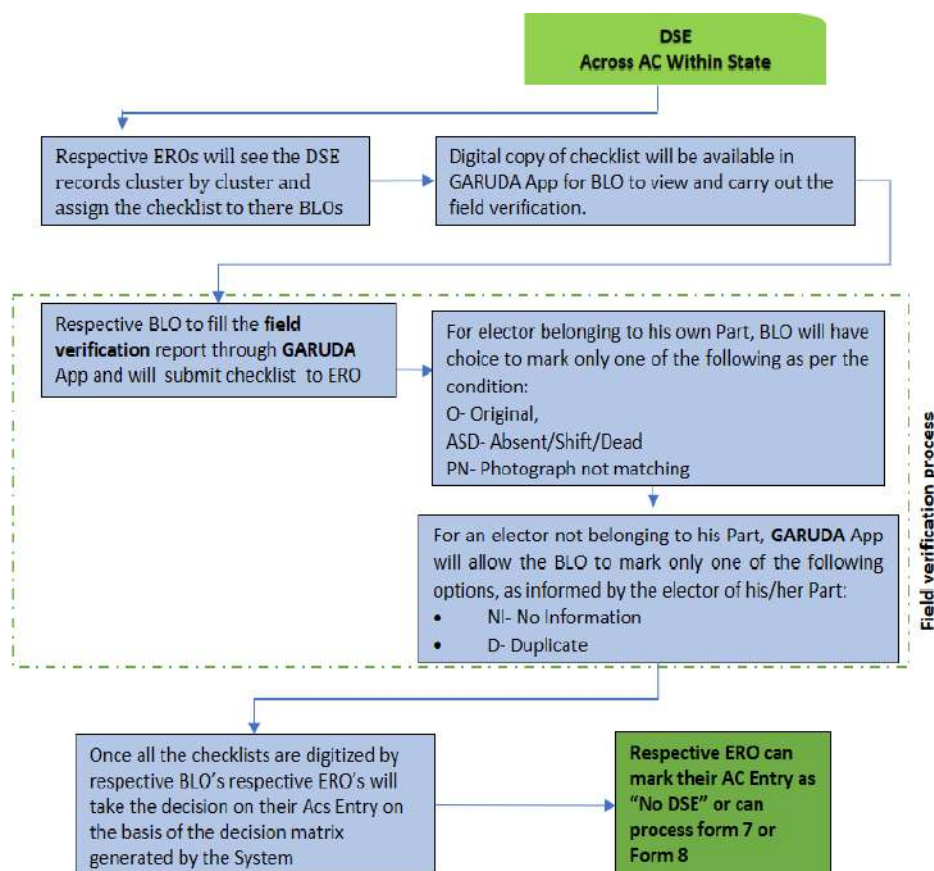
10.2.9 The Commission has set a target of 100% verification of PSEs and DSEs in the electoral roll during the pre- annual Summary Revision activities with references to 1st day of the year as the qualifying date and appropriate action thereof.

1. So far as the Standard Operating Procedures for verification and removal of PSEs and DSEs within Part and within AC is concerned, the Commission has already issued guidelines. The Commission has decided to expand the scope of these purification tools to ensure removal of DSEs and PSEs across AC-within State in addition to existing policy of processing within Part and within AC cases, while ensuring that EROs shall make every endeavour to verify the same and give every such elector, who is found to have duplicate entries, a reasonable opportunity to show cause why the action proposed should not be taken as enshrined in Rules 18 and 21-A of Registration of Electors Rules 1960 and various instructions of the Commission.
2. As the DSE/PSE records in these cases will be across ACs, multiple EROs will be involved in processing of these records. Therefore, to make the process uniform and to enable the EROs to take appropriate decision for removal of possible duplicates, the detailed Standard Operating Procedures for removal of PSEs and DSEs are being illustrated for clear understanding, training and execution.
3. ECI-IT Division will make necessary changes in ERONET to affect the processes and provisions. Based on the recommendations of Committee on BLO systems, ECI-IT Division will be rolling out DSE/PSE integration with GARUDA App to push checklists and related transactions soon to avoid use of papers and printing costs. It is clarified that DSEs can be generated by CEOs at desired frequencies (not less than every quarter) to ensure electoral roll verification and purification. However, PSEs will be generated annually by ECI-IT Division, due to high computing power required, well before pre-SSR activities of every Annual SSRs begin, preferably by 30th June every year, and shared appropriately. Poll-going States may follow the direction given in this in referenced circular dated 13th August 2021.

10.2.10 SOP for Processing of DSE records (DSE within State – Across AC)

Background

The identification and processing of Demographical Similar Entries (DSE) has been carried out for the records identified within Part and within AC through Suo-moto process defined by the ECI. The process of handling these records has been defined and implemented for all States/UTs in ERONet. The processing of DSE Across AC-Within State has been envisaged. As the DSE records in these cases will be across ACs, multiple EROs will be involved in processing of these records. A well-defined SoP will help in proper handling of these cases from the application side to enable the EROs to take appropriate decision for removal of possible duplicates.



Suggested Standard Operating Procedure (SoP) for handling of DSE Across-AC-Within-State

The identification of DSE will be a carried by the CEO of respective States and UTs. The following steps are proposed for the same: -

1. ERO will login to the ERONet and click on DSE tile to view the list of DSE clusters having records involved in his/her AC.
2. ERO will see the DSE records of Electors cluster by cluster and download the checklist for each cluster.
3. ERO will be assigning checklist to the BLO for processing through GARUDA App, system will provide option to assign a cluster to be processed by GARUDA App.

4. After the cluster is assigned for processing the checklist will be available in the GARUDA App for BLO to view and carry out the field verification.
5. BLO to fill the field verification report through GARUDA App and will be submitted to ERO.
6. The steps 1 to 5 will be carried out by all the officers of respective ACs involved in a cluster.
7. System will show the verification report submitted by all the BLOs of respective AC as against a cluster of DSE.
8. ERO can see the report submitted by his BLO as well as the BLO of other ACs involved in a cluster.
9. System will allow EROs to take decision for the electors in their jurisdiction when all the BLOs involved in a cluster have submitted the report.
10. Based on the report submitted by BLO, multiple combinations are possible and each ERO has to take decision as per the guidelines given the following section.

BLO field verification process:

To reduce the costs for printing out the checklist, generating and filling the Form 7 or Form 8, it was decided by ECI that the GARUDA BLO Mobile App will be used for checklist submission and form submission. The following possible cases will be faced while doing so: -

- a) For the elector belonging to his own Part, BLO will have choice to mark only one of the following as per the condition:
 - O- Original,
 - ASD- Absent/Shift/Dead
 - PN- Photograph/Details not matching
- b) For an elector not belonging to his Part, GARUDA App will allow the BLO to mark only one of the following options, as informed by the elector of his/her Part:
 - NI- No Information
 - D- Duplicate

This is summarised in the Table below:

For Elector in his/herPart & AC (As reported by elector of BLO part)	For Elector not in his/herPart or AC (As reported by elector of BLO part)
Original	No Information
Absent/ Shifted/Dead	Duplicate
Photograph/Details not matching	

ERO Decision Matrix

When all the BLOs in the DSE cluster have submitted their respective field verification reports as above, a “Decision Matrix” shall be made available on ERONET to the ERO for taking a final decision.

- a) Let us take example for 2 entries in a DSE Cluster belonging to different ACs within State

1. Record A of AC Name: Lucknow Cantt, Part 11
2. Record B of AC Name: Kanpur, Part 45

ERO shall take decision on the field verification report submitted by BLO's. ERO will be able to view comments of both the BLOs involved. As ERO can take decision on the entry belonging to his/her AC only, ERO should first review the comment of his BLO (Part no. 11) and take decision as per the above suggested matrix.

BLO of Lucknow Cantt part 11, Comment on record A	BLO 2 of Kanpur , Part 45, Comment on record A	ERO of “ Lucknow Cantt ” Suggested Decision
Original	No Information	No Action required
Original	Duplicate	No Action required/ Schedule hearing
Absent/ Shifted/Dead	No Information	Form 7 Generated
Absent/ Shifted/Dead	Duplicate	Form 7 Generated
Photograph/Details not matching	No Information	Form 8 Generated
Photograph/Details not matching	Duplicate	Form 8 Generated

- b) In case of three entries in the DSE

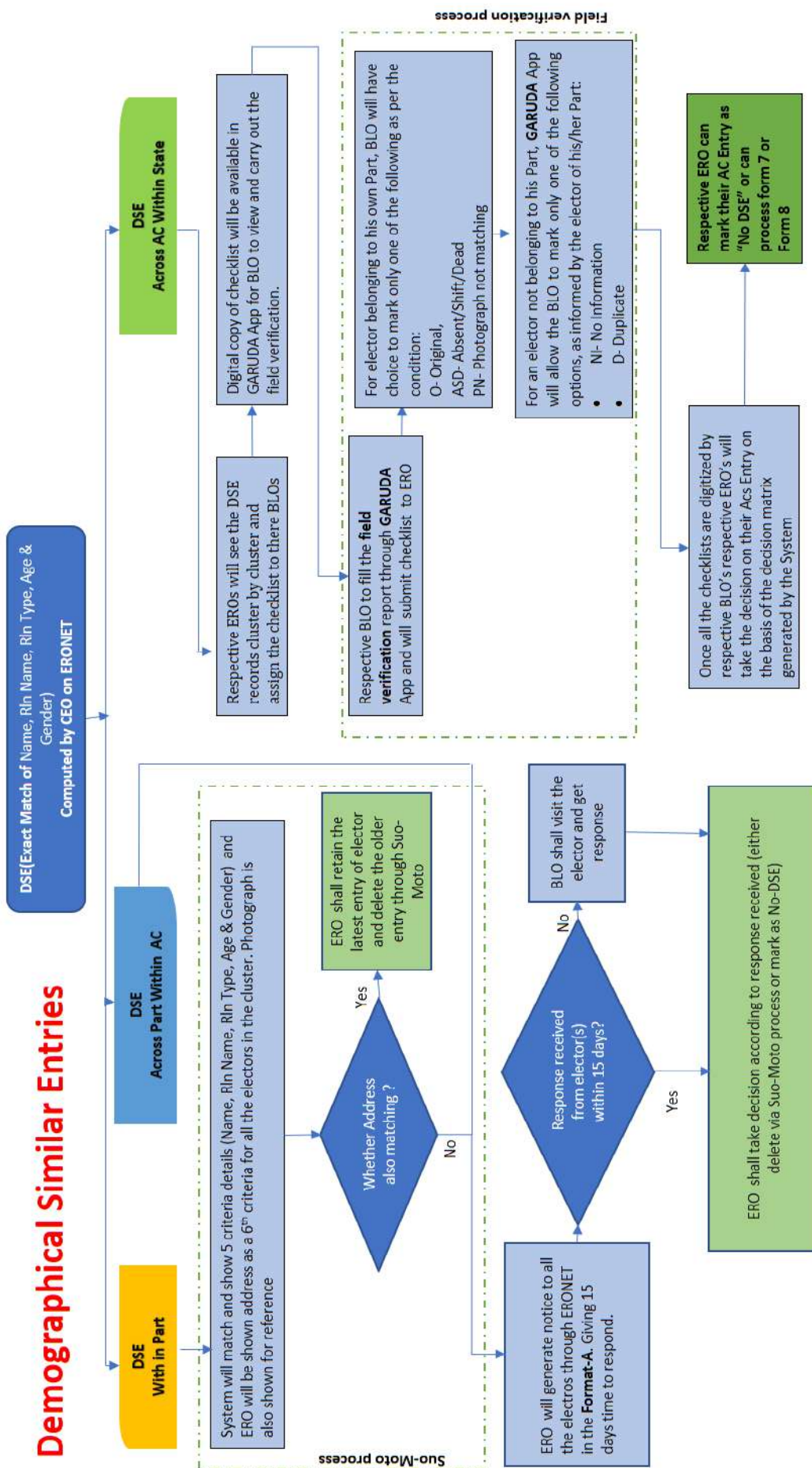
1. Record A of AC Name: Lucknow Cantt, Part 11
2. Record B of AC Name: Kanpur, Part 45
3. Record C of AC Name: Allahabad, Part 142

All possible combinations for record A of Lucknow Cantt Part 11 is given Table below as an example

BLO of Lucknow Cantt part 11, comments on record, but only for the one belonging to his AC. Before taking any such decision, the ERO should first review the comment of his BLO (Part no. 11) and take a decision as per the above suggested matrix. Each of the three EROs shall take decisions on the field verification report submitted by the three BLOs within their jurisdiction. However, all the three EROs will be able to view the comments of all the three BLOs involved. Only after all the BLOs have completed and submitted field verification reports, EROs be able to make his decision. ERONet will not allow EROs to make decisions until all BLOs in the DSE cluster have submitted their verification reports. If his AC's BLO has marked the elector as Original and another BLO has marked him as Duplicate, ERO has the option of either accepting/trusting his BLO and taking no action or scheduling a hearing to clear his doubt and take conscious decision.

BLO of Lucknow Cantt part 11, comments on record A	BLO of Kanpur, Part 45, comments on record A	BLO of Allahabad, Part 142, comment on record A	ERO of Lucknow Cantt Suggested Decision
Original	No Information	No Information	No Action required
Original	No Information	Duplicate	No Action required/ Schedule hearing
Original	Duplicate	Duplicate	No Action required/ Schedule hearing
Original	Duplicate	No Information	No Action required/ Schedule hearing
Absent/ Shifted/Dead	No Information	No Information	Form 7 Generated
Absent/ Shifted/Dead	No Information	Duplicate	Form 7 Generated
Absent/ Shifted/Dead	Duplicate	No Information	Form 7 Generated
Absent/ Shifted/Dead	Duplicate	Duplicate	Form 7 Generated
Photograph/Details not matching	No Information	No Information	Form 8 Generated
Photograph/Details not matching	No Information	Duplicate	Form 8 Generated
Photograph/Details not matching	Duplicate	No Information	Form 8 Generated
Photograph/Details not matching	Duplicate	Duplicate	Form 8 Generated

Demographical Similar Entries



10.2.11 Photo Similar Entries (PSEs) (Within part and within AC)- SOP for PSEs Removal

The SoP for the field verification and integration into the E-Roll of ERONET.

- (i) The PSE list will contain both “Within Part” and “Across Part, Within AC” records of the Assembly Constituency.
- (ii) Checklists will be generated by ERO on ERONet in html format for all the PSE entries. One checklist will be generated for all the entries in the tuple.
- (iii) An Option will be provided to download Form 7, pre-filled with the data for electors identified as possible cases of PSE. Form 7 will be created for all PSE entries. Form 7 is pre-filled with a reference number beginning with ‘PSE’.
- (iv) ERO will hand over the PSE checklist along with auto generated Form 7 to the BLO of the respective parts in which PSE is present.
- (v) Signed Form 7 for duplicate entry and Form 8 for modification, collected by the BLO shall also be marked in the checklist (Yes or NO).
- (vi) Filled checklist has to be entered in ERONet by the operator.
- (vii) The operator will input the reference number of the Form 7. This Form will be displayed to him, which must be submitted after reviewing the same.

The Process flow will be as follows, and in sequence, from 1-4 as below.

1. ERO Level
 - a) ERO will be shown list of clusters of PSE on ERONET.
 - b) ERO will be able to download each cluster’s checklist as well as Form 7 for each entry in the cluster; For example, in case of “Within AC” PSE, multiple copies of the checklist must be prepared and distributed to each BLO, so that they can perform field verification on their assigned part.
2. BLO Level

BLO will do field verification for the PSEs and complete the PSE checklist. In the case of “Within AC” PSE, multiple copies of the checklist must be prepared and will be distributed to each BLO, so that they can perform field verification on their assigned part, BLO will collect signed Form 7 and 8 for duplicate entry and modification.
3. Data Entry Operator Level

BLO will submit field verification report of PSE (PSE Checklist) and signed Form 7 to Operator and he will make required entry corresponding to signed Form 7 only in ERONet.
4. Back to ERO Level ERO will view field verification report and accordingly process the forms.

(ECI inst. No.485/ERONet/PSE/2021/IT-1 Dated:25th November,2021)

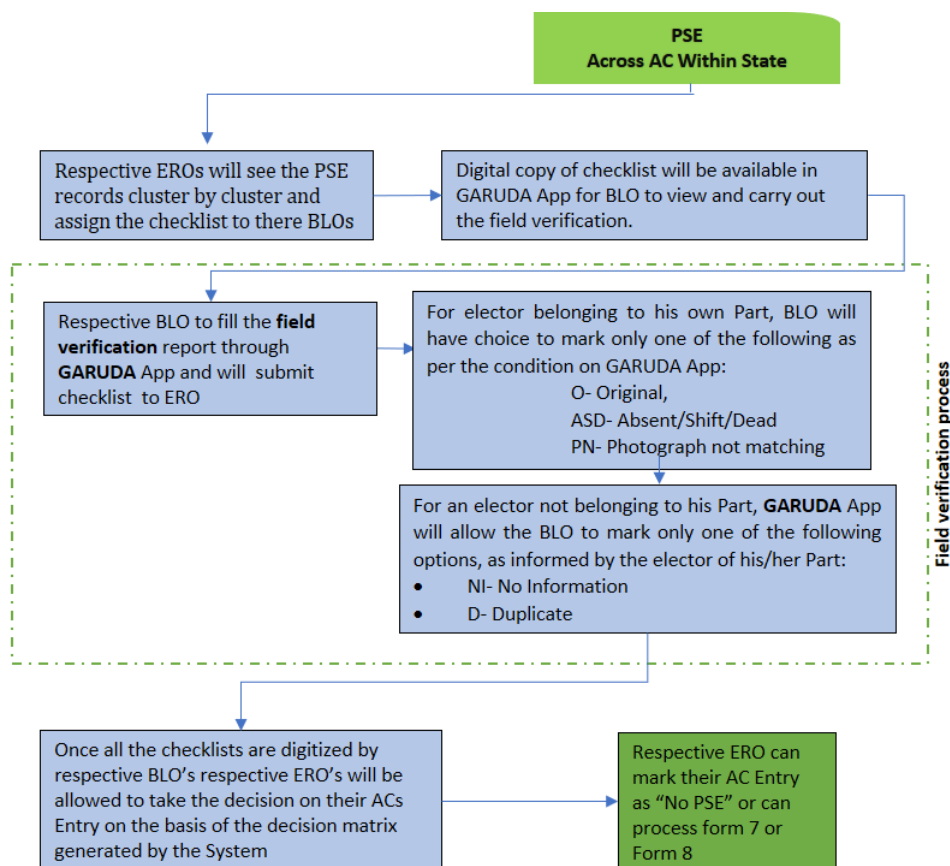
10.2.12 Processing of PSE records (PSE within State – Across AC)

Background

The identification and processing of Photo Similar Entries (PSE) has been carried out for the records identified within Part and within AC. The process of handling these records has been defined and implemented for all States/UTs in ERONet – except for UP, Uttarakhand, Punjab Goa and Manipur where only PSE within Part has been carried out. As these PSE records are within AC, only one ERO is involved and

can take the decision based on the field verification report provided by BLOs under his jurisdiction.

The outcome of PSE processing within AC has been encouraging and has significantly removed the duplicate records from e-roll. After the success of processing of PSE within AC, the next step of PSE identification and processing Across AC-Within State has been envisaged. As the PSE records in these cases will be across ACs, multiple EROs will be involved in processing of these records. A well-defined SoP will help in proper handling of these cases from the application side to enable the EROs to take appropriate decision for removal of possible duplicates.



Suggested Standard Operating Procedure (SoP) for handling of PSE Across-AC-Within-State

The identification of PSE will be a backend one time process and it will run on GPUs (Graphical Processing Units). It will be carried out for all the States and UTs. A separate database instance of the PSEs identified will be maintained in ERONet and be made available for processing. Depending upon the number of records in a cluster identified as PSE, two or more EROs will be involved for deciding upon the removal process. The following steps are proposed for the same: -

1. ERO will login to the ERONet and click on PSE tile to view the list of PSE clusters having records involved in his/her AC.
2. ERO will see the PSE records of Electors cluster by cluster and download the checklist for each cluster.
3. ERO will be assigning checklist to the BLO for processing through GARUDA App, system will provide option to assign a cluster to be processed by GARUDA App.

4. After the cluster is assigned for processing the checklist will be available in the GARUDA App for BLO to view and carry out the field verification.
5. BLO to fill the field verification report through GARUDA App and will be submitted to ERO.
6. The steps 1 to 5 will be carried out by all the officers of respective ACs involved in a cluster.
7. System will show the verification report submitted by all the BLOs of respective AC as against a cluster of PSE.
8. ERO can see the report submitted by his BLO as well as the BLO of other ACs involved in a cluster.
9. System will allow EROS to take decision for the electors in their jurisdiction when all the BLOs involved in a cluster have submitted the report.
10. Based on the report submitted by BLO, multiple combinations are possible and each ERO has to take decision as per the guidelines given the following section.

BLO field verification process:

To reduce the costs for printing out the checklist, generating and filling the Form 7 or Form 8, it was decided by ECI that the GARUDA BLO Mobile App will be used for checklist submission and form submission. The following possible cases will be faced while doing so: -

- a) For the elector belonging to his own Part, BLO will have choice to mark only one of the following as per the condition:
 - O- Original,
 - ASD- Absent/Shift/Dead
 - PN- Photograph not matching
- b) For an elector not belonging to his Part, GARUDA App will allow the BLO to mark only one of the following options, as informed by the elector of his/her Part:
 - NI- No Information
 - D- Duplicate

This is summarised in the Table below:

For Elector in his/her Part & AC (As reported by elector of BLO part)	For Elector not in his/her Part or AC (As reported by elector of BLO part)
Original	No Information
Absent/ Shifted/Dead	Duplicate
Photo not Matching	

ERO Decision Matrix

When all the BLOs in the PSE group have submitted their respective field verification reports as above, a “Decision Matrix” shall be made available on ERONET to the ERO for taking a final decision.

a) Let us take example for 2 entries in a PSE group belonging to different ACs within State

1. Record A of AC Name: Lucknow Cantt, Part 11
2. Record B of AC Name: Kanpur, Part 45

BLO of Lucknow Cantt part 11, Comment on record A	BLO 2 of Kanpur , Part 45, Comment on record A	ERO of “ Lucknow Cantt ” Suggested Decision
Original	No Information	No Action required
Original	Duplicate	No Action required/ Schedule hearing
Absent/ Shifted/Dead	No Information	Form 7 Generated
Absent/ Shifted/Dead	Duplicate	Form 7 Generated
Photo not Matching	No Information	Form 8 Generated
Photo not Matching	Duplicate	Form 8 Generated

ERO shall take decision on the field verification report submitted by BLO’s. ERO will be able to view comments of both the BLOs involved. As ERO can take decision on the entry belonging to his/her AC only, ERO should first review the comment of his BLO (Part no. 11) and take decision as per the above suggested matrix.

b) In case of three entries in the PSE

1. Record A of AC Name: Lucknow Cantt, Part 11
2. Record B of AC Name: Kanpur, Part 45
3. Record C of AC Name: Allahabad, Part 142

All possible combinations for record A of Lucknow Cantt Part 11 is given below as an example

BLO of Lucknow Cantt part 11, comments on record A	BLO of Kanpur , Part 45, comments on record A	BLO of Allahabad , Part 142, comment on record A	ERO of Lucknow Cantt Suggested Decision
Original	No Information	No Information	No Action required
Original	No Information	Duplicate	No Action required/ Schedule hearing
Original	Duplicate	Duplicate	No Action required/ Schedule hearing
Original	Duplicate	No Information	No Action required/ Schedule hearing
Absent/ Shifted/Dead	No Information	No Information	Form 7 Generated
Absent/ Shifted/Dead	No Information	Duplicate	Form 7 Generated
Absent/ Shifted/Dead	Duplicate	No Information	Form 7 Generated
Absent/ Shifted/Dead	Duplicate	Duplicate	Form 7 Generated
Photo not Matching	No Information	No Information	Form 8 Generated
Photo not Matching	No Information	Duplicate	Form 8 Generated
Photo not Matching	Duplicate	No Information	Form 8 Generated
Photo not Matching	Duplicate	Duplicate	Form 8 Generated

The ERO is empowered to take a final decision on the potential duplicate elector record, but only for the one belonging to his AC. Before taking any such decision, the ERO should first review the comment of his BLO (Part no. 11) and take a decision as per the above suggested matrix.

Each of the three EROs shall take decisions on the field verification report submitted by the three BLOs within their jurisdiction. However, all the three EROs will be able to view the comments of all the three BLOs involved.

Only after all the BLOs have completed and submitted field verification reports, EROs be able to make his decision. ERONet will not allow EROs to make decisions until all BLOs in the PSE group have submitted their verification reports.

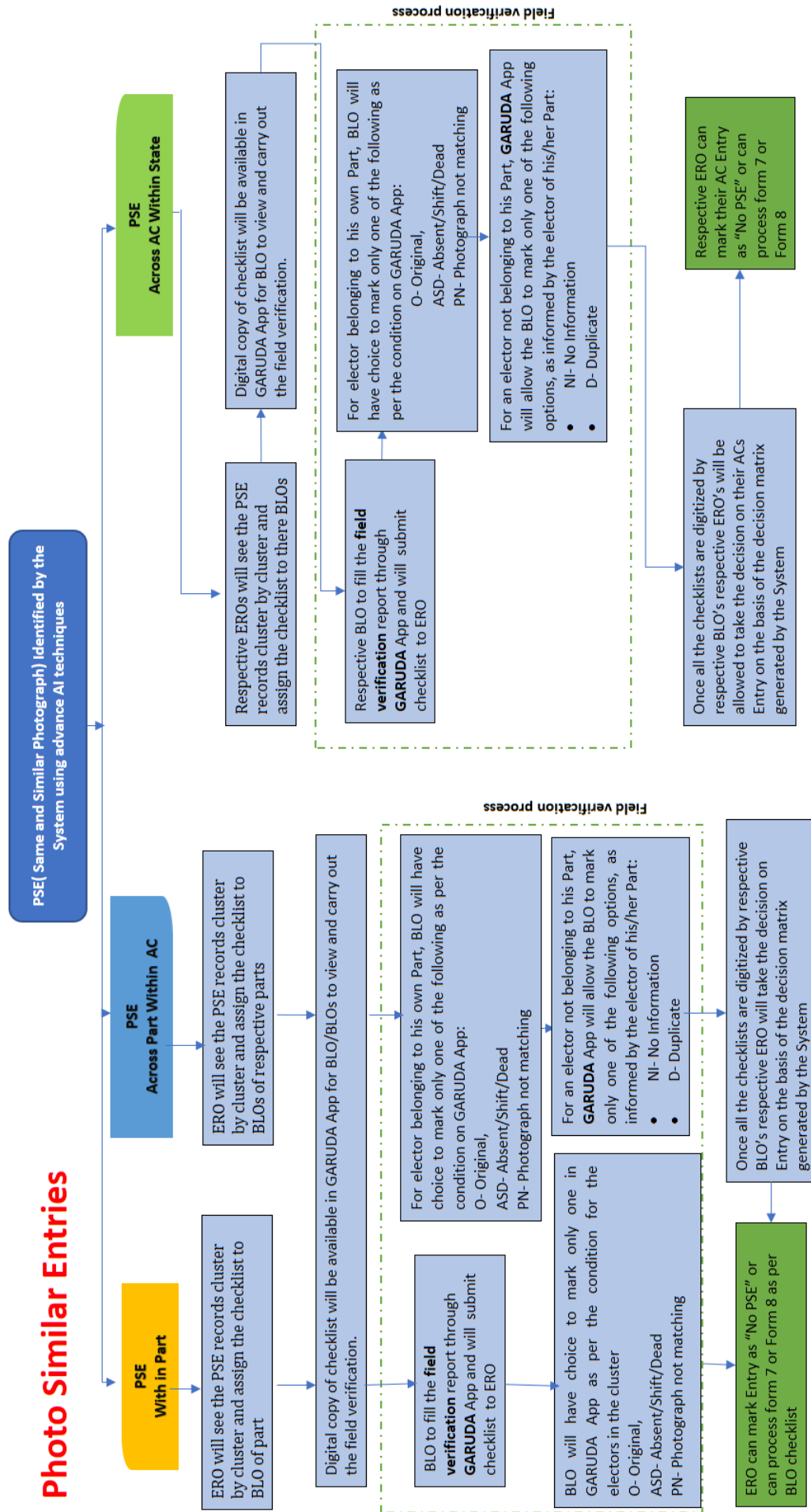
If his AC's BLO has marked the elector as Original and another BLO has marked him as Duplicate, ERO has the option of either accepting/trusting his BLO and taking no action or scheduling a hearing to clear his doubt and take conscious decision.

Benefits of the SOP

- Easy identification of PSEs Across-AC-Within-State and resultant purification of E-Roll
- Paperless Field Verification using GARUDA Mobile App with resultant cost savings

Annexure – I									
Sample "Across AC within State PSE" Checklist									
Photo similar entries (ID: 60000063)									
State: (S14) Uttar Pradesh									
Record "A"									
Name : TANKA NAIK					Gender : M				
RLN NAME : JAYASEN NAIK					RLN TYPE : O				
DOB : 01-01-1998					Age : 24				
EPIC No.: XBA1357037					AC: Lucknow Cantt				
PART No. : 11					SLNO : 1				
Address : 112 Sagbahali									
Record "B"									
AC No/ Name	Part No. / SLNO	EPIC No.	Name	RLN Name	Gender	Age	RLN Type	Address	Photo
Kanpur	45 374	XBA1357 011	KAMALA KAND	BHAGBANA KAND	F	27	F	117 Sagbahali	
Record "C"									
AC No/ Name	Part No. / SLNO	EPIC No.	Name	RLN Name	Gender	Age	RLN Type	Address	Photo
Allahabad	142 869	XBA1357 078	SUNI BISHI	ROHITA BISHI	F	20	H	197 Beheraguda	
Checklist for BLO designated officer									
Elector	Is Entry Original(O)/ASD/ Duplicate(D) /No Information (NI)/ Photograph or other details not Matching (PN)			Form7 Collected (Y/N)	Form8 Collected (Y/N)		Remarks		
A									
B									
C									
Date: _____									
Place: _____									
Applicant's Signature /Thumb Impression					BLO Signature				

Photo Similar Entries



- 10.2.13 Deletion of the names of dead electors from the electoral rolls- Representation of the People Act 1950 and the Registration of Electors Rules, 1960 make detailed provisions for preparation of electoral rolls. To supplement the statutory provisions, the Commission has been issuing instructions from time to time.

Under these enabling provisions, the EROs take assistance from educational institutions and the Office of Registrar of birth and deaths to prepare and update rolls. Rule 9 of Registration of Electors Rules, 1960 provides as under:-

“Rule 9-Access to certain registers—For the purpose of preparing any roll or deciding any claim or objection to a roll, any registration officer and any person employed by him shall have access to any register of births and deaths and to the admission register of any educational institution, and it shall be the duty of every person in charge of any such register to give to the said officer or person such information and such extracts from the said register as he may require.

Section 22 of Representation of the People Act 1950, read with Rule 18 of Registration of Electors Rules, 1960 provides procedure of correction.

“Section 22- Correction of entries in the Electoral roll if the electoral registration officer (ERO) for a constituency, on application made to him or on his own motion, is satisfied, after such enquiry as he thinks fit, that any entry in electoral roll of that constituency 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, the ERO shall, subject to such general or special directions, if any, as may be given by the Election Commission in this behalf, delete that entry”

Further, Rule 18, inter alia, says the following: -

“Rule 18- Acceptance of claims and objections without inquiry: - If the registration officer is satisfied as to the validity of any claim or objection, he may allow it without further inquiry after the expiry of one week from the date on which it is entered in the list exhibited by him under clause (b) of rule 16. Provided that where before any such claim or objection has been allowed, a demand for inquiry has been made in writing to the registration officer by any person, it shall not be allowed without further inquiry”.

As it is clear from the provisions contained in Section 22 and Rule 18, referred to above, the ERO, either through a formal application or Suo-moto (without a formal application), can make deletion of a name from electoral roll subject to his satisfaction. To make the status of provision clearer and for future guidance of EROs, the Commission has, in supersession of all the existing instructions directed to issue the following SOP for deletions in death cases: -

(A) SOP to be followed in Suo-moto deletion

Deletion of the name of deceased elector may be done Suo-moto (without Form-7/ without further enquiry), if the identity is established with reference to death certificate or after field verification on the basis of:

- i. Death certificate from the competent authority obtained by BLO or submitted by family members, or
- ii. List of deceased electors collected from database of Registrar of Birth and Death.

(B) General procedure (other than suo-moto) for deletion

On the basis of Report from BLO concerned along with Form-7 from a family member or a local elector or BLO of the concerned polling station. The individual form will be displayed on ERO's notice board for prescribed 7 days' notice period and if the ERO is satisfied about the validity of objection in Form-7, he may allow it without further enquiry after expiry of 7 days' notice period. In case, he is not satisfied, he will give notice of hearing to the objector and to the person objected to either personally or by registered post or by affixing it at the person's residence. After enquiry into the objection in respect of the objection, ERO shall dispose of Form-7, following due procedure.

No Suo moto deletions shall be done in an election year, when a general election to State Assembly or House of People is due in the State concerned during the 6 Months' period ending on the date of expiry of the term of the said house. However, Suo-moto deletion can be done in special circumstances, after obtaining the Commission's approval.

All the records, communications and responses relating to deletions shall be kept in the file (physical as well as in ERO-Net) separately for each of such electors those names have been deleted, uploaded in ERO-Net for future reference for 0 years. Provision for this will be made in the ERO-Net.

Wide publicity may be given about options available for person, whose name has been deleted from the electoral roll wrongfully. These options are that either he/she can file an appeal under Section 24 of the Representation of the People Act, 1950 within the prescribed period to the District Election Officer against the deletion of his/her name or submit a Form-6 before the Electoral Registration Officer for inclusion of his/her name in the electoral roll any time during summary revision or continuous updation of electoral roll.

(ECI Inst No. 23/2021-ERS Dated: 2nd August, 2021)

10.2.14 Deletion of the names of SHIFTED electors from the electoral rolls

The Representation of the People Act 1950 and the Registration of Electors Rules, 1960 make detailed provisions for preparation of electoral rolls. To supplement the statutory provisions, the Commission has been issuing instructions from time to time

- (i) Section 22 of Representation of the People Act 1950, read with Rule Electors Rules, 1960 provides procedure of correction.

"Section 22- Correction of entries in electoral rolls. - If the Electoral Registration Officer (ERO) for a constituency, on application made to him or on his own motion, is satisfied, after such enquiry as he thinks fit, that any entry in electoral roll of that constituency 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, the ERO shall, subject to such general or special directions, if any, as may be given by the Election Commission in this behalf, delete that entry".

Further, Rule 18, inter alia, says the following: -

"Rule 18- Acceptance of claims and objections without inquiry: - If the registration officer is satisfied as to the validity of any claim or objection, he

may allow it without further inquiry after the expiry of one week from the date on which i/ is entered in the list exhibited by him under

clause (b) of rule 16. Provided that where before any such claim or objection n has been allowed, a demand [or inquiry has been made in writing to the registration officer by any person, it shall not be allowed without further inquiry”.

- (ii) As it is clear from the provisions contained in Section 22 and Rule 18, referred to above, the ERO, either through a formal application or Suo-moto (without a formal application), can make deletion of a name from electoral roll subject to his satisfaction. To make the status of provision more clear and for future guidance of EROs, the Commission has in supersession of all the existing instructions directed to issue the following SOP for deletions in shifted elector cases:-

Scenario A: Cases where elector’s previous address/EPIC number is available — Process to be followed for deletion of shifted electors without mandatory field verification.

Shifted Electors (When previous address in declaration part of Form-6 and previous EPIC number is given) : As the elector has himself disclosed previous address or has given previous EPIC No. and ERO is able to search his address on the basis of given EPIC No., His name from previous address should be deleted suo-moto by the previous ERO without mandatory field verification but after given 7days’ notice to the elector (by email or SMS and Speed post), in addition to public notice on the notice board of ERO as well as auto publication on CEO’s website. Intimation of deletion shall be again sent to the previous address as well as to the new address by speed post.

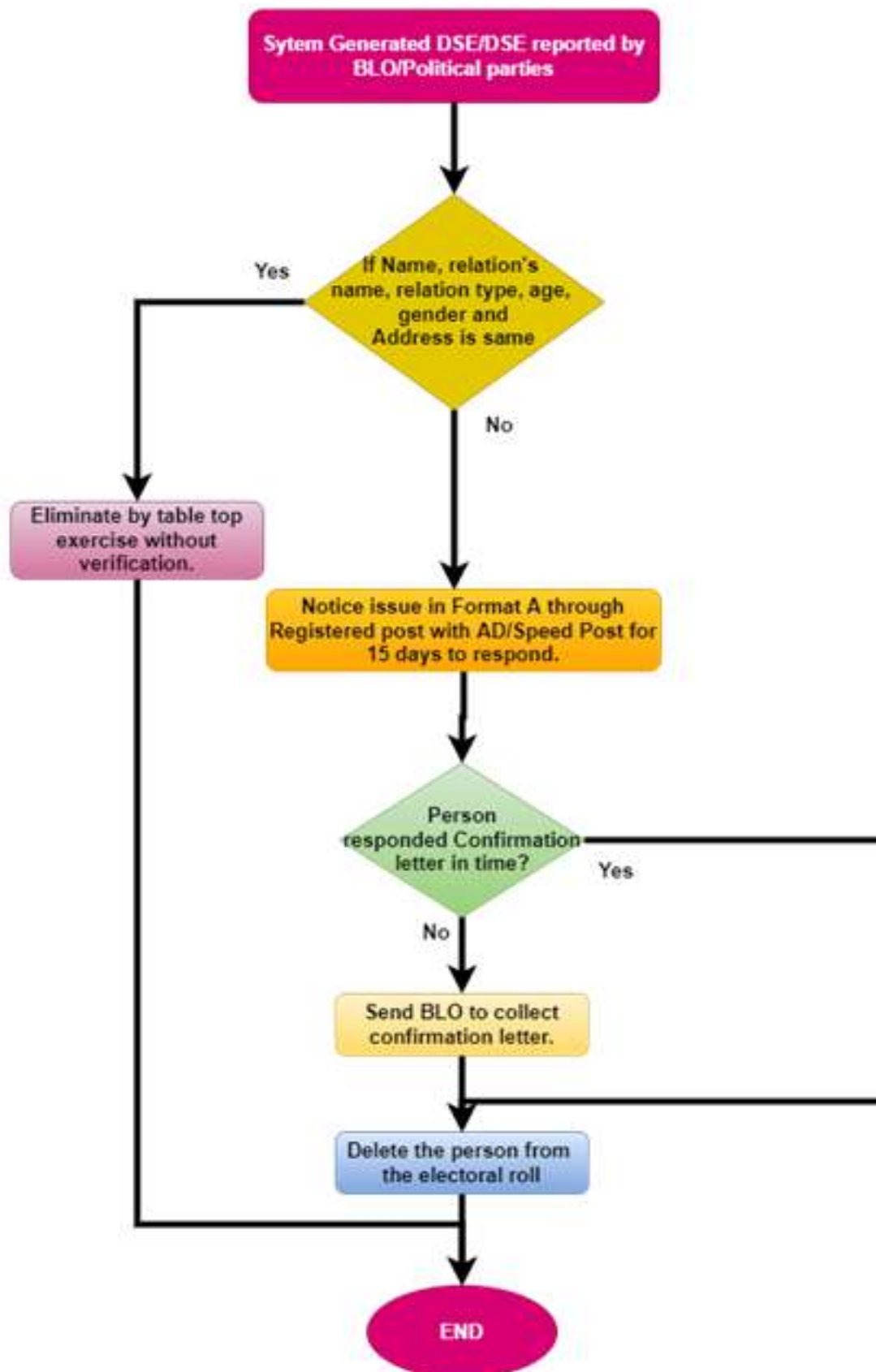
Scenario B: For all other cases of deletion of the name of shifted elector following SOP should be followed:

- a) Intimation of elector(s) not residing at the given address may come from any source,
including through Form-7 or from any report/intimation regarding mass migration of electors due to demolition of colony/unauthorized settlement or shifting of defence units / labour camps, etc.
- b) In case, notice in enclosed form B must be sent by speed post with AD giving 15 days to respond.
- c) If Postal Department returns the Notice mentioning the person not found at the address given, or if the elector does not respond within the stipulated notice period, then, the ERO shall send BLO concerned for field verification. If the BLO also does not find the person residing at that address, then after expiry of 15 days’ notice period, by ERO on the basis of BLO’s report, without obtaining Form-7.
- d) If the elector responds back objecting to the deletion, then ERO shall conduct the hearing and dispose of Form-7, following due procedure.
- e) If the concerned elector does not come for hearing ERO may go and read and delete his name

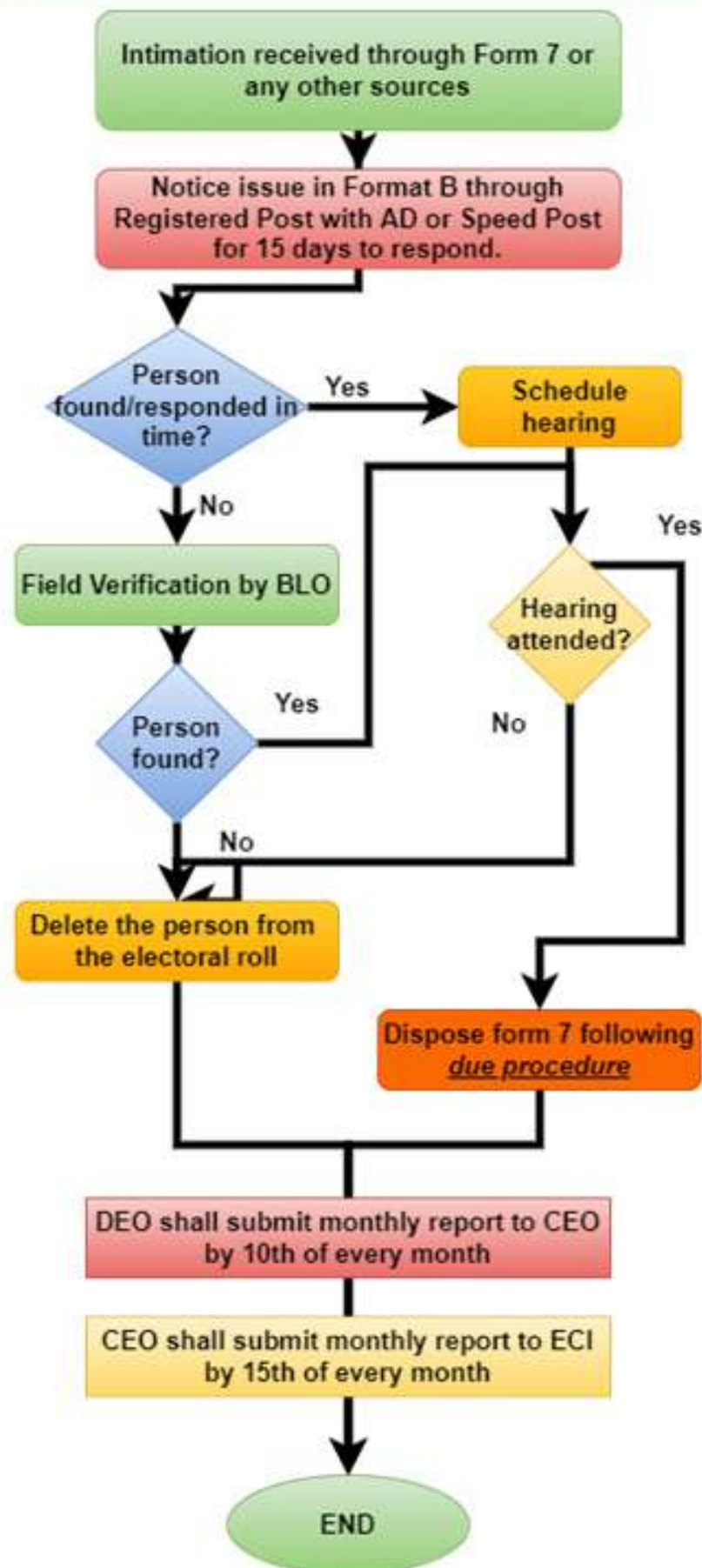
- (iii) However, if an elector has shifted only temporarily but is otherwise ordinarily resident at the given address, his name shall not be deleted from the electoral roll of the constituency.
- (iv) No Suo moto deletions shall be done in an election year, when a general election to State Assembly or House of People is due in the State concerned during the 6 months period ending on the date of expiry of the term of the said house. However, Suo-moto deletion can be done in special circumstances, after obtaining the Commission's approval.
- (v) All the records, communications and responses relating to deletions shall be kept in the file (physical as well as in ERO-Net) separately for each of such electors whose names have been deleted, uploaded in ERO-Net for future reference for 3 years. Provision for this will be made in the ERO-Net.
- (vi) For the purpose of monitoring of removal of shifted entries, DEOs shall submit a monthly report (generated through ERO-net) to their respective CEO by the 10th of the following month reflecting the assembly constituency wise figures of identified, confirmed and finally deleted cases. CEOs in turn, shall send a consolidated list of the same AC wise/District wise along with overall narrative progress report in the matter to the Commission by 15th of every month.
- (vii) The list of final deletions may be generated through ERO-Net, a monitoring dashboard for specific purpose of removal of shifted entries would be provided on ERO-Net.
- (viii) Wide publicity may be given about options available for person, whose name has been deleted from the electoral roll wrongfully. These options are that either he/she can file an appeal under Section 24 of the Representation of the People Act, 1950 within the prescribed period to the District Election Officer against the deletion of his/her name or submit a Form-6 before the Electoral Registration Officer for inclusion of his/her name in the electoral roll any time during summary revision or continuous updation of electoral roll.

(ECI Inst No. 23/2021-ERS Dated 13th September 2021)

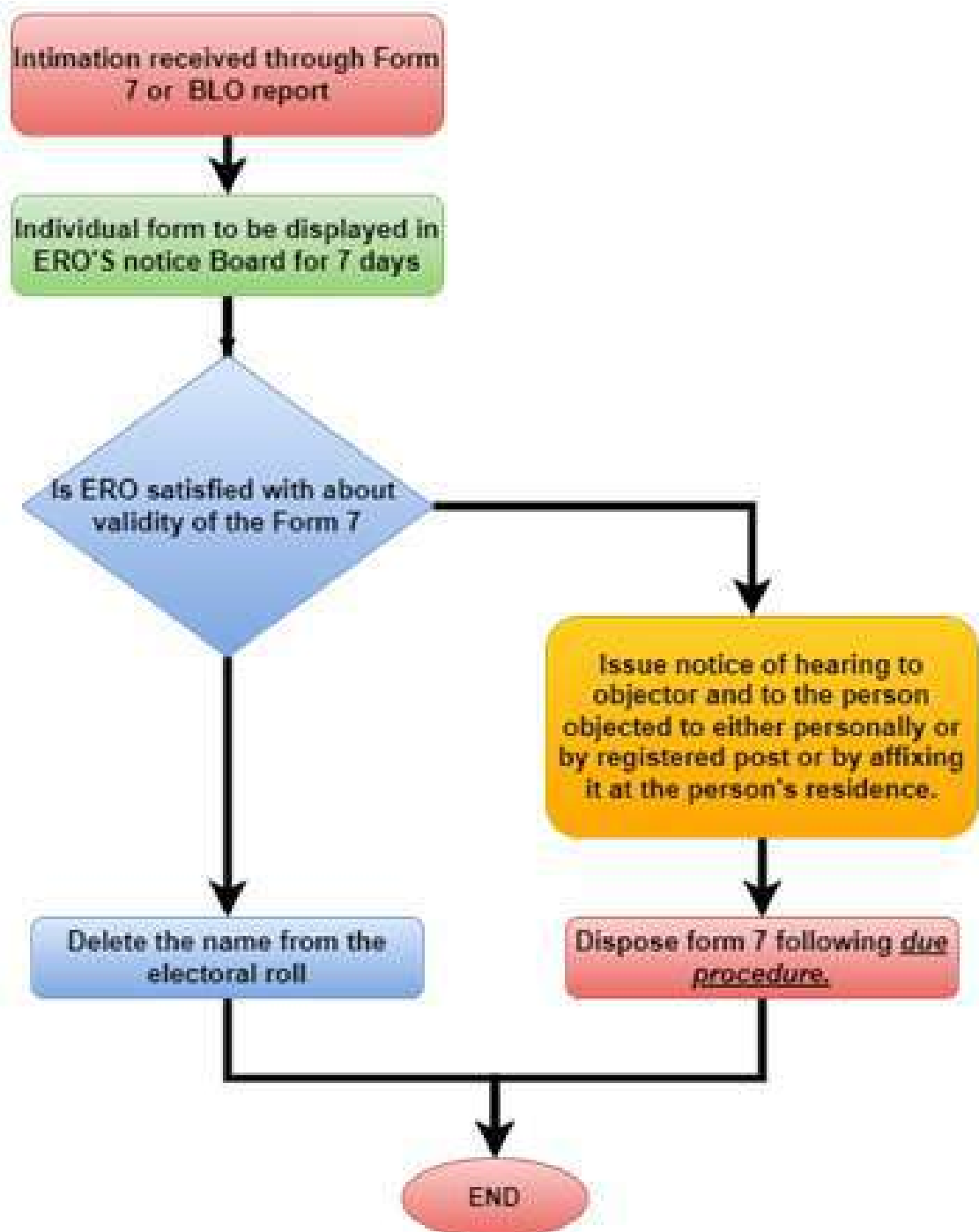
Scenario A: Case in which elimination of DSEs/Multiple entries may be done suo-moto

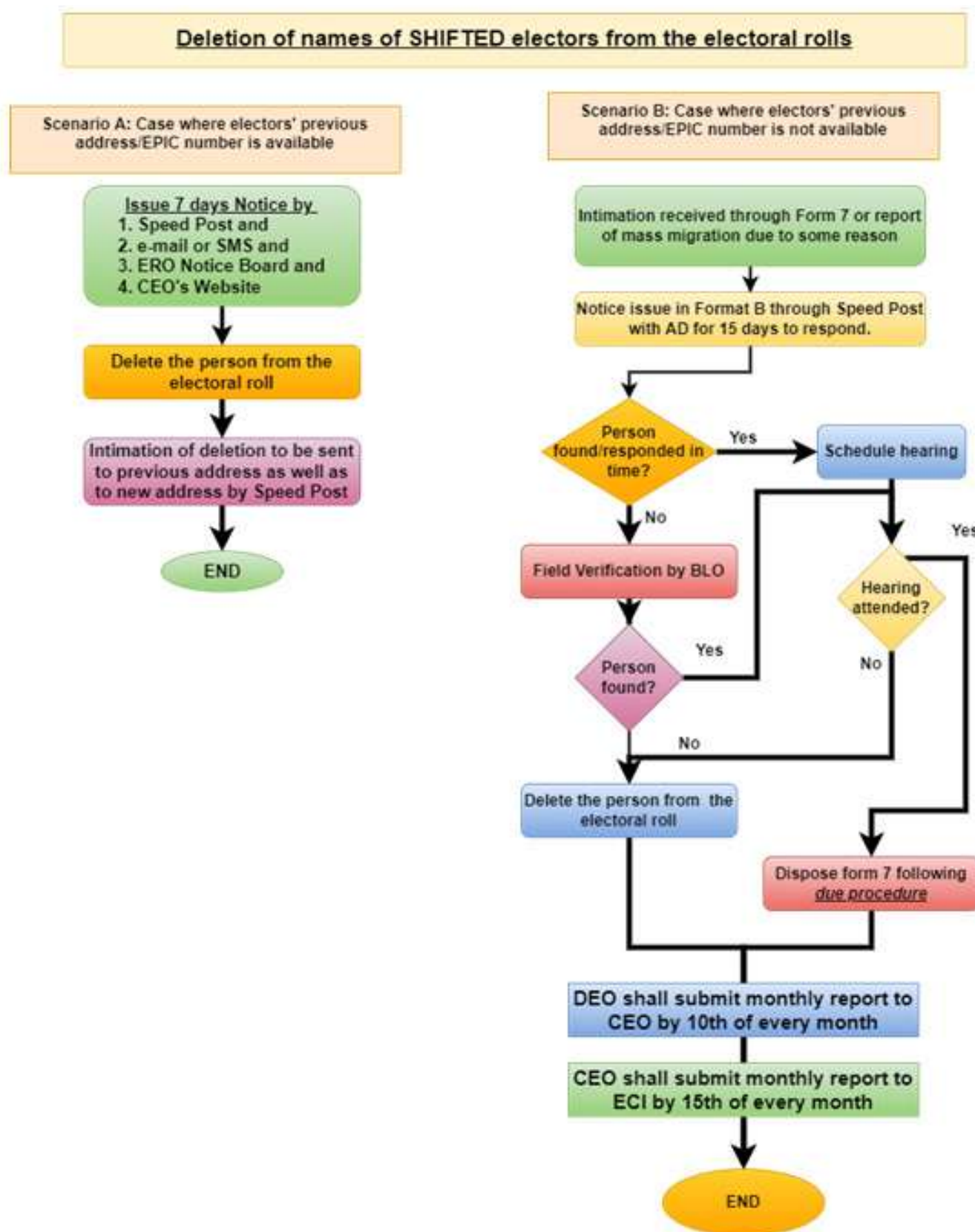


Scenario B: For all other cases of deletion



Deletion of the names of dead electors from the electoral rolls





- 10.2.15 Checking names of persons holding declared offices, MPs and MLAs in the rolls and also removal of names of disqualified persons.
- 10.2.16 Photography campaign for residual electors, whose images are not available in the roll – though, most of the states already achieved 100% EPIC/Photo Electoral Roll coverage, yet, the States/Union Territory which do not have 100% coverage, should get photographs of residual electors in a campaign mode.
- 10.2.17 Provisioning and printing of claim and objection forms and other stationery items in adequate number in required language.

- 10.2.18 Finalization of action plan for SVEEP to systematically target the persistent gaps in registration.
- 10.2.19 Preparation of Chief Electoral Officer's website for draft publication of integrated rolls and providing search facility for citizens through name/place/EPIC number etc. so that an individual can locate his name/constituency/part No./serial No. in the voters' list and check whether the details are correct or not. Where the roll is published in more than one language the search facility will have to be made available in all the languages in which the roll for that constituency is published. The search facility should be such that a non-voter can get his polling station/constituency on the basis of address to be keyed in. The name, address, contact numbers with respective jurisdiction of all officials such as Electoral Registration Officer, Assistant Electoral Registration Officer, Booth Level Officer etc. deployed for revision exercise should also be put on the Chief Electoral Officer's website for the convenience of the general public.
- 10.2.20 Preparation of supplement of continuous updation:- All the entries included, deleted, corrected/modified in electoral roll during the period of continuous updating from last final publication of electoral rolls should be prepared as supplements. The supplements contains addition list, deletion list and correction list. Even if, there is no addition, deletion or correction in a part, the supplement shall be prepared showing 'NIL' entry. The supplement of continuous updation need not necessarily be published in normal course however, the supplement has to be published along with draft roll, in case the same is not integrated with draft roll. The Electoral Registration Officers should also arrange the printing of supplements of the previous revisions, if any, according to the order in which they are numbered and consecutively page numbered.
- 10.2.21 Integration of rolls:- The final roll published after the last revision and the supplements prepared for the period of continuous updation after final publication shall be integrated in a single basic electoral roll for publication as draft roll in the next revision of electoral rolls. The integration of all supplements shall be done every year, irrespective of the fact whether it is an election year or non-election year. The state which cannot integrate the roll for a year for any specific reason, shall obtain the Election Commission's permission for the same. The Election Commission has directed that before integration of roll, the supplements of continuous updation shall be first printed and then only integrated for publication of the draft roll. This would ensure the tracking of changes made during continuous updation since the last final publication of the roll.
- 10.2.22 Preparation of elector's data in Formats 1 to 8 (Annexure 37). In page no. 326 to 335

10.3 Printing of Draft Roll

- 10.3.1 Immediately after completion of activities like control table updation, incorporating of changes in the database, preparation of supplements and integration of rolls, printing of draft roll shall be arranged. In the case of summary revision, the printed basic roll should be arranged according to the parts in their serial order and should be kept intact as one or two volumes as may be necessary.

10.3.2 Number of the copies of the draft roll to be printed:-

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

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

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

Chapter 11

Revision Process

11.1 Introduction

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

11.2 Publication of draft electoral roll and activities relating thereto

Draft Publication

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

At the time of Annual Summary Revision, the EROs in their notice for draft publication in Form- 5 shall invite advance applications with respect to all the qualifying dates of years (i.e. 1st January, 1st April, 1st July and 1st October). All the applications including those received in advance from prospective electors shall be digitized, segregated and kept in 4 separate quarter-wise buckets for their processing in the relevant quarter. The claims and objections received w.r.t. 1st January (bucket-1)

shall be disposed of during Annual Special Summary Revision. The submission of advance applications which started with issue of notice of draft publication (Form-5) by the EROs during Annual Special Summary Revision w.r.t. 1st January of the year, will continue till the last quarter of the year (upto 30th September).

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

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

11.2.2 Where the roll is prepared in more than one language, draft publication shall be in all such languages simultaneously. In

these cases, additional care should be taken by the Electoral Registration Officer to ensure that entries in the different language rolls are identical.

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

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

Important Activities after Draft Publication

- Arrangement for inspection of Draft Roll
- Putting Draft Roll on Website
- Preparation of authenticated copy of roll
- Publicity
- Meeting with political parties
- Reading out roll in Gram Sabha/Ward Committee
- Scrutiny of roll

- (i) Arrangement for inspection of draft roll:- The Electoral Registration Officer shall arrange for inspection of draft roll at his office, if it is within the constituency. In case his office is outside the constituency, the Electoral Registration Officer shall specify a place in the constituency for this purpose and a notification to this effect shall be put in his office. The draft roll shall also be published in the designated polling station locations to enable the general electors to inspect the electoral roll and file their claims and objections. If it is not possible to publish the draft roll in the polling station itself, a suitable public building within the polling station area shall be chosen for this purpose. The draft roll may also be published in identified post offices in metro/city areas, if the Chief Electoral Officer concerned decides so. The displaying of draft roll should be governed by the convenience to the public rather than availability of administrative facilities.
- (ii) Putting draft roll on website:- Additionally, the draft roll shall be put in public domain, at Chief Electoral Officer's website, in a Image PDF format on the same day. The draft roll shall be put on website in a text mode and no photographs would appear against the elector's details. Instead it would indicate in the box meant for the photograph of elector whether the photograph is available or not.
- (iii) Preparation of authenticated copy of draft roll:- After the roll is published as draft, the Electoral Registration Officer shall prepare an authenticated copy of the roll by getting each of the page ink signed by two officers designated by the Electoral Registration Officer. A copy of this authenticated roll shall be kept in a sealed cover with the District Election Officer and the Chief Electoral Officer for reference and record purposes.
- (iv) Publicity:- widespread publicity of the revision programme may be done using mass media like television, radio, cable etc. Paid advertisements may be given in newspapers; slides may be shown in cinema theatres; posters may be issued and their exhibition arranged in places like ration shops,

post offices, banks, bus stands, railways stations and other public places. In villages and rural areas, publicity may be made through beating of drums.

- (v) Meeting with political parties:- The programme of Draft Publication and the places at which the relevant part of the draft roll would be displayed for public inspection should be intimated in writing at least one week in advance to the recognized political parties, local bodies like panchayats, municipalities, corporations etc., Members of Parliament and State Legislative Assembly. After the draft publication, a meeting of the recognized State/National political parties be called by Electoral Registration Officer, District Election Officer and Chief Electoral Officer and copies of draft roll be shared with them. The parties should be requested to scrutinize and give their suggestions within the stipulated time frame.
- (vi) Reading out draft roll in Gram Sabha/Ward Committee:- Electoral Registration Officer shall also get the draft roll of each part read out loudly by Booth Level Officer concerned in the meeting of the Gram Sabha/Ward Committee in his assigned polling station area. This is to ensure that any omissions or commissions are brought out and remedial action is initiated. Minutes of such meetings shall be maintained neatly.
- (vii) Scrutiny of draft roll:- To ascertain the quality of draft roll, the Electoral Registration Officer shall, on his own also, scrutinize the same. He shall check the draft roll for detection of printing errors, clerical mistakes/obvious omissions, multiple duplicate entries, dead voters or other inaccuracies. All such errors shall be listed out and remedial action be taken before finalizing the amendments. The Electoral Registration Officer can suo-motu include names inadvertently omitted in the draft roll and also can suo-motu delete the names inadvertently or erroneously entered under the provisions of Rule 21 and 21A, respectively of the Registration of Electors Rules, 1960. Main points for scrutiny of the draft roll by the Electoral Registration Officer may be as follows:-
 - a Scrutiny of individual households showing more than 10 electors.
 - b Identification of persons who have expired in the recent past on the basis of death register. He shall prepare list of dead voters for taking necessary action for their deletion from the roll.
 - c To ensure that names of Members of Parliament and State Legislatures are included/exist in the draft roll (A certificate to this effect shall be given by the Electoral Registration Officer to Chief Electoral Officer).
 - d Analysis of electors' data in comparison with projected population data to establish any deviant trend in elector population ratio, gender ratio, age cohort, polling station-wise addition and deletion etc.

11.3 Claims and objections

The Electoral Registration Officer issues a notice of draft publication in Form 5 (Annexure 6) under Rule 10 of Registration of Electors Rules, 1960 inviting the electors of the constituency concerned to lodge claims and objections for inclusion, deletion, correction or Shifting of Residence/Correction of Entries in Existing Electoral Roll/Replacement of EPIC/Marking of PwD in the electoral roll. Reference to the various forms for claims and objections has been made in para 2.5 of

Chapter 2 Constitutional And Legal Framework. Any person desiring for inclusion, deletion, correction and Shifting of Residence/Correction of Entries in Existing Electoral Roll/Replacement of EPIC/Marking of PwD of any entry in the roll may prefer the application in Form 6/Form 6A, Form 7, and Form 8 (Annexure 7 to 11) respectively before the Electoral Registration Officer by hand or by post or electronically (online) during the period of claims and objections. The Form can also be submitted in person at the designated location. After the draft publication of the roll is made, preferring claims and objections are the methods by which names can be included in or deleted from the electoral rolls and elector's particulars can be corrected.

Main Forms of Claims & Objections

- Application for new addition- Form 6
- Application for addition in respect of NRIs – Form 6A
- Application for objecting inclusion or seeking deletion of existing entry – Form 7
- Application for correction, Shifting of Residence/Correction of Entries in Existing Electoral Roll/Replacement of EPIC/Marking of PwD – Form 8

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

11.3.2 Manner of lodging claims & objections:-

- (i) Rule 14 of Registration of Electors Rules, 1960 provides that every claim or objection shall either be presented to Electoral Registration Officer or to such other officer as may be designated by him, or be sent by post to the Electoral Registration Officer, or be submitted electronically to the Electoral Registration Officer. For this purpose, each Booth Level Officer shall be designated as the Designated Officer to manage the designated location during the period for lodging claims & objections. They shall be given adequate number of printed copies of blank application forms for distribution to the applicants. They should be fully clearly informed that no fee shall be charged for any application form. The objective is to facilitate the lodging of claims & objections in all parts of the constituency including the rural, difficult and inaccessible areas.
- (ii) No bulk application shall be received:- The authorized officers should only accept individual applications. Claims & objections, presented in bulk, by any individual/organization should not be entertained. The same principle will be applicable to claims & objections sent in bulk by post. 'Bulk

application' would mean applications that are submitted by one person on behalf of many other persons not belonging to the same family. Applications put in one and the same envelop also constitute bulk application. However, individual applications relating to the members of the same household, i.e., same family, presented together, may be accepted. The Election Commission has also made some relaxation in this matter and allowed Booth Level Agents of political parties to file applications, not exceeding 10, in a day. The Booth Level Agent concerned shall submit such applications along with a written declaration in format and list of applications. Electoral Registration Officer/ Assistant Electoral Registration Officer shall make the cross verification personally in case a Booth Level Agent submits more than 30 applications during the period of summary revision.

11.3.2.1 Preliminary scrutiny of claims & objections at the time of presentation:- An acknowledgement/receipt should be given for each claim or objection received. However, before giving an acknowledgement, following preliminary checking of every form must be done to ascertain that:-

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

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

- (i) Persons shifting their place of residence within the same constituency should be guided to file application for Shifting of Residence/Correction of Entries in Existing Electoral Roll/Replacement of EPIC/Marking of PwD in Form 8 and not in Form 6.
- (ii) The first-time applicants attaining eligibility age of 18 years must indicate details of the members of the immediate family (immediate family means father, mother, husband or siblings) already included in the current roll, in Point 10 of Form 6.
- (iii) The date of birth must be indicated in day, month and year. In case of applicants

in the age group 18-25 years, the name and relationship should be checked with respect to the applicant's family members already enrolled with the same address. Particular care should be taken that underage applicants do not get enrolled. The applicants may be asked to attach a copy of any one of the following birth certificate/documentary proof of age:-

- (a) Birth certificate issued by Competent Local Body/Municipal Authority/Registrar of Births & Deaths.
 - (b) Aadhaar Card
 - (c) PAN Card
 - (d) Driving License
 - (e) Certificates of Class X or Class XII issued by CBSE/ICSE/ State Education Boards, if it contains Date of Birth
 - (f) Indian Passport
 - (g) Any Other Document for Proof of Date of Birth (If none of the above documents is available)
- (iv) In case none of the above document is available, an oath or affirmation in prescribed format (Annexure 27) made by either of the parents of the applicant (or by guru in case of an applicant in third gender category) can be given. In those cases where parental declaration is given as proof of age, the applicant will have to be present himself for verification before Booth Level Officer/Assistant Electoral Registration Officer/Electoral Registration Officer. Further, if none of the above document is available and neither of the parents is alive, the applicant can attach a certificate of his age given by sarpanch of the concerned Gram Panchayat or by a member of the concerned Municipal Corporation/ Municipal Committee.
- (v) In case the applicant is more than 21 years and physically appears to be so to Booth Level Officer/Assistant Electoral Registration Officer/Electoral Registration Officer, declaration of age by him will be taken as proof of age and no documentary proof will be insisted on. The age should be indicated in years and completed months as on the qualifying date i.e. 1st day of January, April, July and October of the year with the reference to which electoral roll is being revised.
- (vi) In Point-8 of Form 6, the complete address of ordinary residence of the applicant has to be given. The applicant may be advised to attach a copy of any of the following document as a proof of ordinary residence:-
- (a) Water/Electricity/Gas connection Bill for that address (at least 1 year)
 - (b) Aadhaar Card
 - (c) Current passbook of Nationalized/Scheduled Bank/Post Office
 - (d) Indian Passport
 - (e) Revenue Department's Land-Owning records including Kisan Bahi
 - (f) Registered Rent Lease Deed (In case of tenant)
 - (g) Registered Sale Deed (In case of own house)

- (h) Any Other document for Proof of residence (If none of the above documents is available)
 - (i) (In case of homeless persons, sex workers and students residing at the place of study, the Election Commission's instructions mentioned in paragraphs 8.5, 8.6 and 8.7.6 respectively of Chapter 8 may be referred to.)
 - (vii) In case of non-availability of any document along with Form 6, the Designated Officer /Booth Level Officer may receive the application and record thereon "No document attached". (In such cases local enquiry shall be got conducted by the Electoral Registration Officer and decision taken accordingly.)
 - (viii) If an applicant despite having stayed at a given address for a long period, say a year or more, applies for enrolment, the reasons must be ascertained from him as to why he did not apply earlier and recorded on the application by Designated Officer.
 - (ix) Each applicant is required to indicate in Point-10 of Form 6, the details like part No., Sl. No. and EPIC No. of his immediate family members (father, mother, siblings and spouse), if any, already included in the draft electoral roll. If these details are not readily available, the applicant should be advised to fill up these details from the copy of the draft roll made available at each designated location;
- 11.3.3 Maintenance of lists of claims & objections lodged:- Rule 15 of Registration of Electors Rules, 1960 provides that every Designated Officer shall maintain, in duplicate, lists of Form 6, 7, and 8 received by him in Form 9, 10, 11 11A and 11B (Annexures 11, 12, 13, 14 & 15) respectively. One copy of each of such lists shall be exhibited on a notice board in his office while the other copy sent to the Electoral Registration Officer concerned. The Designated Officer should send the claims & objections received at designated location along with lists to the Electoral Registration Officer every day, if possible, or otherwise every week or whenever the number of claims/objections exceeds 50, whichever is often Rule 16 further says that the Electoral Registration Officer also shall prepare such lists, in duplicate, in respect of the claims & objections received by him, by hand/post or online and received from the Designated Officers. He shall also maintain a list in respect of Form 6A received by him. The Electoral Registration Officer shall display one copy of each such list on a notice board in his office. The lists shall be exhibited on the notice board until all claims & objections are disposed of.
- 11.3.4 Digitization of claims & objections:- In order to facilitate the political parties and other stakeholders and bringing more transparency in the process of electoral registration, the Election Commission has directed that all application forms should be computerized on a daily basis and list of these applications be posted on the website of the Chief Electoral Officer of the concerned State on a day-to-day basis. The status of each applications form should be clearly visible on each row of the list. Further, the web application used for this purpose should also provide a facility, that on clicking on any row in the list, the concerned application form can be printed by any citizen.
- 11.3.5 List of claims and objections should be made available by the Electoral Registration Officer to all recognized political parties at the end of every week from the beginning

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

11.3.6 Disposal of claims & objections:-

- (i) Rejection of claims & objections:- Under Rule 17 of Registration of Electors Rules, 1960 the Electoral Registration Officer shall out rightly reject any claim or objection which is not lodged within the period, or in the prescribed form and manner.
- (ii) The Electoral Registration Officers have to ensure that all applications received after draft publication within the prescribed time period are duly disposed in accordance with law and directions and instructions of the Election Commission. For disposal of the claims & objections the Electoral Registration Officer should not wait till the period for claims & objections is over but it can be taken up after expiry of 7 days' notice period from the date on which the list of claims & objections prepared under Rule 16 was exhibited on notice board.
- (iii) The Electoral Registration Officers shall take claims and objections for consideration only after all of the following has been done.
 - (a) At least seven clear days period has passed after list of claims and objections has been published on all of the following:-
 - Website of Chief Electoral Officer
 - Notice board of Electoral Registration Officer
 - Notice board of polling station
 - A personal notice has been served on the person whose name is proposed to be deleted in cases other than death cases.
 - (b) At least seven clear days have passed after the Electoral Registration Officer has given the list of claims and objections to the recognized Political Parties as mentioned above.
 - (c) All deletions which are done for reason of death shall be made only after ascertaining the facts to the satisfaction of Electoral Registration Officer.
- (iv) Electoral Registration Officer may assign the function of disposal of claims & objections to Assistant Electoral Registration Officers in accordance with provisions made ' in Section 13C of the Representation of the People Act, 1950. However, such delegation of powers to Assistant Electoral Registration Officers shall not absolve the Electoral Registration Officer of his responsibility of ensuring a defect free electoral roll.

- (v) If the Electoral Registration Officer is satisfied as to the validity of any claim or objection on the basis of documentary proof of age and residence and a proper family linkage with the electors already registered in the existing

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

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

electoral roll, he, under the provision of Rule 18 of Registration of Electors Rules, 1960 may allow the claim or objection without further enquiry, after the expiry of 7 days' notice period. However, if a demand for enquiry is made, in writing, to the Electoral Registration Officer by any person, the Electoral

Registration Officer should hold enquiry before disposing the said claim or objection.

- (vi) Special care should be taken while disposing the claims & objections received from the applicants more than 25 years in age. Such applicants must have given their full residential address of the previous place and EPIC number. On the basis of the available details, a check should be run to find out from the electoral roll to ascertain whether that person is already enrolled in the existing roll somewhere else. If the person is enrolled, then the applicant should be informed about being against law enrolment at more than one place being and advised to get his name deleted from other places.
- (vii) Physical verification through Booth Level Officer: - The Electoral Registration Officer may depute Booth Level Officer to make visit to the household of the applicant and make a physical verification.
- (a) In the case of spot verification, the claimant should be asked, as far as possible, to be physically present or if that is not possible, a statement of any other adult member of the same house-hold should be recorded verifying the ordinary residence of the claimant.
 - (b) If the address of the applicant is incomplete (like street name mentioned but not the house number), a doubt may arise on whether the application is genuine. The Booth Level Officer will ascertain this in field inquiry and the correct-complete address should be recorded on the application. If the address mentioned in the Form and the applicant's whereabouts cannot be ascertained after due enquiry, such application shall be rejected and the reasons recorded.
 - (c) During his field visit, Booth Level Officer may associate local Booth Level Agents or representatives of recognized political parties who personally know the inhabitants of the locality as far as practicable. Any Field officer of the Government, if available in the area may also be associated.
 - (d) The Booth Level Officer must submit his complete report giving full details of each of the field verification made by him, i.e., the date and time of his visit to the household, whether the applicant/objector/the person objected to was physically present and other evidence collected

by him from the members of the household or the neighbours in relation to the claim/objection. The Booth Level Officer must put his full name and signature on the report. The Electoral Registration Officer should decide to accept or reject it with due application of mind.

(viii) Enquiry into claims & objections: -

- (a) If the Electoral Registration Officer is not satisfied as to the validity of any claim or objection, he shall hold a summary enquiry by holding personal hearing of the claimant. The date, time and place of such hearing shall be mentioned in the list exhibited on the notice board at his office. The Electoral Registration Officer also shall cause issue of individual notice of hearing in Form 12 (Annexure 16) and to the claimant (in case of Form 6), in Form 13 and 14 (Annexures 17 and 18) to the objector and the person objected to (in case of an objection to the inclusion of name) and Form 15 (Annexure 19) to the objector (in case of an objection to a particular in an entry). The notice may be served

ERO may hold personal hearing, if -

- not satisfied with BLO report, or
- BLO not able to find applicant at given address despite several visits, or
- applicant is without family link and his identity cannot be established, or
- objector demands for applicants' personal hearing.

either personally or sending by post or by affixing it at the residence/last known residence of the person concerned within the constituency.

(b) The Electoral Registration Officer, under Rule 20 of Registration of Electors Rules, 1960 may take assistance of any person and also may require any person to appear before

him or any evidence tendered by any person during the enquiry.

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

- 11.3.7 Final decision by the Electoral Registration Officer:- After considering the field verification report of Booth Level Officer and summary enquiry, the Electoral Registration Officer will take final decision as regards acceptance or rejection of

ERO may reject application, if -

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

each claim & objection. He should record not only his decision in each case but also brief reasons for the decision. The gist of the orders passed by the Electoral Registration Officer should be entered just below the entries in the lists of claims and objections maintained and exhibited in Forms 9, 10, 11 11A and 11B (Annexures 12, 13, 14, 15 and 16) on notice board for general information.

11.3.8 Communication of orders of Electoral Registration Officer to the applicants: -Every applicant should be intimated of the decision of the Electoral

Registration Officer through ERO Net SMS Gateway. For the purpose of reckoning the time period for filing appeals, if any, against the decision of the Electoral Registration Officer, the date on which the Electoral Registration Officer dispatches the intimation through SMS to the applicant will be treated as the crucial date. Therefore, the intimation should be sent to the applicant within twenty-four hours from the date of order of the Electoral Registration Officer.

11.4 Supervision and Checks

- 11.4.1 For the purpose of improving health of electoral roll, the Election Commission has emphasised the need of field verification by the Booth Level Officers. As per the normal practice being followed now a days, the Electoral Registration Officer, after digitization of claims & objections received by him, deputed Booth Level Officer concerned to make field verification in connection with the claim or objection. The Booth Level Officer after on spot verification submits his report to the Electoral Registration Officer.
- 11.4.2 There is a mechanism for supervision and check for enforcing strict accountability of the work performed by the Booth Level Officers. The Supervisor who normally has 10 Booth Level Officers under his charge shall verify 5% of each of the Booth Level Officer's verification work under him.
- 11.4.3 Above the Supervisors, each Assistant Electoral Registration Officer should verify 1 % of the BLO's verification work, randomly selected from different parts under him. Assistant Electoral Registration Officer shall field check households with more than 10 electors; abnormal gender ratio, and the first 20 polling stations with highest number of additions or deletions, under his charge. Assistant Electoral Registration officer should also separately field check 1% of the additions and deletions, giving focus on such part of electoral rolls where proposed addition of electors is 4% over previous electoral roll. Both, accepted as well as rejected cases, should also be checked in those cases.
- 11.4.4 Electoral Registration Officer shall test check the quality of disposal of claims & objections by his Assistant Electoral Registration Officers. He shall check 10% of

the Forms disposed by Assistant Electoral Registration Officers. Field verification should be carried out wherever felt necessary. Electoral Registration Officer shall hold regular monitoring meetings with Assistant Electoral Registration Officers, Supervisors and Booth Level Officers and ensure that the work is not being done in perfunctory manner. Delinquent officials should be taken to task and corrective measures taken swiftly because ultimately the accountability stops with Electoral Registration Officer and the Electoral Registration Officer is responsible for delivering an error free roll. (As per ECI Letter No.23/2022-ERS (Vol.II) 25 July, 2022)

- 11.4.5 All cases of deletions must be cross verified personally by Electoral Registration Officer if they fall in any of the following category:-
- (i) Deletions in polling stations where the number of deletions exceed 2% of the total electors in the voters' list of the polling stations.
 - (ii) Deletions where the same person is the objector in more than 5 cases.
- 11.4.6 Further, Electoral Registration Officer shall test check the quality of disposal of claims & objections by his Assistant Electoral Registration Officers. He shall check 10% of the Forms disposed by Assistant Electoral Registration Officers. Field verification should be carried out where felt necessary. Electoral Registration Officer shall hold regular monitoring meetings with Assistant Electoral Registration Officers, Supervisors and Booth Level Officers and ensure that the work is not being done in perfunctory manner. Delinquent officials should be taken to task and corrective measures taken swiftly because ultimately the accountability stops with Electoral Registration Officer and the Electoral Registration Officer is responsible for delivering an error free roll.
- 11.4.7 Super-checking by DEO/ Roll Observer/CEO:- After passing the orders by AERO/ ERO, super-checking of verified entries will be done by the DEO, Roll Observers and CEO for specific number of entries as randomly selected by ERO Net. The number of entries to be verified by DEO, Roll Observers and CEO within and up to 7 days after last date of disposal by EROs are as under: -
- (i) At the level of DEO:- Verification of 50 Forms (20 additions+20 deletions+10 modifications) in the district covering all ACs under his jurisdiction (or) at least 10 Forms (4 additions+4 deletions+2 modifications) in each of the ACs of the district, by table top exercise. Out of these verified Forms, field verification must be done in a minimum 10 Forms.
 - (ii) At the level of Roll Observers:- Verification of 250 Forms (100 additions+100 deletions+50 modifications) in the assigned districts or at least 10 Forms (4 additions+4 deletions+2 modifications) in each of the assigned districts, by table top exercise. Out of these verified Forms, field verification must be done in a minimum 20 Forms.
 - (iii) At the level of CEO:- Verification of 250 Forms (100 additions+100 deletions+50 modifications) in the state covering all districts or at least 10 Forms (4 additions+ 4 deletions+ 2 modifications) in each district, by table top exercise. Out of these verified Forms, field verification must be done in a minimum 20 Forms.
 - (iv) Critical influx of Forms-6, 7, 8 in an assembly constituency shall be flagged

up by the District Election Officer concerned to CEO level, who in turn shall review the position on weekly basis for course correction, if required.

- (v) Field visits by ECI's Officers: During the SSR, random field visits of the Officers from ECI shall be done in the States/UTs, especially where there is a need to give impetus to the overall revision activities. Chief Electoral Officer may also designate his own team or request the Election Commission to depute team for further State level checks as felt necessary. Ultimately it is for the Chief Electoral Officer to seek the Election Commission's approval to publishing of rolls and for this the Chief Electoral Officer shall give a detailed report on State wide health check of the rolls in the prescribed formats (Format 1-8), deviations noticed, remedial action taken etc. The Chief Electoral Officer shall also furnish an account of checks maintained and supervision undertaken during the roll revision process and give a certificate on his/her satisfaction on the quality of electoral roll.
- (vi) Flagging of marked electors viz. MP/MLA/MLC holders of declared offices and personalities from fields of arts, culture, journalism, sports, members of judiciary and public services etc.: Electoral Registration Officers shall ensure that the names of all Members of Parliament and the State Legislatures, holders of declared offices, personalities from fields of arts, culture, journalism, sports, members of judiciary and public services are there in the proposed draft electoral roll. To avoid wrongful deletions of the names of such electors in future appropriate flagging should be done in the electoral database.
- (vii) Flagging of Persons with Disabilities (PwDs) in Electoral Database: As Form-6 for enrolment in electoral roll has an optional field for giving information about disabilities, the Commission has directed that all the cases of PwDs electors who have given such information in Form 6 should be flagged in the electoral database along with category of disability so that they can be provided necessary facilities at the polling station at the time of poll. In this regard, a provision for mentioning the percentage of disability has also been made in the revised form-6. It is made amply clear that such information of disability should not be reflected in electoral roll in any way. Chief Electoral Officer concerned should rope in the concerned department in the State dealing with persons with disabilities to get their assistance in mapping Persons with Disabilities. Chief Electoral Officer, if he feels it necessary, can utilize services of BLOs during H2H visits for collection of such data of PwDs from electors, who are willing to disclose their disabilities. Weekly progress report in this regard may be sent to Secretary/Principal Secretary in charge of the State to review the weekly progress.

(As per ECI Letter No.23/2022-ERS (Vol.II) 25 July, 2022)

- 11.4.8 The Chief Electoral Officer may also designate his own team or request the Election Commission to depute team for further state level checks as felt necessary. Ultimately it is for Chief Electoral Officer to seek the Election Commission's approval to publishing of rolls and for this the Chief Electoral Officer shall give a detailed report on state wide health check of the rolls in the prescribed formats (Annexure 37), deviations noticed, remedial action taken etc. The Chief Electoral Officer shall also furnish an account of the checks maintained and supervision undertaken during the roll revision process and give a certificate on his/her satisfaction on the quality of roll.

- 11.4.9 Observation:- In addition to Divisional Commissioners, who shall act as Electoral Roll Observers for districts comprised within their Divisions, the Commission may depute its observers/ECI officer's/roll auditors to randomly check, audit and supervise the revision process. Hence, it is absolutely essential that all roll related records including reports of progress as well as lists of the locations where field operations are in progress, should be kept up to date and made available to the observers.

(As per ECI Letter No.23/2022-ERS (Vol.II) 25 July, 2022)

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

- 11.5.1 The statements from holders of declared offices in Form 1(Annexure 1) (Page No. 230) received during the revision period shall be disposed of by the Electoral Registration Officer and their names shall be included in the appropriate parts of the rolls in absence of any evidence to the contrary.
- 11.5.2 To check whether names of any elector have been left out due to inadvertence or error during preparation of draft roll, the Electoral Registration Officer shall scrutinize the draft roll once again and take remedial action for inclusion of the left out electors, wherever necessary. The Electoral Registration Officer shall prepare a list of such left out persons and exhibit the same on the notice board of his office together with a notice under Rule 21 of Registration of Electors Rules, 1960 specifying the time and place at which the inclusion of these names in the roll will be considered. He shall also publish the list and the notice in such other manner as he may think fit. After considering any verbal or written objection that may be preferred, the Electoral Registration Officer shall decide whether all or any of the names should be included in the roll.
- 11.5.3 Similarly, the Electoral Registration officer under Rule 21A of the Registration of Electors Rules, 1960 has power to delete names of dead persons or of persons who have ceased to be, or are not ordinarily resident in the constituency or of persons who are otherwise not entitled to be registered in that roll, inadvertently or erroneously or otherwise included in the draft roll. For this purpose too, the Electoral Registration Officer shall display a list of the names of such ineligible electors on his notice board with a notice specifying the time and place at which the question of deletion of these names from the roll will be considered. He can also publish the list and the notice in such other manner as he may think fit. After considering any verbal or written objections that may be preferred, the Electoral Registration Officer must decide the question of deletion of these names.
- 11.5.4 Unexecuted non-bailable warrant (NBW) cases: The Election Commission has taken a view that a person against whom an NBW has remained unexecuted for a period of 6 months or more should be presumed to have ceased to be ordinarily resident at the given address. This is based on the fact that the whereabouts of such a person are not known and therefore the Election Commission has instructed the Electoral Registration Officers that they may take suo-motu action to delete names of those persons against whom NBW cases are pending, from the electoral roll after giving them due notice under Rule 21A of Registration of Electors Rules, 1960 read with Section 22 of the Representation of the People Act, 1950. The police authorities shall be duly intimated and asked to be present during such hearings. The person concerned shall appear before Electoral Registration Officer in person. If the person fails to appear, Electoral Registration Officer will delete his name from the electoral roll.

11.6 Appeal against Electoral Registration Officer's decisions

- 11.6.1 Under the provisions of Rule 23 of Registration of Electors Rules, 1960 an appeal lies against the decision of the Electoral Registration Officer made under Rule 20, 21 and 21A with regard to claims & objections and also inclusion of names inadvertently omitted. Appeal shall be presented to the District Magistrate or Additional District Magistrate or Executive Magistrate or District Collector or an officer of equivalent rank as may be notified in the Official Gazette by the Election Commission. However, appeal will not have the effect of staying or postponing the final publication of the electoral roll.
- 11.6.2 The appeal cannot be preferred if the appellant has not availed himself of his right to be heard or to make representation to the Electoral Registration Officer.
- 11.6.3 The appeal should be in the form of a memorandum, signed by the appellant. It can be presented to the Appellate Authority or be sent to him by registered post. In both these cases, the appeal must reach the Appellate Authority within 15 days of the decision by the Electoral Registration Officer becoming known. The Election Commission has designated the District Election Officer as the appellate authority for this purpose.
- 11.6.4 The Appellate Authority, on receipt of an appeal, should satisfy himself that the appeal has been presented within the prescribed time and in the manner required. The appeals, which are time-barred or are not in the manner prescribed, should be rejected summarily.
- 11.6.5 If the appeal is in order, the Appellate Authority should call for the records of the case from the Electoral Registration Officer. He should give the appellant a reasonable opportunity of being heard before recording his final decision on an appeal.
- 11.6.6 The decision of the Appellate Authority is final.
- 11.6.7 In case an appellate authority either modifies or reverses the decision of the Electoral Registration Officer, the decision of the appellate authority will take effect only from the date on which he makes the decision.
- 11.6.8 The appeal should normally be disposed of within 3 weeks. The Electoral Registration Officer on receipt of orders of the appellate authority shall make amendment to the electoral roll to give effect to the decision.

11.7 Final Publication of Electoral Rolls

- 11.7.1 Final roll will be the draft roll plus the lists of amendments (supplements) to the draft roll. As soon as the claims & objections received after draft publication relating to a part has been disposed of, final lists of amendments (supplements) for that part of the roll should be prepared. The supplements shall have 3 components, namely, Component I - additions, Component II - deletions and Component III – corrections. Every part shall have supplements even if there are no amendments. In such parts, the supplements shall provide “nil” information.
- 11.7.2 The supplements shall be prepared in the same format and language in which the draft roll was prepared. The supplements shall be generated using ERMS software. Serial Numbers for general voters and for service voters in Component I (additions) of the supplement will be in continuation of respective last serial number in the

previous electoral roll published as draft. The name and designation of Electoral Registration Officer shall be printed at the end of each of the supplements.

- 11.7.3 The Electoral Registration Officers shall ensure that the electoral roll published has all essential components including AC header page, part header page, sketch map, summary of contents etc.
- 11.7.4 This work of preparation of supplements for the individual parts need not wait until after the disposal of all claims & objections in the constituency. The orders of the Electoral Registration Officer in respect of claims & objections relating to other parts need not be awaited.
- 11.7.5 In case of parts in respect of which no claims & objections have been received and no action under Rules 21 and 21A of Registration of Electors Rules, 1960 is necessary, the Electoral Registration Officer should prepare final lists immediately after the period fixed for receipt of claims & objections is over.

- 11.7.6 Before final publication of the electoral roll, the Chief Electoral Officer of the concerned State sends request for prior approval of the Election Commission

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

for final publication, along with analysis of electors' data in Formats 1-8(Annexure 37). A comparison of electors data prepared in Format 1-8 before draft publication shall be carried out and abnormality therein, if any, be noted and pointed out

with explanatory memoranda in the analysis of the Chief Electoral Officer. While preparing final roll, following checks should be run to ensure that:-

- (i) the rolls have been reorganized according to voters' convenience, and
 - (ii) Each part has been organized neatly into as many sections as are distinct or distinguishable geographical units.
- 11.7.7 As soon as the supplements are prepared, the Electoral Registration Officer generates a PDF copy of supplements along with a summary sheet. Thereafter, a title page with date of publication noted therein, table of contents, the general part and last part of electoral roll, in that order, shall be carefully arranged and stitched together. After obtaining approval for final publication from the Election Commission, the complete set of roll shall be published on the date of final publication vide a public notice in Form 16 (Annexure 20), under the provision of Rule 22 of Registration of Electors Rules, 1960, for inspection at the office of Electoral Registration Officer. The Election Commission has also directed to put the final roll on the Chief Electoral Officer's website and also to display for public at the concerned polling station for a period of one week. As per Rule 22(c), two copies of the final roll will be given, free of cost, to all the recognized political parties. After final publication, the Electoral Registration Officer shall prepare an authentic copy of the roll, getting each page of the same signed in ink by two officers. The copy of the authentic roll shall be kept in a sealed cover by the District Election Officer for safe custody and record.

11.7.8 Meeting with Political Parties and sharing of electoral rolls: -

- (i) All DEOs and CEO shall separately call meetings of political parties and explain the schedule and seek cooperation expected of them before the date of draft publication. The draft publication should be done on the approved date with due fanfare publicity and the copies of draft rolls should be handed over to recognized political parties in public meeting in the presence of press and media. In any case, proper acknowledgement receipts from the representatives of political parties must be obtained and kept in record.
- (ii) The CEO should write to all recognized national and state level political parties informing them the important points of the law and procedures of the revision and seek their cooperation in the roll revision exercise. A copy of letter issued to them may be endorsed to the Commission for record.
- (iii) List of claims and objections should also be made available by ERO to all political parties on weekly basis.
- (iv) Two copies of complete set of draft Electoral Rolls and Final Electoral Rolls immediately after draft and final publication respectively shall be supplied free of cost to recognized political parties in accordance with the provisions of rule 11(c) and 22 (c) of Registration of Electors Rules, 1960. (Please refer to para 25.3 of Chapter 25 of Manual on Electoral Rolls, 2016 for detailed guidelines in the matter)
- (v) CEO will request to the recognized political parties to identify and appoint Booth Level Agent (BLA) for each polling station who would be associated with BLO during revision period. The BLOs will go through the draft electoral roll with BLAs of recognized political parties of State concerned and identify the corrections, etc. It is pertinent to mention that BLAs once appointed from a recognized political party will continue as BLA, unless their appointment is rescinded /revoked by the political party concerned.
- (vi) With a view to ensure more involvement of political parties, the Commission has allowed BLAs of a recognized political party to file applications in bulk, subject to the condition that a BLA shall not submit more than 10 Forms to BLO at one time/in one day. If a BLA files more than 30 Applications/Forms during entire period of filing claims and objections, then the cross verification must be done by ERO/AERO themselves. Further, the BLA will also submit a list of application forms with a declaration that he has personally verified the particulars of the application forms and is satisfied that they are correct. (As per ECI Letter No.23/2022-ERS (Vol.II) 25 July, 2022)

Chapter 12

Continuous Updation

12.1 Introduction

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

- 12.1.1 During continuous updating, the Electoral Registration Officer does not prepare lists of claims & objections received by him, as done during revision period, under Rule 16, but displays one of the copies of claim & objection received by him in duplicate, on notice board in his office inviting objection to such application within a period of 7 days from the date of posting the form on notice board. After expiry of the prescribed 7 days' notice period, the Electoral Registration Officer takes up the claims & objections for disposal.
- 12.1.2 The Electoral Registration Officer shall maintain a set of four separate registers for each constituency in the prescribed format (Annexure 38), one each for keeping account of applications for inclusion (Form 6), objections (Form 7) and any corrections or Shifting of Residence/Correction of Entries in Existing Electoral Roll/Replacement of EPIC/Marking of PwD (Form 8). The entry shall be made in the registers in serial order starting from the number following the last serial number in the previous roll published as final electoral roll of that part of the constituency or the last serial number in last supplement to the final electoral roll, as the case may be. The Electoral Registration Officer, while entering the particulars in the register, shall also indicate the section to which the entry pertains within the part of the electoral roll.
- 12.1.3 Each register shall be serially numbered and on the first page a certificate about the number of pages in the register will be given by the Electoral Registration Officer in his own hand. The entry shall be made in registers in serial order starting from the number following the last serial number in the previous roll published as final electoral roll of that part of the Assembly Constituency or the last serial number in the last supplement to the roll published as final, as the case may be.

- 12.1.4 There is no provision of publication of such addition/deletion lists resulting from continuous updating, therefore, the Electoral Registration Officers are required to maintain such lists up-to-date at all times, in the registers respectively. The register of continuous updating will be deemed to be the continuous running supplement for that particular year as and when the programme of next revision is announced.
- 12.1.5 The Part Number & Section Number should also be clearly indicated on the top right-hand corner of the Application Form itself for linkage with the entry in the Register. For the sake of uniformity, first the part no. and then the section no. should be written one after the other with a slash separating them e.g., Part No.23 / Section No.2.

12.2 Data Entry During Continuous Updation

- 12.2.1 All applications received in a calendar month should be disposed of during the next month and the manuscript should be prepared for every part separately, in duplicate, by hand by 25th of that month. The format of the manuscript will be same as that of the text roll's format with 8 column entries.
- 12.2.2 By 7th of the following month, one copy of the manuscript will be transferred to the District Election Officer for data entry in the computerized working copy of the electoral roll. The data entered will be stored in the computerized data base for printing at the time of next draft publication of electoral rolls or at the time of election in the constituency as the case may be.
- 12.2.3 The supplement of continuous updation shall be printed as part of the draft roll below the last supplement for that particular year for publication as the draft roll. However, in case of integration, the supplement of continuous updation shall be first printed and then integrated into the draft roll to be published, so that changes made during continuous updation can be tracked.

12.3 Preparation of Supplement for Elections

- 12.3.1 In States where general elections/bye elections are due later during that year, it would be necessary to print from the computer database an additional supplement containing all the changes made during the continuous updation till last day of nomination.
- 12.3.2 The format of supplement of continuous updation would be the same as for the summary revision. The serial number of the supplement shall be indicated on the right hand corner of the Header page for the supplement and would be one more than the serial number of previous supplement. In the title page of such supplement, against the heading "Supplement Process & Year" the words and figures "Continuous Updating <from date> to <to date>" would be indicated.
- 12.3.3 There can be more than one supplement of continuous updation, like, one brought out before a bye-election and another if there are additions, deletions and modifications again after the completion of election till the next draft publication for revision with reference to next qualifying date. Each supplement shall be a new supplement with serial number one more than the existing supplement.
- 12.3.4 The Electoral Registration Officers shall note that in the continuous updation process, the serial numbers of the electors are already communicated to them and most of the time, also used for EPIC generation; hence the serial number should NOT change, and this supplement will NOT be sorted either section wise or house

number wise. Only those supplements which are results of claims and objections during a regular or special notified revision exercise should be sorted section wise and then house number wise, since in the regular revision exercise, serial numbers are not communicated to electors or used for EPIC till the supplements actually get printed and published. In continuous updation as and when a name is included, the chronological serial number as is due at that stage should be given and all particulars including 'section' is repeated.

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

12.4 Appeal

- 12.4.1 An appeal under Section 24 of the Representation of the People Act, 1950 against the order of the Electoral Registration Officer rejecting or allowing an application under Rule 26 of Registration of Electors rules, 1960 shall be presented to the

Appeal during revision and continuous updation

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

District Magistrate or Additional District Magistrate or Executive Magistrate or District Collector or an officer of equivalent rank as may be notified in the Official Gazette by the Election Commission, within the period of fifteen days of the order appealed

against or sent by registered post so as to reach him within that period. The Election Commission has specified that out of the authorities mentioned in Section 24, the authority who is the District Election Officer would be the appellate authority for this purpose.

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

Disposal of claims and objection w.r.t. subsequent qualifying dates (1st April, 1st July and 1st October)

Preparation of electoral roll in subsequent qualifying dates shall be done in the following manner:-

- a. No formal programme of revision will be issued for subsequent qualifying dates and no pre-revision and revision activities will be undertaken.
- b. No Section formation, clubbing of families, rationalization of polling stations, amalgamated integration of roll will be allowed.
- c. Notice in Form-5 for draft publication of Annual SSR, issued by the EROs shall be applicable for all the 4 qualifying dates and therefore, no separate notice is required to be issued before/at the time of every quarter.
- d. In respect of all subsequent qualifying date (when no regular SSR has been ordered), only supplement consisting of addition list, deletion list and modification list prepared on the basis of disposal of advance application in r/o the relevant qualifying date and all other Forms received under continuous updation during the quarter will be generated and put on website of CEO. The supplement at the end of every quarter will be prepared by the 10th of the month in which the subsequent qualifying date falls.
- e. Copy of such supplement will not be shared with anybody including political parties. The ERO concerned will keep a copy of the supplements for its record and future reference.
- f. All such supplements mentioning the relevant qualifying date on the header page shall be numbered progressively on the basis of number of supplements as existent at the time of its generation.
- g. All the supplements prepared during the year after the last SSR shall be integrated for preparing the draft roll for the next SSR.
- h. An updated electoral roll will be published only at the time of final publication of electoral roll after conclusion of annual/regular Special Summary Revision and there will be no publication of draft/final roll in the subsequent quarters.

Chapter 13

Other important aspects relating to Preparation & Revision of Electoral Rolls

13.1 Introduction

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

13.2 Suo-moto Deletions

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

No suo-moto deletion should be allowed/made after the final publication of the roll without the written prior approval of the Election Commission.

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

The Election Commission has clarified that all such applications which have been received after the last date for making claims & objections should be considered by the concerned Electoral Registration Officers after the final publication of electoral

rolls in respect of the on-going revision, as part of continuous updation of electoral roll after the final publication.

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

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

- (i) The ongoing Summary Revision of electoral rolls in respect of P.C/A.C. for which bye-election has been announced shall be suspended immediately and revised schedule for the said ACs falling in P.C/AC, in such manner that remaining unfinished activities of revision therein should start after completion of the bye-election, shall be sent by respective Chief Electoral Officer to the Election Commission for its approval.
- (ii) As the last finally published electoral rolls shall be used for the above said bye-election, an additional supplement of electoral rolls after disposal of all such claims forms, preferred w.r.t. the qualifying date of the last finally published electoral rolls, during the period of continuous updating between the date of final publication of existing rolls and 10 days before the last date of filing nomination for the bye-election shall be published in accordance with the Election Commission's instructions contained in letter No. 23/2011-ERS, dated 14/11/2011 (a copy enclosed for ready reference) and the same be appended to the final roll mentioned above.
- (iii) Bye-election shall be conducted on the basis of existing rolls which were prepared and finally published in Polling Stations as approved by the Election Commission for preparation of the last published electoral rolls, subject to the modifications/changes, if any, approved by the Election Commission for conduct of such bye-elections.

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

- 13.5.1 The process of continuous updation does not cease even during the period of summary revision. To obviate any confusion, the Election Commission has clarified that in case of all those applicants who had completed 18 years of age on the earlier qualifying date of existing roll under revision, the applications (Form 6, 6A, and 8) may be considered by the concerned Electoral Registration Officer as having been filed during the period of continuous updation if any applicant so requests by filing such application in duplicate as required by Rule 26 of Registration of Electors Rules, 1960, and the Electoral Registration Officer can add, modify or Shifting of Residence/

Correction of Entries in Existing Electoral Roll/Replacement of EPIC/Marking of PwD their names and can issue EPIC consequent to the changes in the roll without waiting for final publication. In case of Form 6 and 6A filed by the persons who will complete the age of 18 years on the new qualifying date with reference to which the current revision is going on, the Electoral Registration Officer will consider these forms as part of current summary revision and in such case EPIC can be issued only after final publication is made and the name is published in the supplement.

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

13.6 General Guidelines for Deletion, Inclusions, Shifting of Residence & Corrections

- 13.6.1 Instructions regarding registration of some specific categories of citizens:-

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

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

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

- 13.6.1.3 Enrolment of students living in hostel/lodge:- During house-to-house verification such students should not be enrolled. However, the students residing as tenants at the place of study will have the option to get themselves registered as electors either at their native places with their parents/guardians or at the address of hostel/lodge/ landlord where they are residents for the time being for pursuing their studies.
- (i) The Electoral Registration Officer must keep the following points in mind while considering applications of such students. The courses pursued by the said students should be recognized by Central/State Govt. or Boards/ Universities/ Deemed Universities defined under relevant Acts and such courses should be of not less than one year's duration.
 - (ii) Such students who are either not already registered or do not want to retain their registration at their native place with their parents/guardians but seek to enrol themselves as an elector at the place of their present stay will have to apply for registration to the Electoral Registration Officer of the constituency within which the place of their present stay falls. For that purpose, they will have to apply in Form 6 addressed to the Electoral Registration Officer of the concerned constituency along with a Bonafide certificate from the Head Master/ Principal/Director/Registrar/Dean of the educational institution (Annexure 26). The onus of presentation of the application with Form-6 and/ or the Self-Declaration to the Electoral Registration Officer concerned shall squarely lie on the student.
- 13.6.1.4 Enrolment of tenants:- A tenant living at a particular address is eligible to get enrolled in the electoral roll at the address where he is staying. The inclusion in the concerned part of electoral roll can be done during the period when an intensive revision/house to house verification is undertaken. He can also file an application in Form 6 during revision period/continuous updating. The Electoral Registration Officer has to satisfy himself before taking any final decision in such matter. The onus of proof lies on the applicant seeking registration in the electoral roll for the first time or due to change of residence. The Electoral Registration Officer can ask for any documentary evidence or hold a summary inquiry to satisfy himself. It has to be borne in mind that once the Electoral Registration Officer /Assistant Electoral Registration Officer has ordered inclusion of name in the electoral roll, the onus of proof shifts on the authority or the individual objecting to such inclusion at a later stage due to some reason or the other. Therefore, the Electoral Registration Officer has to take a judicious approach in deciding claims and objections not supported by valid documentary or corroborative evidence.
- 13.6.1.5 Enrolment of senior citizens in old age home:- The Election Commission has directed that senior citizen, who are inmates of old-age homes are eligible to be enrolled in the constituency in which they are ordinarily resident in old-age homes, provided they fulfil the other eligibility criteria prescribed under law for the purpose.
- 13.6.2 Safeguards to Prevent Wrong Deletions:- The Election Commission has directed that the certain safeguards should be put in place to prevent wrong deletions:
- 13.6.2.1 Cases of Multiple Entries:- In case of repeated / multiple entries found by de-duplication software, the field verification must be done in each and every case and name of the elector should be retained in electoral roll only at the place where he is found to be ordinarily residing. Entries relating to all other places shall be deleted

after obtaining Form 7 from the concerned elector.

13.6.2.2 Cases of shifted Voters:-

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

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

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

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

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

13.6.2.7 After making deletions, the final deletion list should also be furnished to recognized political parties.

13.6.2.8 The Electoral Registration Officer shall maintain a daily monitoring register of all deletions made by him or his Assistant Electoral Registration Officers in the constituency during the period of continuous updation.

13.6.2.9 The District Election Officers shall monitor the process of deletions made by the Electoral Registration Officers in the assembly constituencies comprised within the districts under their jurisdiction. The Electoral Registration Officers shall submit to District Election Officers a statement of deletions made in their assembly constituencies. The District Election Officers shall compile the information received from all Electoral Registration Officers and send the same to the Chief Electoral Officer for his information. The Chief Electoral Officer shall keep a close watch on the deletions made by the Electoral Registration Officers in the state.

13.7 Preparation of Final Roll in an Election Year

- 13.7.1 The Election Commission has directed that no deletion or modification of entries in the electoral rolls shall be done by the Electoral Registration Officer either suo moto or on the basis of forms received after the announcement of elections. If it becomes necessary to delete or modify certain entries after the announcement of elections, the Electoral Registration Officer shall make a reference to the Election Commission through the District Election Officer and Chief Electoral Officer and the Election Commission shall take an appropriate decision in the matter.
- 13.7.2 Since no deletion or modification shall be done in the electoral roll after ten days of announcement of elections without prior approval of the election commission, the deletion and modification supplementary along with the mother roll reflecting the changes carried out in these supplements can be printed immediately after the tenth day of announcement of election has been made by the Election Commission. The deletion and modification supplement and the mother rolls so printed shall be put on the website of the Chief Electoral Officer as a PDF. Since the First supplement will be printed at the time of final publication of electoral rolls at the end of summary revision, the supplement printed immediately after announcement of elections will be supplement 2. It may be noted that inclusions of names will carry on till the last date of filing of nominations, therefore, the inclusion supplement shall be printed only after the last date of filing of nominations is over. It may also be noted that no changes are reflected in the mother roll as a result of the inclusions supplement, therefore, printing of mother roll, deletion and modification supplementary shall not be affected by entries by the inclusion supplement.
- 13.7.3 The mother roll, modification and deletion supplement should be printed and kept ready. As soon as the inclusion supplementary is printed after the last date of filing nominations and certainly within 3 days of last date of withdrawal of candidatures, the mother roll along with the modification, deletion and inclusion supplement should be given to the contesting candidates. Only in those polling stations where deletions and modifications have been made subsequent to the announcement of elections on the directions of Election Commission, the deletion and modification supplement and the mother roll reflecting the changes contained therein will have to be reprinted. In case these are reprinted, they will be supplementary 3.
- 13.7.4 In an election year, the authentic copy of the roll shall be computer-generated copy and all the deletions shall be 'struck-through' in the mother roll (basic draft) by software. Normally, the 'strike-through' should not be manual. In case of photo-roll the word "DELETED" would be imprinted diagonally across the elector's box to indicate that the entries have been deleted as in the concerned supplement (in the supplement, the alphabets, 'E', 'S', 'Q', 'R', 'M' shall be prefixed against Sl. No. of each deleted entry to denote the reason for deletion viz. Expired, Shifted, Disqualified, Repeated or Missing. For all 'corrections' in the supplement, a hash (#) mark shall be put against the original appearance of the record in draft roll to signify that the entry has some correction in the supplement but no correction actually should be carried out in the reprinted mother roll. In addition, photographs of electors corrected in the supplement of correction will not be added/changed/corrected in

No deletion or modification to be made after the announcement of elections.

the reprinted mother roll. Photograph of an existing elector received/corrected/replaced subsequently, should be retained in correction list, the words 'photo as in correction list' shall be printed in the mother roll in the space provided for photograph.

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

13.8 Final Roll in Non-election Year

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

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

- 13.9.1 The electoral roll inclusive of the supplements carrying modifications up to last day of nomination shall be the final roll for the purposes of conduct of election (which Returning Officer should use for scrutiny purpose and also for taking the polls). The mother roll shall be printed along with all supplements at the end of continuous updation till the last date of nominations so that there should be no need to make any correction by hand.
- 13.9.2 The Returning Officer should allow inspection of the complete roll of the constituency as corrected above, in his office.
- 13.9.3 The Returning Officer shall provide an identical copy of the final electoral roll to the candidates of recognized political parties of the state concerned within 3 days after withdrawals and finalization of candidature. This is not necessary during bye-elections.
- 13.9.4 Preparation of 'Working Copy' and 'Marked Copy':- One copy of such final roll should be set apart for marking the names of voters to whom Postal Ballot (PB) and Election Duty Certificates (EDC) are issued. After the PB/EDC recipients are decided, the Returning Officer shall get the initials 'PB' or 'EDC' marked against the electors concerned in the copy of the roll set apart for marking by the polling officials on the day of poll.
 - 13.9.4.1 Part-wise proxy voter list in prescribed Format shall also be attached to the copy of the roll set apart for marking. Three (Four in case of simultaneous elections) more copies of the roll shall be prepared which would be IDENTICAL and will be supplied to the presiding officer and the polling team for conduct of elections. These are the working copies of the roll.
 - 13.9.4.2 The copies of electoral roll to be supplied to candidates of recognized political parties should be IDENTICAL with the working copy of the electoral roll provided to polling parties for conduct of elections except the PB, EDC markings and proxy voter's lists, however, the working copy with PB and EDC markings and 'Proxy Voters' lists may be shown to the agents and candidates present before commencement of poll inside the polling station so that they may compare the entries, deletions and corrections and if necessary note the same in their copies.
 - 13.9.4.3 One of the said three/four sets of working copy should be used by the polling officials at the polling booth for further marking the electors who come and vote. This would be the statutory 'marked copy' that would be sealed in the statutory envelop at the close of the poll and submitted to the Returning Officer for safe custody along with other statutory documents.
 - 13.9.4.4 List in alphabetical order:- The Election Commission has directed that for easy identification and search the names of voters at the polling station locations having 3 or more polling stations in one building, over and above the normal electoral roll a copy of the roll with electors arranged in alphabetical order should also be provided for conduct of elections. This however is not statutory and is merely to facilitate voter location and identification quickly on the poll day. The photo of electors need not be printed in this facilitative roll. Such alphabetical roll need not be prepared necessarily for all parts of the roll.

13.10 Custody and Preservation of Electoral Rolls and Connected Papers

- 13.10.1 Though, the electoral rolls in India, have been computerized long ago, a lot of paper/ stationery is used during preparation and revision of electoral roll. These papers are required to be preserved for a specific period by the Electoral Registration Officer who is the custodian of the roll. The records pertaining to electoral roll including forms received, must be kept properly, well indexed and documented for quick and hassle-free retrieval, if required.
- 13.10.2 Retention of authenticated copies of electoral roll:- Rule 32 of Registration of Electors Rules, 1960, states that after the roll for a constituency has been finally published, one authenticated printed copy of the roll shall be retained with the Electoral Registration Officer till at least one year after such final publication of roll, after the next intensive revision or summary revision as the case may be.
- 13.10.2.1 One authenticated printed copy of the roll shall be retained with the District Election Officer as a permanent record.
- 13.10.2.2 One copy of the roll in electronic form shall be retained in the office of the District Election Officer as a permanent electronic record.
- 13.10.2.3 All other papers relating to revision of the roll, such as the enumeration pads, copies of the roll used for house to house verification, manuscripts prepared on the basis thereof, claims & objections and applications for correction of entries and Shifting of Residence/Correction of Entries in Existing Electoral Roll/Replacement of EPIC/ Marking of PwD (Forms 6, 6A, 7 and 8), and all papers connected with their disposal, shall be retained at least for three years after the completion of the next intensive revision or summary revision, as the case may be.
- 13.10.3 In the light of above provisions, the Election Commission has clarified the following:-
- (i) For the period after 2013:-
 - (a) One authenticated printed copy of the roll shall be retained with the registration officer till at least one year after the final publication of roll in the next intensive revision, or summary revision as the case may be,
 - (b) One authenticated printed copy of the roll shall be retained with the District Election Officer as a permanent record
 - (c) One copy of the roll in electronic form shall be retained in the office of the District Election Officer as a permanent electronic record.
 - (ii) For the period 1987 to 2013:- One complete copy of the electoral roll shall be kept in the office of Electoral Registration Officer or such other place as the Chief Electoral Officer may specify, until the expiration of one year after the completion of the next intensive revision of the roll and one complete copy of the roll for each constituency duly authenticated by the Electoral Registration Officer shall also be kept in such place as Chief Electoral Officer may specify as permanent record.
 - (iii) Where authenticated copy/copies of rolls prior to 1987 are available, one copy of such rolls along with another copy in electronic form shall be kept as permanent record in the office of the concerned District Election Officer.
- 13.10.4 The Election Commission further directed that additionally one complete set of

electoral roll of previous years for all Assembly Constituencies comprised in the state shall be kept in electronic form in the office of Chief Electoral Officer of the concerned State/UT also. Extra copies may be destroyed after following the due procedure for destruction of official records.

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

13.11 Disposal of Electoral Roll and Connected Papers

- 13.11.1 Rule 34 of Registration of Electors Rules, 1960 provides that the papers referred to in Rule 32, as mentioned in the preceding paragraphs shall, on the expiry of specified period and subject to such general or special directions, if any, as may be given by the Election Commission in this behalf, be disposed of in such manner as the Chief Electoral Officer may direct.
- 13.11.2 Extra copies of the roll may be disposed of, with the prior approval of the Election Commission, as soon as may be, after the next revision is completed.

SECTION – V

ELECTORS PHOTO IDENTITY CARD (EPIC)

CHAPTER 14
ELECTORS PHOTO IDENTITY CARD (EPIC)

Chapter 14

Electors Photo Identity Card (EPIC)

14.1 Introduction

14.1.1

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

With a view to preventing impersonation and to establish the identity of genuine elector at the time of poll, the election laws have made a provision of Electors Photo Identity Cards (EPIC) under Rule 28 of Registration of Electors Rules, 1960. After several unsuccessful attempts

to introduce EPIC in West Bengal, Sikkim, Meghalaya and Nagaland, the Election Commission, in 1986, made a suggestion to the Union Government that the EPIC issued to electors may be made multipurpose to be used as an identification document for other purposes also like for opening of bank/post office accounts, public distribution system, health schemes etc. The proposal was again sent to the government in 1992. While the proposal was under consideration of the Government, the Election Commission issued a notification under Rule 28 quoted above, on 28th August, 1993 stating that no polling at election to the House of People or State Legislative Assemblies shall take place after 1st January, 1995, unless all eligible electors had been supplied with EPIC. Certain State Governments went to the High Courts against the Election Commission's decision. The matter was agitated before Supreme Court by the Election Commission. The Supreme Court directed the Election Commission not to withhold election on the ground that the State Governments had failed to issue EPIC to electors by the deadline given by the Election Commission. Gradually, the State Governments began to implement the Election Commission's order and now all the States of the country have issued EPIC to their electors and in majority of the States have achieved target of 100% EPIC coverage.

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

14.2 Rule Position regarding EPIC

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

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

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

14.2.3 The EPIC shall:-

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

14.2.4 EPIC prepared under sub-rule (3) shall be delivered to the elector to be kept by him for production at the time of poll. The data to prepare another copy of EPIC shall be kept in digital format in the Electoral Roll database.

14.3 Specifications for EPIC

Initially, the Election Commission had issued EPIC with black and white photograph and a hologram with certain specifications. It was contained in a plastic pouch. In 2013, the Election Commission decided to go for a PVC EPIC with colour photograph and new specifications. In 2022, the Commission has decided that the quality of cards, security features and other specifications shall be further improved.

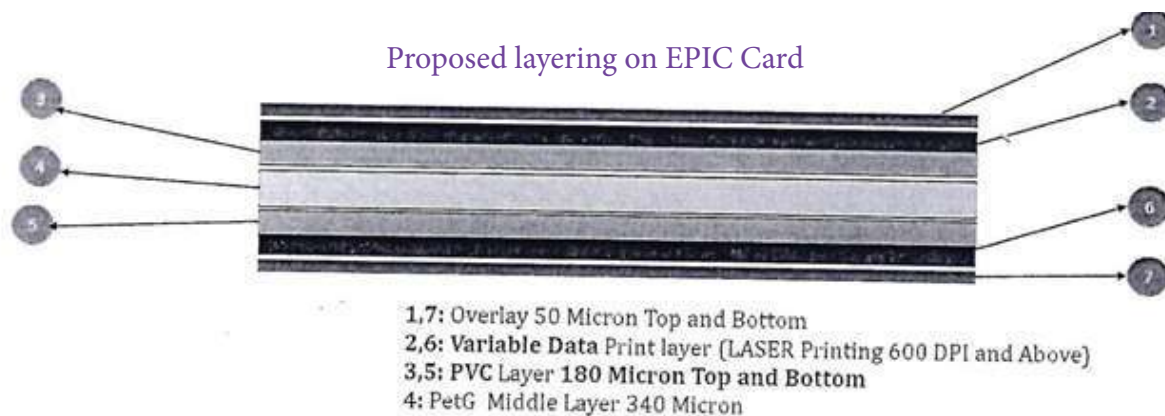
14.3.1 New Security features of EPIC shall be as under:-

- (i) The new PVC EPIC will be horizontal in shape with following size: -
 - a. Card size: CR 80 (86mm x 54mm x 0.76mm) variation permissible of plus and minus 5%
 - b. Thickness: 760 microns (plus and minus 10%)
- (ii) Hologram: Hologram size (after stamping): 16mm x 12mm . To be hot stamped made up of 19-23 Micron polyesters film of Gold/ Silver shade.
- (iii) Micro text: Text as the border of the Photograph in size 19 to 25 micron.
- (iv) Ghost image printing: Elector Photograph (Front side).
- (v) Guilloche pattern on the base of the card (Three colour guilloche design).
- (vi) QR Bar code with 3000+ text characters.

14.3.2 Specifications of Card:-

- (i) Card type

All new cards will be printed on a PVC sheet with a coloured photograph. Material Poly Vinyl Chloride, Glossy/Mat finishing (PVC)+ Polyethene Terephthalate Glycol (PETG).



- (ii) Lamination (Overlay)
Glossy/Mat finishing
- (iii) Design & Layout
Indicative design as provided by ECI. The Election Commission may alter the design, colour scheme and layout at any time.
- (iv) ISO Standard
CR-80 type adhering to ISO/IEC 7810 /10373 standards

14.3.3 Hologram hot stamping

- (i) The exact number of holograms received in the reel from hologram manufacturer must be documented by the card printer as a secure document.
- (ii) Card printer shall get required tests of holograms conducted before stamping to card printers.

14.3.4 Other Features

- (i) Relief tint of "Election Commission of India" in bilingual, i.e., English & Hindi.
- (ii) The National Emblem is printed on the upper left-hand corner, and the Election Commission of India logo is printed in colour on the upper right-hand corner.
- (iii) Personalization:-

Front Side Specification/dimension:-

- (a) National Emblem: To be printed on the upper left-hand corner (5.00 mm from left edge & 4.00 mm from top edge).
- (b) EPIC Number: To be printed below the National emblem (5.00 mm from left edge and 2.00 mm above the photograph). Font of the EPIC number printed on both sides of card should be "Arial Rounded Bold MT" for better readability by the Optical Character Readers (OCRs).
- (c) Photograph of Elector: To be printed at the left corner below the EPIC number Width – 21.00 mm, Height – 28.00 mm (3.00 mm from the left edge and 5.00 mm above the bottom edge).
- (d) ECI Logo: To be printed on the upper right-hand corner (4.00 mm from top edge and 5.00 mm from right edge)
- (e) Ghost Image: Width – 7.00 mm, Height – 9.00 mm (5.00 mm from right

edge and 31.00 mm from bottom edge)

- (f) Ghost EPIC Number: To be printed at right side of Ghost image in vertical (bottom-up) direction (2.00 mm from the right edge)
- (g) Hologram: At the right bottom corner (3.00 mm from the edges)
- (h) Elector's Name, Relative's Name, Gender and Date of Birth to be printed (in English and regional language) on the right-side of photograph of the elector. Either Age or DOB shall be printed on the card. Age will be printed in case DOB is not available in the E-Roll data.

Back Side Specification/dimension:-

- (a) Facsimile signature of Electoral Registration Officer: To be printed on the top left corner.
- (b) QR code: To be printed below the "facsimile signature of ERO" on the left side of the card (4.00 mm from the left edge and 14.00 mm below the top edge)
 - Width – 25.00 mm, Height – 25.00 mm.
 - QR code will consist of EPIC No, Name of Elector, Relative's Name, Date of Birth/Age.
 - Provision to read QR code printed on the card will be made available on Voter Helpline App (VHA).
- (c) EPIC Number: To be printed below the QR code (7.00 mm from the left edge and 10.00 mm above the bottom edge)
- (d) Elector's Address, Electoral Registration Officer and AC/PC No. & Name and 'Note' are to be printed in bilingual (in English and regional language) to the right side of QR code.
- (e) Voter Helpline No. (1950), CEO's website address and Old EPIC No. (if available) issued to the elector, if any, are to be printed below the horizontal red line, at the bottom of the card.

Front and Back of new EPIC



14.3.5 Security of Data

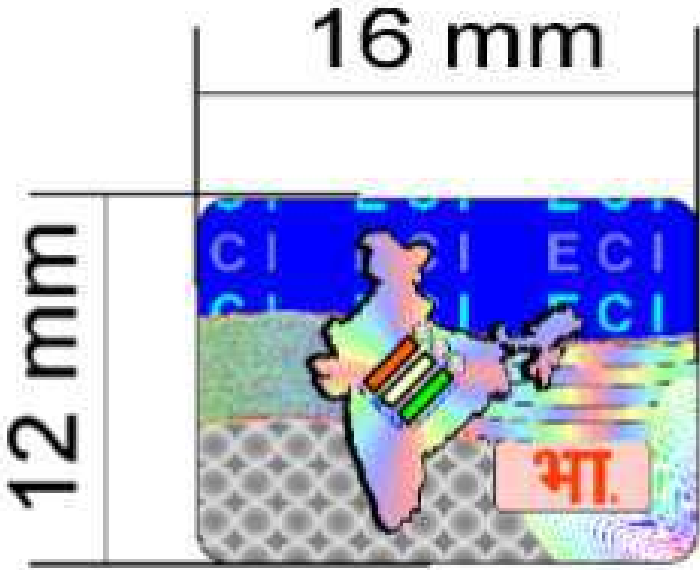
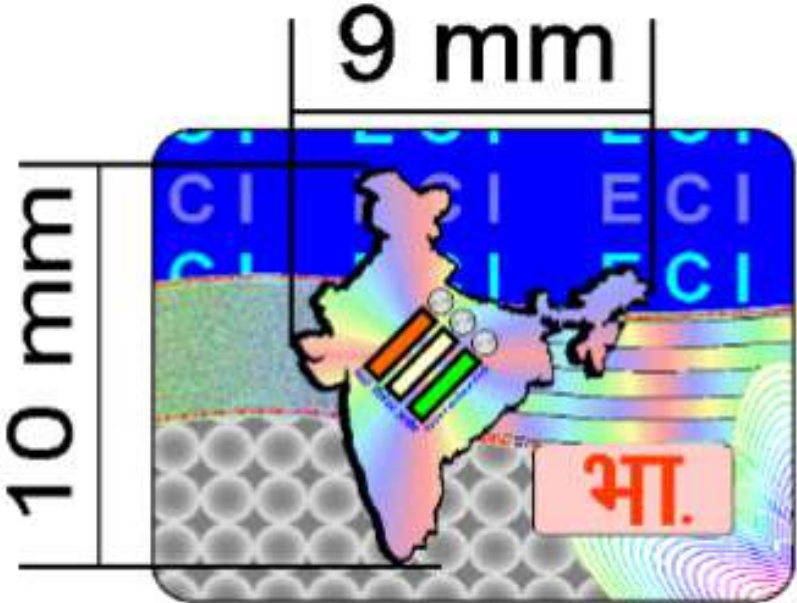
- Standard guidelines of the Election Commission and Information Security (Categorized) to be followed.
- The Digital Certificate/HSM required for data encryption will be procured by the Card Printer and public key to be shared with CEO.
- Sorting of data- “Collating and sorting software, card tracking number etc.”

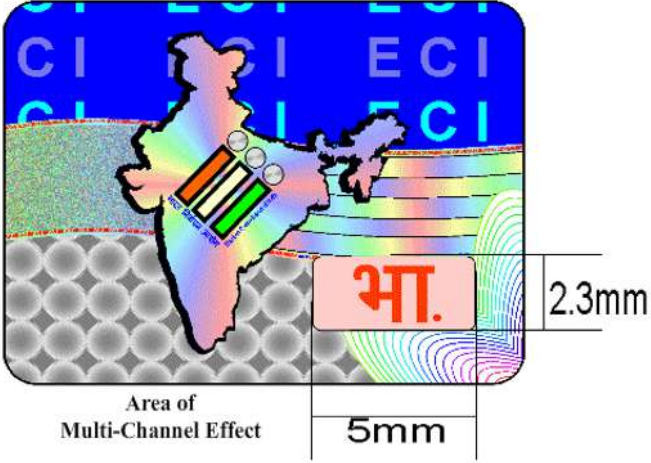
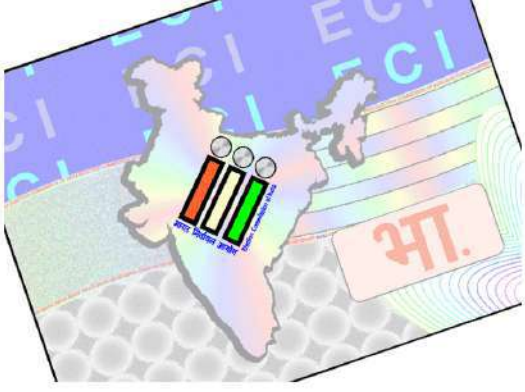
14.3.6 Hologram:-With new security features given above, the specification of hologram on the card are as follow:

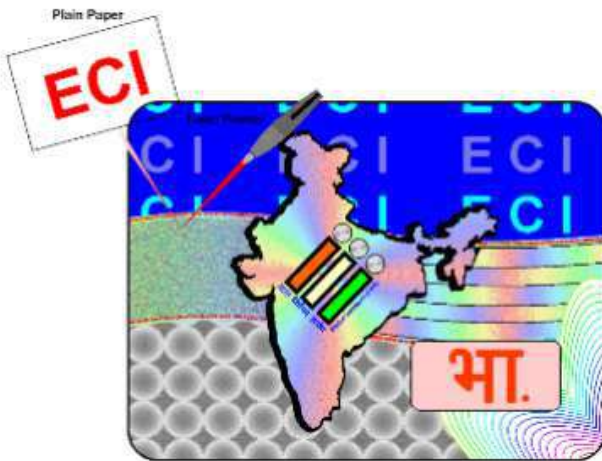
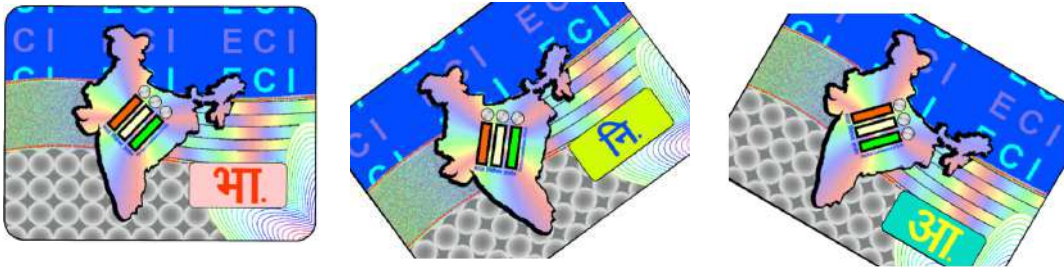
To manufacture & supply Security Holographic Hot stamping Foil (Gold/Silver Foil) for EPIC PVC Cards as per the holographic features prescribed by Election Commission of India (ECI). The bidder shall NOT outsource hologram master work (or any other intermediate process) to any other organization, and must have complete in-house infrastructure to manufacture EPIC hologram as per the specifications as mentioned below.

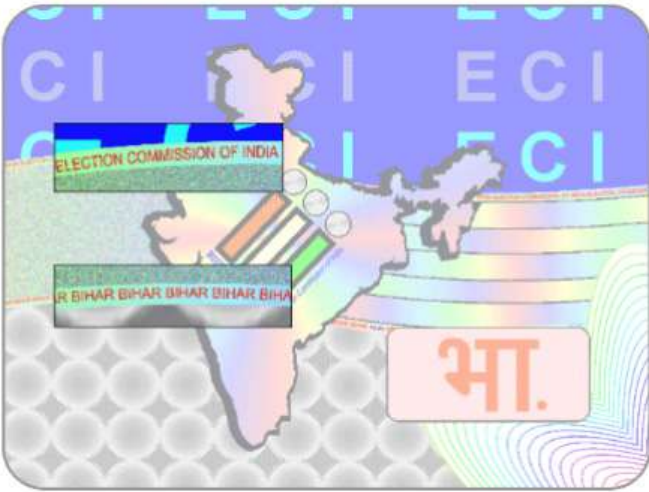
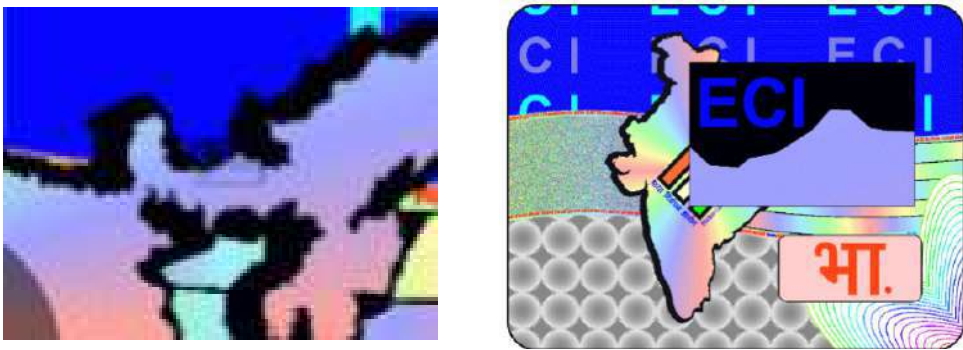
S. No.	Area	Requirement
1.	Holographic Features	Indicative list of high security anti-counterfeiting holographic features are: <u>Overt:</u> • Motion Effects • Multi-Channel Effects • True Color Effects • Gradient effects <u>Covert:</u> • Micro Security Features • CLR based Effects <u>Forensic:</u> • Nano Security Features
2.	Hologram Size	Hologram size (before stamping) : 20mm x 15mm Job size or die size (after stamping) : 16mm x 12mm
3.	Hologram Type	The security hologram must be suitable for hot stamping on EPIC card.
4.	Film Type	Vacuum metalized, 19 to 23 micron polyester film of Silver and Gold shade to be used.
5.	Adhesive	Thermo Plastic polymer based adhesive to be used.
6.	Hologram color	Gold/Silver Foil to be used.
7.	Numbering	Each hologram has to be serially numbered to ensure proper accountability of the holographic hot stamping foil (numbering must not vanish by rubbing fingers upon it). Numbering may be on the holographic hot stamping foil over the holographic design or on the foil. However, upon hot stamping it must not get transferred on to the card.

The Hologram shall be hot stamped on the EPIC to provide additional security features. The security features of the hologram along with its dimensions are as follows:-

Sr. No.	Detailed description
1	The final hologram dimensions after hot stamping shall be 16mm X 12mm.  Finish Size
2	The size of the map of India in the hologram shall be 9mm X 10 mm. 

3	The area of multi-channel effect has been marked and highlighted. 
4	Motion Effect takes place in the blue background where the letters ECI move horizontally out and in simultaneously giving a wavy effect. 
5	True Colour effect – The true colours of the ECI symbol are manifested only at certain tilt and at all other angles you can see different colours.  Not true Colours  True Colours

6	Gradient effect has been introduced all over country's map and the adjacent silver bands on the right and left of the country map. The gradient effect manifests like a rainbow effect in the mentioned areas of the hologram. 
7	CLR Based effect – The Letter ECI are shown on plain paper when the laser is pointed at a certain region of the hologram. 
8	Multi-channel effect – 3 channel flip effect shows the first three letters of Bharat Nirvachan Aayog (Bha, Ni, Aa in Hindi) as follows. 

9	Micro Security features – There are two lines running across the hologram horizontally. The first line contains the micro-text “ELECTION COMMISSION OF INDIA” and the second line contains the micro-text “NAME OF STATE/UT” as shown below. 
10	Nano-security feature – The region just next to the right side of Sikkim has the Nano text “ECI” embedded. This security feature needs a very high-resolution lens to read it hence detecting this would be a big challenge, thereby discouraging forgery. 

- The diagrammatic representation of the ECI hologram:

Sample of Hologram



- To ensure that the hot stamped hologram is durable each order delivery should be accompanied by a “quality test report from a Govt. Lab” based on the following tests:

A) Chemical:

S. No.	Agent	Total Time	Concentration
1	Petrol	5 minutes	Pure
2	Diesel	5 minutes	Pure
3	Hot water (65°C)	30 minutes	Pure
4	Normal Soap Water	1 hour	5%

B) Physical Checks:

S.No.	Agent	Test Procedure
1	Image Quality	Check visually for the Brightness, visible defects/spots.
2	Flakes	The stamped image should be free from flakes along the Sides of the hot stamping area.
3	Smudge Test	Briskly rub the image with your finger about 10 to 12 Times & check visually for any deterioration to the image.
4	Tape Test	Apply 3M 810 Scotch tape (Magic Tape), on the sample & pull it abruptly in a single jerk at 25° angle to check visually for any residue on the Tape. The sample should withstand Tape Test without peel-off.
5	Effect of Humidity	Exposing the card to 27°C at 65% RH for 18hrs. in a Humidity Chamber.
6	Effect after exposing the card to 50°C & 80% RH for 18 hours	Expose the card to 50°C & 80% RH for 18 hours in a humidity chamber & check visually for any deterioration to the image after rubbing the surface with tissue paper.

14.4 Functional Unique Serial Number (FUSN)

- 14.4.1 Every EPIC is issued under a unique EPIC Number. EPIC Number is an alphanumeric string with 3 alphabetical codes followed by a seven-digit number. While the first 3 alphabetical Codes, called the Functional Unique Serial Number (FUSN) code is unique for every Assembly Constituency and is provided by the Election Commission, the numeric code that follows the FUSN code is a six digit running serial number followed by one digit checksum making a total of seven digits.
- 14.4.2 New FUSN codes have been allotted to all newly delimited Constituencies in the country. However, the ECI has reiterated that the same EPIC number shall be given to Duplicate EPICs to be issued to the electors to whom EPICs have been issued under old EPICs series before delimitation. An EPIC once issued to an elector shall remain valid during the lifetime of the elector even if he/she shifts his/her residence.

14.5 Specification of Digital Photograph for EPIC

- 14.5.1 EPICs will be prepared using digital photographs which are stored in the elector database only. The digital photographs should be stored in JPEG format in binary form in the elector table, using 320x240 pixels (standard e-mail mode of Digital Cameras) in Colour Portrait mode. The photograph should be of size 3.2 cm (vertical) x 2.4 cm (horizontal) and of resolution 320x240 pixel.
- 14.5.2 The print of the photograph on the EPIC should be of size 3.2 cm (vertical) by 2.4 cm (horizontal). While a variation in size of plus or minus 10% will be permissible, the relative proportions (aspect ratio) of the photograph should not be changed under any circumstances.
- 14.5.3 It is necessary that the photographs of electors in the specified digital format must be mentioned as one of the deliverables in contracts whenever photography or EPIC contracts are awarded either directly or through an intermediate agency to SLA, vendor or sub-vendor.

14.6 Standards of Photography for EPIC

- 14.6.1 The photograph shall show a close-up of the applicant's head and the top of the shoulders. The face shall take 75% of the vertical dimension of the picture.
- 14.6.2 The photograph shall be in sharp focus, of high quality with no creases and ink marks with appropriate brightness and contrast and showing natural skin tones of the elector's face and features clearly recognisable.
- 14.6.3 It shall show the elector looking directly at the camera with a neutral expression and the mouth closed. The photograph shall be showing the elector with the eyes open and clearly visible with no hair/cap/hat/headgear/veil/cover/shadow/reflection etc. obscuring the eyes. If the elector wears glasses, the photograph must show the eyes clearly with no lights reflected in the glasses. The glasses should not have tinted lenses and it shall be ensured that the frames of the glasses do not cover any part of the eyes of the elector.
- 14.6.4 The photograph must have a plain, light coloured background and there must be no other people or object visible with the elector.
- 14.6.5 The following points should be kept in mind for the photograph to be uploaded for the purpose of Electoral Roll by the BLO/concerned while filling up any form: Since

the contrast visible on the screen is usually higher than in the printed form, before each session of photography, the specifications and Standards must be checked, a test photograph must be taken first. The lighting conditions must be changed to meet the above requirements. Where necessary, the photograph should be moved closer to a window or source of natural light or artificial lighting.

14.7 Procedure of Preparation of EPIC

- 14.7.1 EPIC to be made only from Electoral Roll Database:- EPIC shall be prepared only from the electoral roll database. Thus EPIC will only be made after the name of the elector is already included in the concerned part of the electoral roll. Similarly EPIC will only be made after the photograph of the elector has been merged in the electoral roll database. No correction in electoral roll entries is to be done at the time of making of EPIC. If any correction in electoral roll entry is required, it should be done by taking a form-8 for modification of entries in electoral rolls and after following the statutory process. However, minor corrections i.e. transliteration errors or spelling errors may be corrected without insisting for Form-8.
- 14.7.2 EPIC to be made only online:- EPIC must be made online by connecting to the electoral roll database. Under no circumstances EPIC will be made off-line. EPIC can be prepared at any location authorized by the CEO / DEO / Electoral Registration Officer provided that the CEO / DEO / Electoral Registration Officer has authorized password protected access to the person making the EPIC and there is adequate Internet connectivity at that location.
- 14.7.3 New EPIC:- A new EPIC shall be made without any application from the elector and delivered to the elector free of cost, whenever a name is included in the electoral roll for the first time through Form-6. When a new EPIC is made a new EPIC number will be generated and assigned to that elector by following the prescribed numbering scheme. (Annexure-7)
- 14.7.4 Security of data:- For reasons of security of data and to maintain integrity of database, the following instructions shall be followed, while giving access to vendors or officers engaged for the job of making EPIC:-
 - (i) Data shall be kept in a central database with full access control.
 - (ii) The database can either be kept on a single server or on multiple servers, or even on the cloud.
 - (iii) No backend access will be given to any person except to the database administrator (DBA) authorized by the Chief Electoral Officer.
 - (iv) Data will be kept in a database using RDBMS. Front end access will also be password protected. For operations which require updating of electoral database, digital signature security shall be required in addition to password protection.
 - (v) Care should be taken to maintain the data centre under fully secure conditions following the norms of data centre security and physical access control.
 - (vi) Care must also be taken to maintain a disaster recovery site for the database.
- 14.7.4.1 A Unique EPIC Number is allotted to every elector whenever EPIC is issued to an elector for the first time. If replacement EPIC is issued to any elector for any reason,

the replacement card will continue to bear the unique number assigned to the elector in the original EPIC i.e. which was made for the elector for the first time. Whenever the elector ceases to be enrolled in the Electoral Roll, the aforesaid unique EPIC number will not reserve for the elector, he/she need to apply for addition of the name again through Form-6 (as a new elector) and will only be allot a new EPIC number.

- 14.7.4.2 Photographs of electors are kept in .jpg format in the elector table itself as binary data. Whenever the EPIC is to be printed, the photograph and other demographic data should be read from the elector tables i.e. master /control tables and used to print the EPIC.
- 14.7.5 Depending on the conditions of an individual State, the concerned Chief Electoral Officer shall decide whether to outsource the work of preparation of EPIC to vendors or to get it done in-house by his own officers after getting prior approval from ECI. In either case, the software for making of the EPIC shall be part of the ERONET system being followed in the State. ERONET is developed by the Election Commission already has a module for making of EPIC. Under no circumstances vendors will be allowed to use any software other than the EPIC module in ERONET to make EPIC.

14.8 Replacement EPIC

- 14.8.1 Replacement EPIC will continue to have the EPIC number originally assigned to the elector, when EPIC for the elector was made for the first time. EPIC number assigned once continues for life. Whenever a replacement EPIC is made, the original EPIC number should be read from the database and used to make the Replacement EPIC.
- 14.8.2 Earlier, there were instructions to print the word “Duplicate” on the Replacement EPIC. Several requests were made to the Election Commission that the word “Duplicate” should not be printed because electors find that EPIC with the words “DUPLICATE” superscripted on it is not accepted as an identity proof in many situations. The Election Commission has considered this request and has decided that the word “Duplicate” shall not be printed on replacement EPIC.
- 14.8.3 The replacement EPIC will continue to have the EPIC number originally assigned to the elector when EPIC was made for the first time for that elector.
- 14.8.4 A replacement EPIC will be made after receiving respective application and delivered to the elector free of cost in all of the following cases: -
- (i) When modification is made in any entry in the electoral roll pertaining to that elector.
 - (ii) When name of an elector is transposed from one part of any constituency to another part of the same constituency or from one constituency to another constituency.
- 14.8.5 A replacement EPIC can be created at any time at no charge if elector makes an application for a replacement EPIC along with a police report or FIR that the EPIC is lost. Also, if the EPIC has been lost for reason beyond the control of the elector like flood, fire, other natural calamity etc., then no fee will be charged and police report will not be required for such cases.

- 14.8.6 A replacement EPIC has to be made and delivered to the elector only after taking respective application from the elector in all cases. Whenever EPIC is made consequent to inclusion, modification or shifting. EPIC should be issued and delivered to the elector within 32 - 37 days of the inclusion, modification or shifting order being made by the concerned Electoral Registration Officer.
- 14.8.7 In cases where a replacement EPIC is made on application from an elector for loss of original EPIC, it should be made and delivered to the elector within 32-37 days of the application being made.
- 14.8.8 Application for issue of a replacement EPIC for loss of original EPIC will be made to the registration officer in Form-8. Facilities for collection of applications in Form-8 should be provided in offices of EROs, Voter Registration Centres, etc. These forms should also be available with BLOs, who can be asked to collect filled up forms from electors whenever required and deliver them to the concerned Electoral Registration Officer. (Annexure-10)

14.9 Delivery/Distribution of EPIC

Delivery of EPIC will be made to the elector, in all cases, including the cases of Replacement EPICs, delivery of EPICs/Replacement EPICs to the electors shall be done only through Speed Post under acknowledgement.

14.10 Undistributed EPICs

For undelivered posts containing EPICs, the following standard procedure shall be followed:-

- (i) It has to be ascertained by the DEO/ERO with the Department of Post that such undelivered EPICs have been returned only after taking prescribed efforts to reach out to the electors concerned in terms of Article 5.4 of MoU between Department of Post and CEO.
- (ii) All EPICs that have been received back from the Department of Post, shall be got delivered through BLOs. EROs shall ensure such delivery within 15 days of receipt of undelivered EPIC from the Department of Post. Logbook of all such EPICs, which have been received back undelivered, till its delivery by the BLO with proper acknowledgement of receipt shall invariably be maintained for record and future reference.
- (iii) If it is found by the BLO, while delivering the EPIC to the person concerned, that the address printed on the EPIC is not correct, the BLOs will get the Form-8 filled up through online/offline mode to get the entry of address corrected in the electoral roll/EPIC.
- (iv) In case BLO is not able to deliver EPIC due to the reason that the person concerned is not residing at the given address or is dead. In such case, BLO concerned will report it to the ERO concerned, so as to delete name of such person from electoral roll, after following the due procedure of Law and Registration of Electors Rules 1960.

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

SECTION – VI

CATEGORIES OF

ELECTORS WITH SPECIAL

PROVISIONS

CHAPTER 15
REGISTRATION OF SERVICE VOTERS

CHAPTER 16
REGISTRATION OF OVERSEAS INDIAN ELECTORS

Chapter 15

Registration of Service Voters

15.1 Introduction

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

15.2 Who is a Service Voter

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

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

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

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

Who is a Service Voter?

- Members of Indian Army, Navy and Air Force
- GREF, BRO, BSF, ITBP, Assam Rifles, NSG, CRPF, CISF, SSB
- Members of State Armed Police Force of a State, serving outside that state
- Persons employed under Government of India in a post like Indian Missions outside India

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

- No EPIC is issued to a service voter.
- Service voters vote through Electronically Transmitted Postal Ballot System

15.3 Who is a 'Classified Service Voter'

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

15.3.1 What is a 'Proxy':- Under Rule 27N of Conduct of Election Rules, 1961, a service elector may appoint (by applying to the Returning Officer in Form 13F of Conduct of Election Rules, 1961) any person as his/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/she need not be a registered voter but he must not be disqualified to be registered as a voter.

15.3.1.1 A 'proxy' can be appointed in the following two ways:-

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

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

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

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

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

15.4.1 The list of the service voters is prepared separately for an Assembly Constituency as a whole and all service voters are registered at the end of the electoral roll of the constituency as a separate 'last' part (Annexure 36). All service voters belonging to an Assembly Constituency are listed together, irrespective of the place of residence in this last part of the roll for the Assembly Constituency. As they exercise their

franchise through postal ballots and not required to visit polling station personally, they are not assigned any specified polling station.

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

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

15.4.3 The last part containing the list of service voters is prepared in English and has three sub-parts -'A', 'B' and 'C'. ['A' is for Armed Forces; 'B' is for Armed Police Force of the States serving outside respective states; and 'C' is for persons employed under Government of India in a post outside India.] In all the sub-parts 'A', 'B' and 'C' the name of spouse should be entered immediately after the name of the husband/wife as the case may be where applications are made in the same Form. For the purpose of identification the additional entry "w/h" should be entered in the elector type column to denote spouse of a service elector and spouse's serial number should be indicated in the column provided for the purpose. The electors in Service Voter Roll shall be arranged in fresh series beginning with serial number 1 in each of the sub-parts 'A', 'B' and 'C' in the order in which statements of the service voters have been received and accepted. Serial number in component I (additions list) of the supplementary will be in continuation of the last serial number in the corresponding sub-part.

15.4.4 Even if there is no service voter in any or all of these sub-parts in any constituency, a 'Nil' electoral roll for each of the sub-parts should be prepared.

15.4.5 The last part of the roll containing Service Voter's list shall have a title page followed by elector's details (Annexure 36).

15.5 Application for Registration in the Last Part

15.5.1 As per Section 14 of the Representation of the People Act, 1950 and corresponding changes in the Registration of Electors Rules, 1960, four qualifying dates, namely, 1st January, 1st April, 1st July and 1st October are available in the law. Annual Summary Revision will be conducted with reference to 1st January of the year as qualifying date, with three subsequent qualifying dates of the year i.e. 1st April, 1st July and 1st October of the year in which the final publication of electoral roll is done. The applicants becoming eligible for registration with 1st January as qualifying date and subsequent qualifying dates of the year i.e. 1st April, 1st July and 1st October can submit their application in Form 2, 2A or 3, as the case may be, in advance, beginning from the date of draft publication of electoral roll. The applications received related to qualifying date 1st January will be processed as per the schedule of special summary revision and the last part of electoral roll be updated with final publication. While the applications with reference to three subsequent qualifying dates of the year, received in advance, during the Special Summary Revision period

and continuous updation thereafter shall be processed by the EROs under continuous updation during the relevant quarter, preferably in the first month of the quarter.

- 15.5.2 An eligible service personnel for registration as service voter shall have to apply/submit his statement in the prescribed Form 2, 2A, or 3 (as appended to RER, 1960) as the case may be as annexures 2, 3 and 4. These Forms have slightly been modified vide amendments in the Registration of Electors Rules, 1960 vide notification dated 17th June, 2022. The amended forms are available on the Commission's website <https://eci.gov.in/>.
- 15.5.3 All the activities of summary revision of the last part, including submission of Forms by eligible service personnel through their Record Officer/Commanding Officer and further process of the same by Record Officers/Commanding Officers and concerned Election authorities shall be done online using the improvised version of web based Information Technology system, which was introduced during the de-novo preparation of last part of electoral rolls, 2017.
- 15.5.4 For online registration of service personnel in the last part of electoral rolls, a dedicated portal i.e. <https://servicevoter.nic.in> has been made operational. All the transactions between the Record Officers/Commanding Officers and DEOs/EROs shall be done online and that too, on the above portal only. Login credentials of the Record Officers/Commanding Officers will be the same as provided to them during the last summary Revision. DEOs/EROs can access the portal with their existing MIS/PGRS/NGRS login credentials. For security reasons, there is a provision in the portal for changing the password by Record Officers/Commanding Officers concerned, and they should be advised to change the same, periodically. The status of the online Forms so submitted will be always visible to the Record Officers/Commanding Officers. The service personnel who is not able to file the statement in the prescribed Form online, can submit the Form in hard copy to his Record Officer. No service personnel will send the Form direct to Electoral Registration Officer (ERO)/District Election Officer (DEO)/Chief Electoral Officer (CEO) the Constituency/District/State in which his/her native place is located.
- 15.5.5 As per the law, no person should get himself enrolled as elector more than once in the same constituency or in more than one constituency. Any such enrolment may attract punishment under Section 31 of the Representation of the People Act, 1950. Therefore, every person having a service qualification and applying in Form itself, as the case may be, for registration as a service voter shall give a declaration in the form itself to the effect that he/she is not already enrolled as general elector in any constituency. If any service personnel fails to submit statement (Form 2/ 2A/3) by getting the same verified and forwarded through his Record Officer/Commanding Officer, his name will not be included in the last part. Therefore, all the Record Officers/ Commanding Officers concerned should be directed to ask each and every un-enrolled eligible service personnel under their jurisdiction to file statements online/offline in the prescribed Forms.
- 15.5.6 Form-2/2A/3 may be filed up by the individual Service Personnel (himself/herself) and his/her spouse under Service Details as applicable, if spouse is staying ordinarily with at his/her place of posting.
- 15.5.7 Furnishing of Aadhaar:- The applicant may furnish his/her Aadhaar number in the field provided for the purpose in Form 2/ 2A/ 3, as the case may be, if he/she is having

Aadhaar number, however, no application for inclusion of name in the electoral roll shall be denied and no entries in electoral roll shall be deleted for inability of an individual to furnish or intimate Aadhaar Number.

- 15.5.7.1 It is to be noted clearly that submission of Aadhaar number in the field provided in the Forms by the applicant is on voluntary basis, and the applicant shall neither be insisted to provide the same nor his/her non-submission of the same be ground of rejection of his/her application.
- 15.5.7.2 While handling Aadhaar number of the applicants, the provision under Section 37 of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 must be adhered to. In no circumstances it should go in public. If the electors' information is required to be put for public display, the Aadhaar details must be removed or masked.
- 15.5.7.3 As for preservation of Form-2/2A/3 in hard copy containing Aadhaar number, the provisions of Regulation 14(1)(mb) of Aadhaar (Authentication and Offline Verification) Regulations, 2022 (No. 2 of 2021) shall be strictly followed which says that Aadhaar numbers collected through physical forms or photocopies of Aadhaar number shall be masked by the requested entity by redacting the first 8 digits of the Aadhaar number before storing the physical copies. Hard copy of the Forms having Aadhaar number, wherever required to be retained, should be kept in the safe custody with the double lock by the ERO/Record Officer/Commanding Officers, etc as the case may be.

15.6 Process of Preparation of Last Part of Electoral Rolls

- 15.6.1 The list of service voters is prepared assembly constituency-wise and all service voters registered in a constituency are placed at the end of the electoral roll of that constituency, in a separate last part. All service voters belonging to that Assembly Constituency (AC) are listed in the last part together, irrespective of their place of residence. As the service voters have facility to vote through postal ballot (ETPBS) and they are not required to visit personally the polling station, there is no specified polling station earmarked for them.
- 15.6.2 The last part is prepared in English and has following 3 sub parts:-
 - (a) 'A' (for Armed Forces and Central Para Military Forces),
 - (b) 'B' (for State Armed Police Forces posted outside the State) and
 - (c) 'C' (for persons employed under Government of India in a post outside India)

15.7 Preparation and Publication of Draft of Last Part of Electoral Rolls

- 15.7.1 The integrated draft of the last part of electoral rolls for Summary Revision with reference to corresponding qualifying date, will consist of the finally published roll in respect of summary revision of last part with reference to last final roll published and the supplement list containing names of service electors included and deleted during the period of continuous updation.
- 15.7.2 Immediately after publication of draft roll, the Record Officers/Commanding Officers have to check the extract of the draft roll in respect of the service personnel under their charge.

- 15.7.3 The EROs shall download the file of last finally published roll; supplements in respect of continuous updation and also the integrated database file of draft roll and preserve a printout of the same for their future record.

15.8 Submission of Forms by Service Personnel

- 15.8.1 As indicated above, the summary revision of last part of electoral rolls shall be carried out in 100% online mode. For this purpose, Forms 2, 2A and 3 shall be available with respective Record Offices/Commanding Officer/Authorities concerned for use by the applicant service personnel.
- 15.8.2 Online Submission:- The service personnel will go to the portal of wing of Service/Force/Authority and apply in the relevant Form 2/2A/3. He will fill the Form and declaration there in online, download and get a print of the same. Thereafter, he will put his/her signature on the hardcopy and submit the same to the concerned Record Officer/Commanding Officer/Authority. The filled-up Forms will be received on database of the Server.
- 15.8.3 Offline Submission:- If a service personnel is not able to submit Form online, he/she may get hardcopy of Form 2/2A/3 from the Election Commission's website i.e. <http://eci.gov.in> or from his Record Officer/Commanding Officer or Head of chancery and he/she can submit duly filled in Form with his/her signature, to the concerned Record Officer/Commanding Officer for verification and further process. No Service personnel will send his/her Form direct to ERO/DEO/CEO of his/her AC/District/State where his/her native place is located.
- 15.8.4 In Form, 2/2A/3 a declaration to the effect that the applicant/ spouse is not already enrolled as a general elector in any constituency, has become the integral part of the Form, there is no need to enclose declaration Format, as was required previously with the Form. It should be noted that any person who makes a statement or declaration which is false and which he/she 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 with imprisonment for a term which may extend to one year or with fine or with both. The service personnel shall submit the Form online. These filled up Forms will be received on database of the server.
- 15.8.5 The relevant Form shall be submitted by the individual service personnel for himself/herself and his/her spouse, if she/he is staying ordinarily with him/her at his/her place of posting.

15.9 Process at the Level of National Nodal Officer

- 15.9.1 For better coordination between Services/CPF and Election machinery, a well-defined hierarchical system of authorities has been put in place with a National Nodal Officer of each wing of Services/CPF at the apex level. The National Nodal Officer is a single point contact for the Election Commission for coordination and overall supervision of the Record Officers/Commanding Officers of his respective wing, involved in the process of registration of service voters and ETPBS.
- 15.9.2 The National Nodal Officer creates, maintains and updates details and addresses of Record Officers/Commanding Officers under his charge. This is of utmost importance as updated and correct address is required for sure, smooth and timely delivery of postal ballots to the intended service voters through their Record Officers/Commanding Officers, during the elections.

- 15.9.3 For this purpose, the National Nodal Officer should login the service voter portal and update the particulars and address of Record Officers/Commanding Officers regularly and invariably before every Summary Revision of last part and bye-election/general election.

15.10 Process and Verification by Record Officers/Commanding Officers/Authorities

- 15.10.1 The Record Officers/Commanding Officers are mainly responsible for receiving, verifying, processing and sending the Forms submitted by Service Personnel to EROs and maintaining the updated record of registered service voters under their respective charge.
- 15.10.2 Various stages of processing of Forms by Record Officers/Commanding Officers are as follows:-

Preliminary checking and verification of details

- (i) The Record Officer/Commanding Officer/Authority concerned shall check the Form received online/offline to ensure that the particulars and the full address including home town/village and district in respect of the applicant service personnel are correct, complete and duly filled in, so that the district and constituency in which the applicants' native place is located, can be determined.
- (ii) As per law, mentioning of service no. /buckle no. i.e. unique number in Form is mandatory for identification of service personnel. The Commission has however, allowed to provide a separate unique number instead of service number/buckle number for security reasons, if a request is made to this effect by the head of the service with the condition that the unique no. shall remain same throughout his service period. While checking the Form, the Record Officer/Commanding Officer/Authority should keep this in mind whether their Wing/Force has made such specific request to the Commission, and if so, what unique number have been allotted to the Service Personnel under his charge.
- (iii) Instead of verifying the Form in a mechanical and routine manner, the Record Officers/Commanding Officers/Authorities should carefully check that the details given in the Form match to the service records of the applicant service personnel and no fact regarding his/her earlier registration, if any, has been concealed by him/her in the declaration. The Record Officer/Commanding Officer/Authority should duly brief and advise the applicant service personnel about the penal provision for false declaration made under Section 31 Representation of the People Act, 1950, mentioned above in paragraph 8.4 above.
- (iv) The Record Officer/Commanding Officer/Authority shall obtain hard copy of each of the Form received offline/online, duly signed by the applicant service personnel, for his record.

- 15.10.3 Digitization of Forms received offline:- The Record Officers/Commanding Officers/ Authorities concerned shall digitize all the Forms received offline from service personnel under their charge, on service voter portal and upload the signed Form.
- 15.10.4 Uploading through XML files:- the Record Officers/Commanding Officers/ Authorities can create an XML file of each of the Forms, received by them online as well as offline.
- 15.10.5 Uploading of Form and declaration through XML file:-
- (i) The Record Officers/Commanding Officers/Authorities shall scan the hard copy of Form and declaration (which is integral part of the Form itself), duly signed and verified, and upload the documents so scanned along with XML file itself on the service voter portal. During the de-novo exercise and period of continuous updation thereafter, the Record Officers/Commanding Officers/Authorities were allowed to push XML file and Form separately; however, this facility would not be available during Summary Revision. Accordingly, XML file, form and declaration/documents are required to be submitted simultaneously.
 - (ii) While uploading the XML file and Form, the Record Officer/Commanding Officer/Authority shall assign Assembly Constituency, District and State. If it is not possible to ascertain the name of concerned Assembly Constituency from the address filled by the service personnel, the 'State' and 'District' should be assigned. To avoid undue delay in processing of Form by the ERO, utmost care should be taken in assigning correct Assembly Constituency/ District/State.
- 15.10.6 As the Forms are signed by the applicant service personnel and duly verified by Record Officer/Commanding Officer/Authority before uploading the same on the service voter portal through his secured login, hard copies of Forms and declaration are not required to be sent to the EROs. However, the Record Officer/Commanding Officer/Authority and EROs shall download the database file and get a print out of the same for their future record
- 15.10.7 In view of the above, the Record Officer/Commanding Officer/Authority should not send hard copy of the Forms received offline to Election Commission of India.
- 15.10.8 Recommendation for deletion by Record Officer/Commanding Officer:-The Record Officer/Commanding Officer will check the draft roll and recommend for deletion of names of such service electors who is no longer eligible to continue in the last part due to superannuation resignation/ death/shifting as a general elector. The Format for recommendation for deletion of existing service elector from the last part has been provided on service voter portal for use by Record Officer.

15.11 Process at level of DEO

- 15.11.1 Although online Forms contain all necessary fields given in Form 2, 2A and 3 along with additional requisite information, there may be some cases in which the Record Officer/Commanding Officer has not mentioned the Constituency and the concerned ERO is not able to access the Forms relating to him. In order to ensure that all the Forms reach to the EROs concerned, the DEOs shall login the service voter portal through the credentials provided to them and allocate/assign the Constituency on the basis of address of native place of the Service Personnel.

- 15.11.2 For a DEO, there may be following 3 types of lists of Forms:-
- (i) Forms relating to his district without mentioning name of constituency, either received from Record Officer/Commanding Officer or from some other DEO in the State-in this case, DEO shall allot the Constituency, and
 - (ii) Forms relating to some other district in the State, wrongly marked by the Record Officer/Commanding Officer/Some other DEO in the State- in such case, DEO has option to mark it to the concerned district.
 - (iii) Incomplete Form updated by Record Officer/Commanding Officer/Authority.
- 15.11.3 Where it is not possible to allot/assign a constituency for want of address details, the DEO shall return the said Forms to the concerned Record Officer/Commanding Officer with his remarks. The Forms so returned, will appear in the 'Return' list on the service voter portal.

15.12 Process and disposal at level of ERO

- 15.12.1 After allocation/assigning of the Constituencies in the Forms by the DEO, wherever required, the ERO concerned will be able to see the list of all applicants related to his constituency, by logging in on the service voter portal with his login credential.
- 15.12.2 For an ERO, there may be following 3-types of list of Forms:-
- (i) Forms mentioning name of district and constituency-In such case, the ERO will be able to access the Form.
 - (ii) Forms allotted/assigned by DEO or some other ERO in the district.
 - (iii) Forms relating to some other constituency in the district, wrongly marked —in such case, ERO has option to mark such applications to the concerned constituency.
- 15.12.3 As the signed and scanned copy of the Forms with due verification will be sent by the Record Officer/Commanding Officer/Authority, ERO shall start the processing of such Forms immediately after its receipt.
- 15.12.4 The Forms will not be visible in the exact format of Forms 2/2A/3. However, the ERO will be able to see all the fields of the Form with various options including 'Accept' on the screen. ERO shall also check whether the details shown in the signed Form and the corresponding Form exactly match or not. In case of mismatch between the details provided in the signed Form and Form on the screen, that has to be returned to Record Officer/Commanding Officer with specific comments. For indicating the reasons for returning of a Form by ERO, a box has also been provided. On the basis of the reason specified in the box, the Record Officer/Commanding Officer may submit the corrected Form.
- 15.12.5 On resubmission of corrected Form by Record Officers/Commanding Officers, the ERO has two options of finally accepting or rejecting the same. The communication in respect of a particular Form between ERO and Record Officer/Commanding Officer may continue till ERO finalizes the Form by clicking 'OK' button.

- 15.12.6 Disposal of online Forms will be done by the ERO concerned in the same manner as being followed in the disposal of Forms during de-novo exercise and continuous updation. The ERO has to satisfy himself that the applicant fulfils all the eligibility criteria fixed for registration and his complete details are available in the Form so as to accept the same.
- 15.12.7 The disposal of Forms will be done by the EROs on the service voter portal and the status of progress of processing will be simultaneously visible on dashboard on the portal to the Record Officers/Commanding Officers. The Record Officers/Commanding Officers can download and print the list of accepted/rejected Forms in respect of service personnel under their charge. Before disposal of the Forms, ERO should also download the scanned copy of each of the Forms and keep the same in record for future reference.

15.13 Final Publication

- 15.13.1 After passing the final order by the EROs, the last part will be finalized in the format prescribed by the Commission. The EROs shall keep a list of inclusions and deletions made during the Summary Revision and get a printout of the same for their future reference. Thereafter, the final roll will be integrated and made available at the service voter portal in a database file on the date of final publication.
- 15.13.2 The Record Officers/Commanding Officers have to check final publication of the last part for further communication to the concerned service personnel.
- 15.13.3 The EROs and Record Officers/Commanding Officers shall download the database file and get a printout of the same for their future record.

Chapter 16

Registration of Overseas Indian Electors

16.1 Introduction

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

16.2 Who is an Overseas Indian Elector

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

16.3 Manner and Procedure of Registration of Overseas Indian Electors

16.3.1 According to Rule 8B (1) of Registration of Electors Rules, 1960, an eligible overseas elector, desirous of being registered in the roll for the constituency pertaining to the locality in which his place of residence in India as mentioned in his passport is located, may make an application

An Overseas Indian Elector may enroll his name in the Electoral Roll of the Assembly Constituency pertaining to the locality mentioned in his passport only. An application for inclusion may be made to the ERO concerned either directly or electronically or by post in Form 6A.

in Form 6A (Annexure 8) to the concerned Electoral Registration Officer directly or electronically or send the application by post. Rule 8B (2) provides that as in the case of other general electors, overseas electors shall also use Form 7 and 8 (Annexure 9 -11) for the purpose of objection to inclusion of a name in the roll or correction or shifting.

16.3.2 If the application for the inclusion is made by post, it should be accompanied by one recent passport size coloured photograph, duly affixed in Form 6A and photocopy of the relevant pages of the passport containing photograph, his/her address in India and all other particulars of the applicant and also the page of passport containing the valid visa endorsement. These photocopies should be duly self-attested by the

applicant. Application without the attested photocopies of these documents will be liable to be summarily rejected.

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

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

- 16.4.1 The Electoral Registration Officer shall prepare a list of claims & objections received from overseas electors and display the same on the notice board at his office. It shall also be available on the website of the Chief Electoral Officer of the State concerned. The Electoral Registration Officer has to keep a separate register for applications received in Form 6A. All applications received in Form 6A should be entered in this register.
- 16.4.2 The Electoral Registration Officer shall ask the Booth Level Officer concerned to visit the home address mentioned in the passport of the overseas electors. The Booth Level Officer shall ask relatives of the applicant, if any, to verify the self-attested copies of documents and give a declaration (Annexure 39) to this effect. In those cases, where no relatives are available or relatives are not willing to give the declaration for verification of documents or the Electoral Registration Officer is not satisfied with verification of documents by relatives, documents will be sent for verification to the concerned Indian Mission in the foreign country where the applicant resides.

16.4.3 The decision of the Electoral Registration Officer should be communicated to the applicant by post on the address of the applicant in the country of his residence given by the applicant in his application in Form 6A and also be sending an SMS on the cell phone number given by the applicant in his application in Form 6A.

16.4.4 Personal hearing on application by an overseas elector:- If personal hearing is necessary in respect to any claim or objection to the inclusion of name in the roll as overseas elector, the Electoral Registration Officer shall designate and authorize an officer from the Indian Mission at that particular country where the concerned applicant stays to hear the applicant for the objection raised. If the objector is also available there then both the parties are heard. The designated officer will send a report to the Electoral Registration Officer to enable him to take decision in the case. In no case, the personal appearance of the applicant/objector living abroad shall be required by the Electoral Registration Officer in India. The Election Commission has asked the Ministry of External Affairs to designate one officer in each Indian Mission abroad. The names of such officers who can be so designated by the Electoral Registration Officer shall be sent to the Electoral Registration Officers through the Chief Electoral Officer by the Election Commission in consultation with Ministry of External Affairs.

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

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

16.6 Intimation about Change in Address

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

16.7 Identification of Overseas Indian Elector at Polling Station

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

SECTION – VII

IT INNOVATIONS

CHAPTER 17

COMPUTERIZATION OF ELECTORAL ROLLS

CHAPTER – 18 CITIZEN CENTRIC SERVICES

CHAPTER – 19 ELECTION OFFICIAL CENTRIC SERVICES

CHAPTER 20

ERO NET

Chapter 17

Computerization of Electoral Rolls

17.1 Historical Background

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

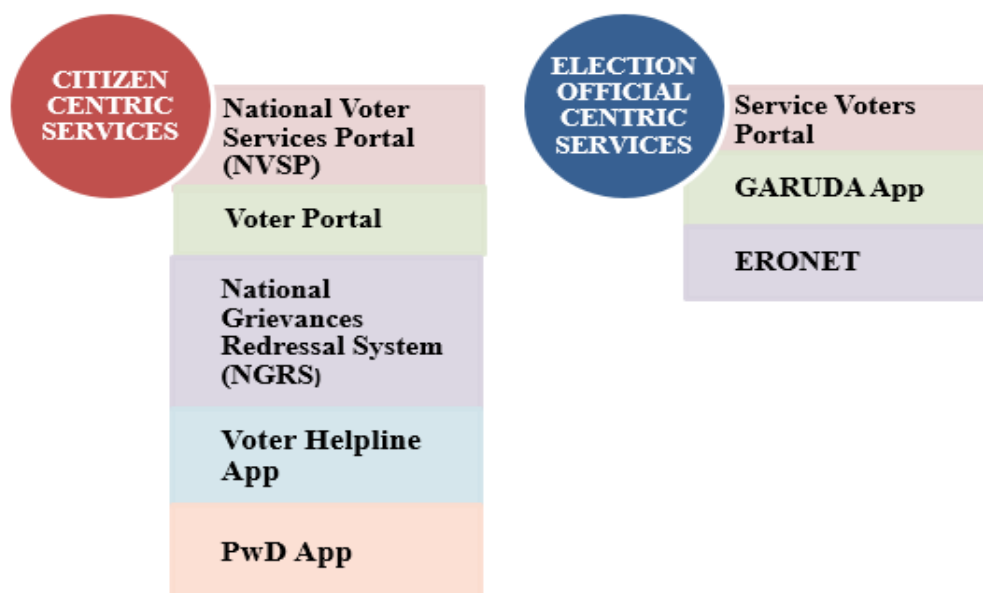
- 17.1.1 Apart from the high volume of data of 620 million plus electors at that time, the IT solution had also used to contend with the challenge of handling multiple Indian languages in which electoral roll was required to be printed. At the time of initiating the programme for computerization of electoral rolls, there was no precedent of a nation-wide standard IT solution for management of data of such massive size and in multiple scripts in Indian languages. After having several detailed discussions with Chief Electoral Officers and IT professionals, the Election Commission prepared a draft standard and took up prototyping of the software solution in Gurgaon with the help of Haryana Electronic Corporation (HARTRON).
- 17.1.2 As mentioned above, specific standards were developed for implementing the Indian language components with facilities for sharing data across geographic, administrative and linguistic boundaries. For this purpose, the Election Commission prescribed adoption of standards of the Bureau of Indian Standards, namely, ISCI (Indian Standard Core for Information of Interchange) and INSCRIPT Key Board. The Election Commission also indicated clear standards for operating system, data storage in the relational database model. As for the data content, the Election Commission provided in its standard documents, a complete list of tables with various data elements clearly defined. An important feature of the data content was a comprehensive coding strategy for various geographical and administrative units in as much as this impacted the electoral rolls management system at various levels.
- 17.1.3 The computerization of electoral roll was designed from the initial stage with a view to manage it in a decentralized manner at the districts. With this objective, small Local Area Network (LAN) were established at offices of District Election Officers for the operation and maintenance of the roll.
- 17.1.4 The key change introduced by the Election Commission in its approach was to look at the electoral rolls not as a simple printed text but as a database which could be regularly updated through a computer-based solution, while maintaining security, integrity and continuity of data from one revision to another revision. For this purpose, format and layout of the electoral roll was clearly defined. The Election Commission prescribed a standard format for printing of electoral roll by processing the data available in the database. Essentially, the printed electoral roll was now a computerized report rather than simply a printed text. A title page and a header

portion were provided at the Assembly level and polling station level respectively. The title page of Assembly Constituency contains the area covered by the constituency as per the delimitation order and nomenclature of administrative and geographic units along with a summary of gender-wise electors' details and number of parts in the constituency. Another important innovation was to provide for scoring out names of deleted electors through the computerized system reducing the scope of any mischief by way of arbitrary or unauthorized manipulation particularly, on the eve of an election.

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

17.2 Present Status

As mentioned above, initially, the computerized electoral roll was maintained at district level. Gradually, it moved to state level and electoral rolls were standardised by using their own Electoral Roll Management System (ERMS). The Election Commission has been issuing guidelines from time to time for standardization of electoral roll database. Subsequently, Election Commission took a landmark initiative by launching Unified National Photo Electoral Roll (UNPER) and standardised the electoral roll database and management, thereby bringing all the different state database & management as an umbrella database wholly managed and supervised by Commission. New IT initiatives were also launched by the Commission for managing electoral rolls in an improved and user-friendly manner. In this connection, various citizen centric web-portal and mobile apps namely National Voter Service Portal (NVSP), Voter-Portal, Voter helpline app and election officials' centric services like ERO-Net, Service Voter, GARUDA app have been launched offering interface between the Election Commission and the citizen at one level and at the other level, between the Election Commission and Election officials in the States.

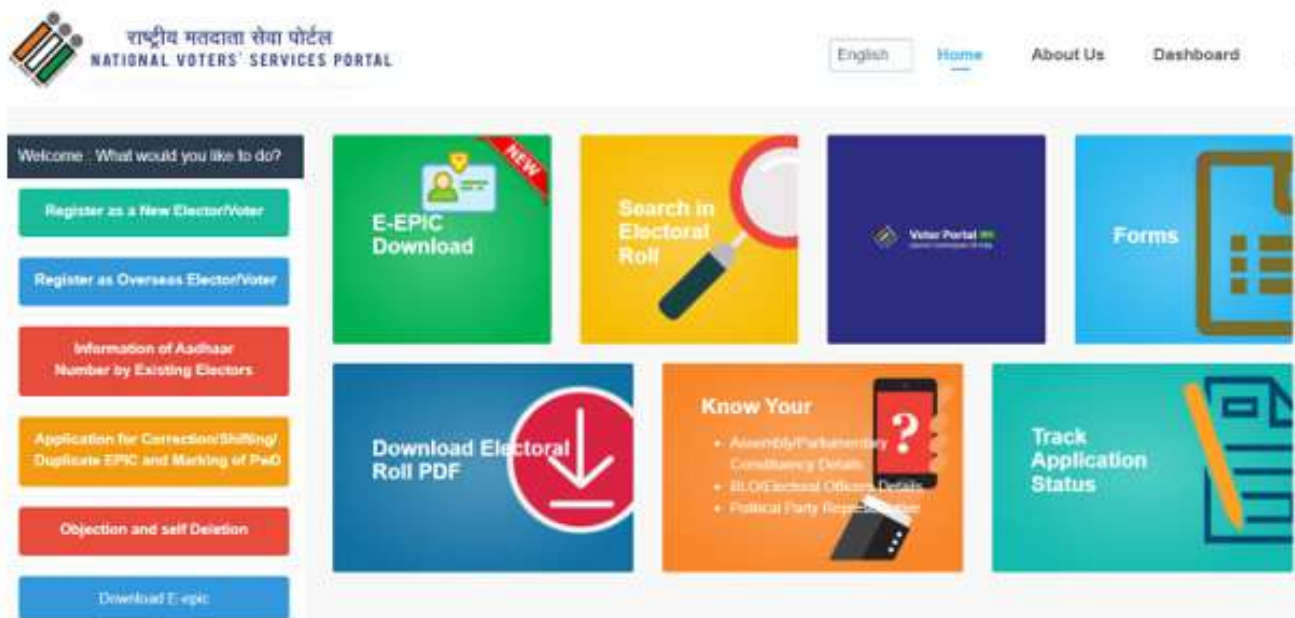


Chapter 18

Citizen Centric Services

As an innovation in IT, various web-portal and apps have been developed for citizen, providing direct interface between Citizen and Commission.

18.1 National Voters Service Portal (NVSP)



The new IT initiatives envisage a blend of improved management of electoral rolls as well as extending prompt and quality services to the citizens. To achieve the above objective, the Election Commission launched National Voter Service Portal (NVSP) on its website for the citizens on the occasion of National Voters' Day, i.e. 25th January, 2015. National e-Services provided on NVSP offers interface between the Election Commission and the citizens and at the same time increases easy access of information to the citizens at national level. These software services are being offered through a common portal which can be accessed by the users from public through internet. With the availability of UNICODE for use of handling Indian languages, it was introduced in all applications by upgrading the necessary infrastructure and software. The NVSP portal has a responsive User Interface (UI) which works on both desktop and mobile.

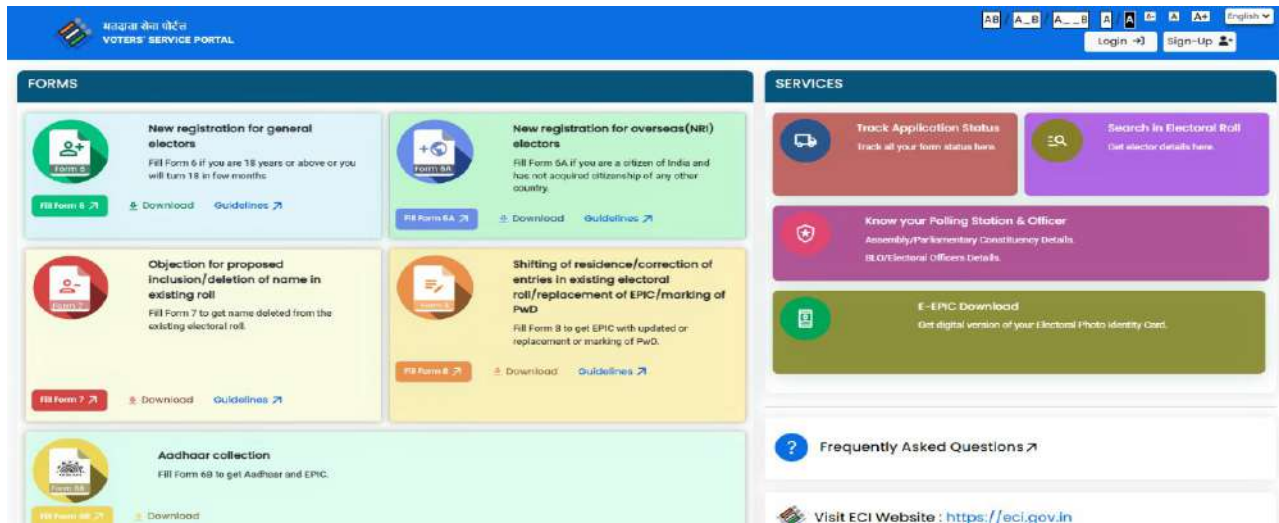
18.1.1 Main Functionalities :-

The single stop online e-services currently offered at NVSP are as listed below:-

- (i) Search your name in electoral roll: Elector can search his name and particulars in electoral roll, polling station details, Parliamentary Constituency wise or District wise by providing his name and relatives name or EPIC No.
- (ii) Know your BLO, ERO and DEO: User can get particulars of Booth Level Officer/Electoral Registration Officer/ /District Election Officer by entering the EPIC number.
- (iii) Access to e-roll in pdf format: User are directed to respective website of Chief Electoral Officer and can get access and view/download electoral rolls in pdf format.
- (iv) Apply online forms for the following services:-
 - New Voter Registration (Form6)
 - Inclusion of names for overseas electors (Form6A)
 - Letter of Information of Aadhaar number for the purpose of electoral roll authentication (Form 6B)
 - Objection for Proposed Inclusion/ Deletion of Name in Existing Electoral Roll(Form 7)
 - Shifting of Residence/Correction of Entries in Existing Electoral Roll/ Replacement of EPIC/Marking of PwD (Form 8) In all the above services, electors are provided facility to upload scanned copies of documents and photograph.
- (v) Track status of application: An applicant can track his application already submitted online or know status by providing reference ID provided to him at the time of online registration.
- (vi) Dashboard for Citizen: Dashboard facility has been provided to all the registered electors to check the status of all his applied forms.
- (vii) E-EPIC Download: User can download electronic copy of EPIC Card (E-EPIC) by providing EPIC no or reference no of the form.

18.2 Voters' Service Portal:-

Voter Portal is a unified single integrated open interface for citizens to make online request for inclusion of their name in the electoral roll, correction of personal particulars, shifting of residence within assembly constituency or to another assembly constituency and seeking for objection/ or deletion of names in electoral roll. The portal is an interactive portal using Voter Mitra, a digital assistance feature, that assist and explain each step by providing tips, Things you Should know, during the process of voter registration. The citizen is guided intelligently to submit the right form correctly. The form is then sent to ERONET for processing.



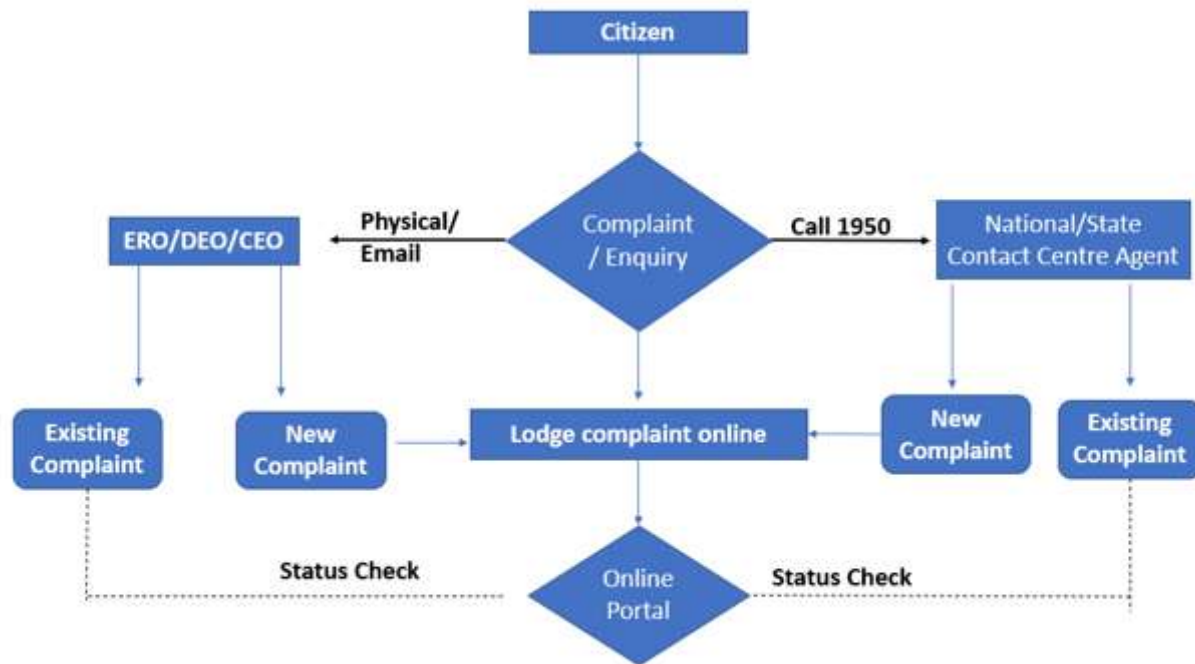
18.2.1 Main Functionalities:-

The single stop online e-services currently offered by Voter Portal are listed below:-

- (i) Apply online forms
 - New Voter Registration (Form6)
 - Inclusion of names for overseas electors (Form6A)
 - Letter of Information of Aadhaar number for the purpose of electoral roll authentication (Form 6B)
 - Objection for Proposed Inclusion/ Deletion of Name in Existing Electoral Roll (Form 7)
 - Shifting of Residence/Correction of Entries in Existing Electoral Roll/ Replacement of EPIC/Marking of PwD (Form 8)
- (ii) Electoral Search: Elector can search his name and particulars in electoral roll, polling station details etc.
- (iii) Lodge complaint: Elector can lodge complaint related to voter ID, electoral roll, complaint against official, or facilities in polling station. They can also provide feedback/suggestions.
- (iv) Track status of complaint or application form: Applicant can track his complaint/application status using mobile number/reference ID.

18.3 National Grievance Services Portal (NGRS)

NGRS is a robust centralised grievance handling system. The application provides for a single interface for handling citizen complaints by the Election officials. All Electoral Officers, District Election Officers, CEO and ECI Officials are part of the system. Complaints are directly assigned to respective user upon complaint registration. It provides a comprehensive redressal mechanism to the complaints of the Citizens, Electors, Political parties, Candidates, Media, and Election officials at National, State and District level. The system is seamless and Integrated Help Desk-cum-Call Centre-cum- Single Window system. This portal is available for citizens of India where people can directly lodge IFSC (Information, Feedback, Suggestion and Complaints) into this. IFSC are captured through online mode (Portal, Contact Centre) and offline mode (FAX, Letter, and Personal Meeting).



18.3.1 Functionality and the relation between Citizen, Agents and ECI Officials:-

The functionality and the relation between Citizen, Agents and ECI Officials:-is as follows:

(i) Citizen

- Lodge complaint after sign up/login to NGRS portal <https://eci-citizenservices.eci.nic.in/> portal.
- View status of lodged complaint using the reference number generated after submission of the complaint.
- Provide feedback/suggestion.

(ii) Agents

- 1950 Call Centre Agent digitize the complaint registered through call in 1950 in the <https://contactcenter.eci.nic.in/> portal.
- Reference number is generated upon successful submission of the complaint.
- Track complaint status using the reference number.

(iii) ECI Officials

- Login to <https://eci-citizenservicesforofficers.eci.nic.in/> and check status in the dashboard for assigned complaint lodged from online sources, or through NCC/ SCC/ DCC or complaint lodged from cVIGIL app.
- Acts on each complaint and dispose the registered complaint by taking suitable action.
- Register complaint on behalf of elector.
- Tracked complaint status which are in open, in-process, defaulted or resolved.
- Create and manages user profile.

18.4 Voter Helpline App

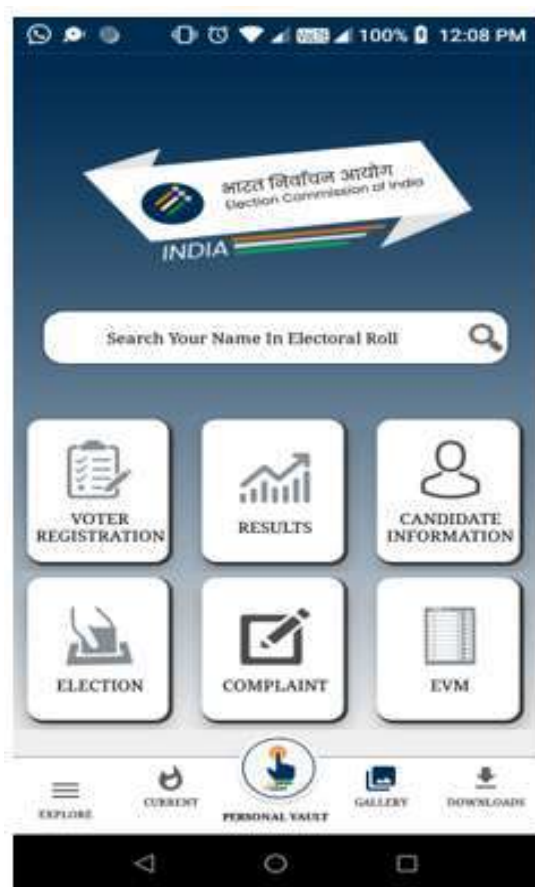
Taking forward its continuous efforts of building an active democratic citizenry in the country, Election Commission of India has undertaken a new initiative by designing a Mobile Application for developing a culture of avid electoral engagement

and making informed and ethical ballot decisions among citizens of the country. The app is a comprehensive app that aims to provide a single point of services and information delivery to voters across the country. During the process of voter registration, Voter Mitra, a digital assistance feature is embedded with the app, that assist and explain each step of registration by providing tips, Things you Should know. The citizen is guided intelligently to submit the right form correctly. The form is then submitted to ERONET for processing.

18.4.1 Voter service features:-

The voter service features provided with the App are:-

- (i) Electoral Search- Citizen can search for their name in Electoral Roll by scanning barcode on the voter ID card/or entering elector details/ or EPIC No.
- (ii) Voter Registration (Submission of online forms)
- (iii) New Voter Registration (Form6)
- (iv) Objection for Proposed Inclusion/ Deletion of Name in Existing Electoral Roll (Form 7)
- (v) Correction of entries (Form 8) (Shifting/ Correction/ Epic Replacement/ PwD Marking.)
- (vi) Electoral Authentication Form (Form 6B)
- (vii) Track status of applied form. The citizen can view each step of his application along with timestamp and the result whether it has been accepted or rejected.
- (viii) Register and track status of Complaint related to electoral services and track the complaint disposal status, using the complaint reference number.
- (ix) Download digital photo voter slip of the elector.



18.4.2 Information delivery section:-

The information delivery section provided with the App are:-

- (i) Voter Education information on services & resources for voter & electoral officers on registration, election, EVM, technology (apps).
- (ii) Candidate & Political Parties profile, affidavit, nomination, income statement, assets, criminal cases etc.
- (iii) Election & Results details of past, current and future election,
- (iv) Media & Publication relating to newsletter, instructions, handbook & manual, statistical report etc.
- (v) Current news and Press Releases of the Election Commission.

- (vi) Download registration form, press-releases, ECI publications, EVM Audio files, newsletter, instructions, handbooks & manuals, statistical reports etc.
- (vii) The Voter Helpline App is available in both android and iOS versions and can be downloaded from Google Play Store and Apple App Store.

18.5 Persons With Disability (PwD) App

The Election Commission of India is working towards easing the voter identification and registration process for people with disability (PwDs) by offering them customised services. Under a new programme, PwDs need to share their essential details with Election Commission via call service numbers, or a specially designed app that can be easily downloaded on their smart phones. The PwD app is available in both android and iOS versions and can be downloaded from Google Play Store and Apple App Store respectively.

18.5.1 To facilitate the Persons with Disability, the Election Commission of India developed



a mobile application, the PwD App. An eligible person with disability can get enrolled in electoral roll by declaring himself as a person with disability. Upon receiving the request from PwD elector, the Election Commission will ensure that the BLO reaches out to elector concerns for doorstep delivery of electoral services.

The PwD app facilitates PwD Voters in verifying their names in the electoral roll, enrolling them, getting their name, address and photograph corrected. To do this, mobile accessibility features like voice-over prompts, high contrasting interface, and easy navigation features are embedded with the app. The user interface is very simple.

The PwD user enters the mobile number and address and the information travels down to Electoral Registration Officer (ERO) in minutes and ERO in-turn allocate the case to BLO to visit the PwD elector to get the form filled up. During the whole process, PwD App user can use the reference number to track his application status.

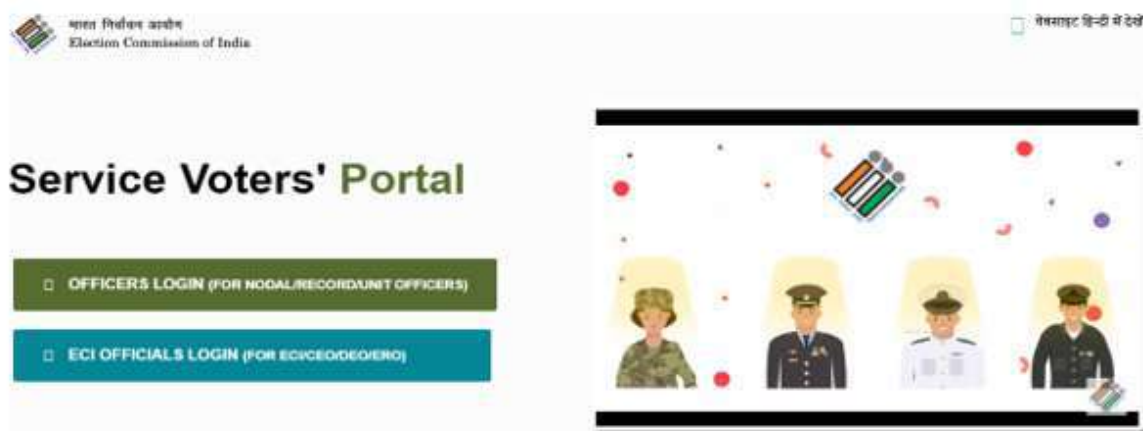
18.5.2 The app provides the following facilities to PwD voters:-

- (i) **Inform About Your Disability:** The App allows the person with disability to mark himself as PwD voter by entering his EPIC number only and it will automatically fetch his details. Voice Access and select to speak features are also available for the visually impaired persons.-
- (ii) **Request For New Voter ID Registration:** This allows the PwD to register as a new voter with minimal information. Registration will only require the name and address of the person and the rest of the work would be done by the Election Commission by providing doorstep facility, i.e. BLO would be assigned and visit the PwD to get the form filled up.-

- (iii) Request For Transfer: When a voter relocates from one geographical location or one constituency to another, he has the option to raise transfer request through the PwD App.-
- (iv) Request For Change: Any correction, addition, or deletion in voter ID card can be done using a “Request for Updation” feature.:-
- (v) Request For Wheelchair: The PwD user can raise the request for wheelchair- using this feature of the mobile app by clicking the option after login using the mobile number.-
- (vi) Find Polling Station: The booth locator feature incorporated and integrated Google Maps, to ease the PwD voters to reach polling stations. It helps the voters to find the polling booth location and directs them to the booth location from the current location.-
- (vii) Electoral Search: The PwD elector can search for his name in Electoral Roll by scanning barcode on the voter ID card/or entering elector details/ or EPIC No.
- (viii) Register and track status of Complaint: The PwD elector can lodge complaint related to electoral services and track the complaint disposal status, using the complaint reference number. -
- (ix) Interaction Controls: The TalkBack feature allows interaction using speech, vibration, and audible feedback for users who are unable to operate smartphones. The enlarged graphics like text and icons, High contrast themes, Structured headlines, and better typography enhances the readability of the content.-
- (x) Easy To Use: This App has been designed keeping easy and interactive user interface in view. The content has been classified based upon the user’s disability. PwD users with minimal technical knowledge can easily use the app to claim all the benefits like the request for a wheelchair, mark as PwD, etc.-
- (xi) Candidate List: One of the important features of the app is the availability of the contesting candidate list on the app. The PwD voter can find the list of their candidates. Once the list is finalised, the PwD voter can know the list which is exactly as per the ballot paper. The blind user can hear the candidate list along with the position in the list.-

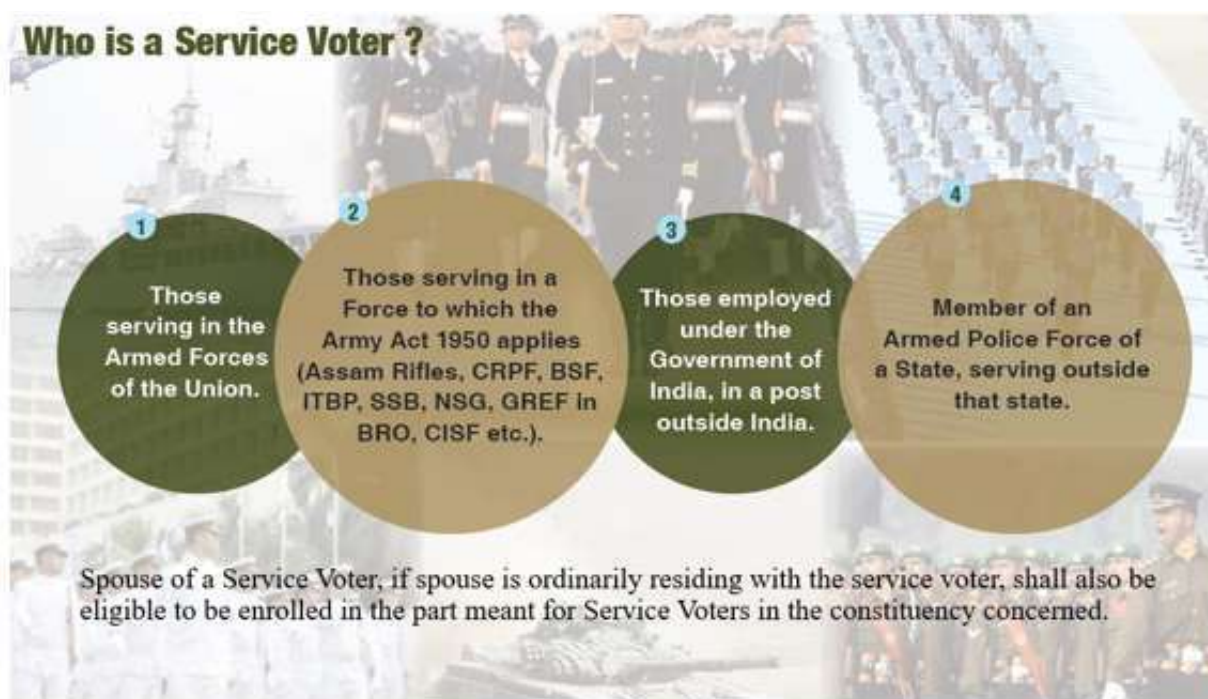
Chapter 19

Election Official's Centric Services

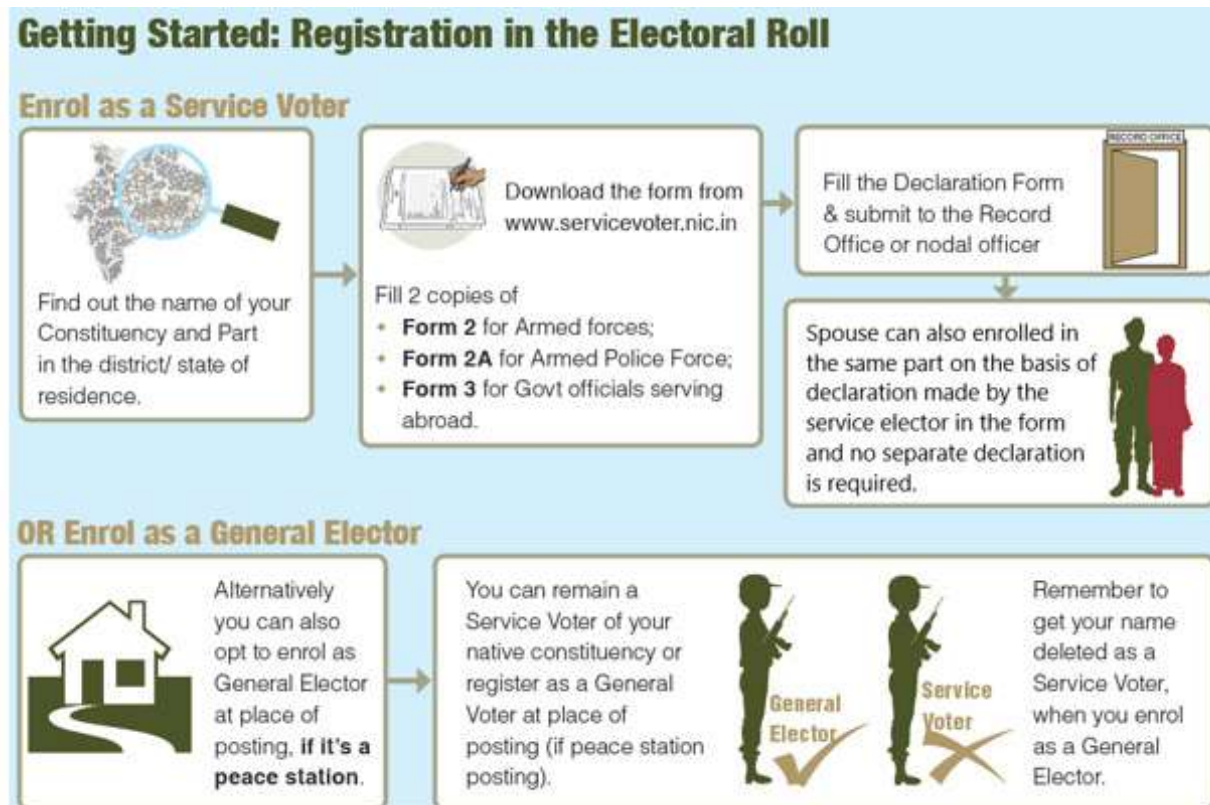


19.1 Service Voter Registration Portal

The portal was launched on 14th July 2017 to mitigate the difficulties and hardships faced during registering and exercising franchise encountered by the service voters, especially by the armed forces and police personnel serving at the border and remote areas of the country and the service personnel working under the Government of India in missions abroad.



The online Service Voter Registration Portal system provides convenience and easy-to-use portal for defence personnel, employed under the Government of India and member of an armed police force of a state and serving outside that state. The system allows registration and acceptance of forms for Service Voter. Through this online system, service voter applies online/offline form and submit the signed copy form to concerned Record officers/Unit Officer for verification and then uploading to Service Voter portal. The District Election Officer assigns the Assembly Constituency to Service Voter forms, and the forms are processed by Electoral Registration Officer.

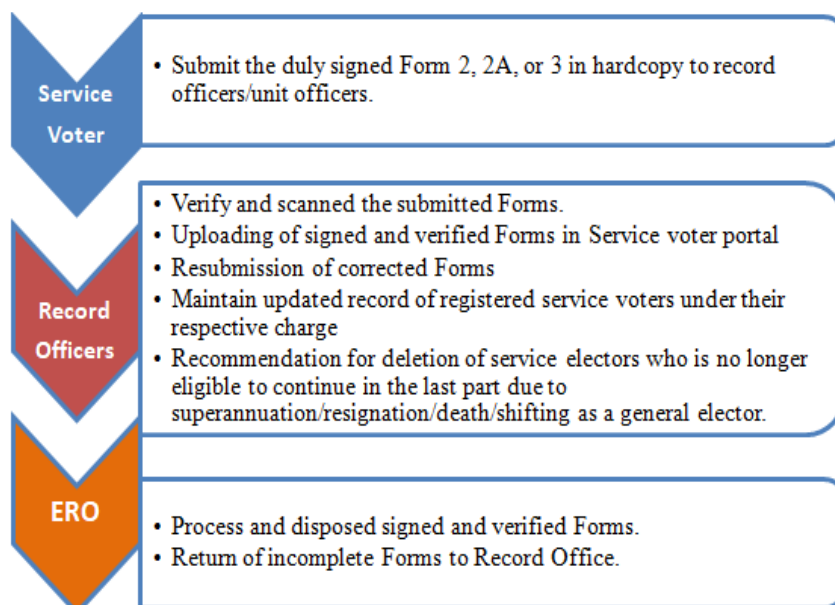


The names of service voters are appended in the last part of the electoral roll. The data of service voter is maintained by ECI and the request for registration is submitted by the Record Officer.

- 19.1.1 The main functionalities provided through service voter portal are:-
- Processing of electoral forms-
 - Maintain last part of electoral rolls-
 - Communication between EROs across ACs and States-
 - Simultaneous addition and deletion process-
 - Connected with a single source of online forms acceptance (through servicevoter.nic.in), it provides real-time monitoring of the progress of the form processing (Status of the forms submitted)-
 - In case of deletion, proper records of deletion, notices are generated, issued and notice served details are captured.-
 - Easy to use Dashboard for DEOs, CEOs, ECI officials and EROs themselves for single window view and dashboard for Nodal, Record and Unit Officer to view the status of registration.-

- (viii) Draft and Final roll of the last part is automated and is available under CEO and ERO logs on the day of the draft and final publication.-

19.1.2 Work Cycle of Service Voter Portal:-



19.1.3 Login Form of Service Voter

Application No	Service No	Gender	Name	Age	Elector Type	Relation Name	Relation Type	State Name	District Name	AC Name	Address	Police Station	Reason	Action
1384277	134912	M	THANGHOLLUN DOUNGEL	41	M	LUNTHANG DOUNGEL	F	MANPUR	KANGPOKEI	SAIKUL (ST)	SAMPHUNG SAMPHUNG SAMPHUNG SAIKUL SAIKUL 796118	SAIKUL		View Form

19.1.4 Form Processing page of Service Voter

Form 2
(See rule 7)

The Registration of Electors Rules, 1960
Statement as to place of Ordinary Residence by a member of the Armed Forces

Personal Details

Full Name : THANGHOLLUN DOUNGEL
 Relation Name : LUNTHANG DOUNGEL
 Relation Type : Father
 Age : 41 Years Date of Birth : 02/01/1981
 Gender : Male EPCI No (if issued) :
 Mobile : 987453018 Email id : .000

I hereby declare that I am a citizen of India and that for my service in the Armed Forces I would have been ordinarily resident at

House/Building/Apartment No : SAMPHUNG
 Street/Mohalla : SAMPHUNG
 Locality : SAMPHUNG
 Town/Village : SAMPHUNG
 Post Office : SAIKUL
 Police Station : SAIKUL
 Tehsil/Taluka/Mandal : SAIKUL
 State : MANPUR District : KANGPOKEI
 AC Name : SAIKUL (ST)

Service Details

Service/Buckle No : 134912 Rank : BTEENAH
 Name of Armed Force : AR
 Service/Corps/Regiment : AR
 Name and Address of Record Office : Record Office: HQ DGAR, Headquarters Directorate General and Branch Lathamkhun Shilong 792011, Unit 8 RFE312 Assam Rifles PH 932015

Forward to AC with in Same District
 Wrong Assignment of AC Forward to DEO
 Incomplete Information Return Form
 Pass Order For Enrollment
 Reject Signed Form

Select --Select--

Print Form Close

19.2 GARUDA App (Geographical Asset Reconnaissance Unified Digital App)

GARUDA App is a mobile App for Booth Level Officer (BLO). It provides online processing mechanism for enrolment received online/offline, claims & objections. The app offers a rich interface to the BLOs where BLOs can verify the elector details, upload documents, and provide their remarks for further processing of the forms. It eliminates the tedious and labour-intensive manual mode of verification and collection of electors documents, delaying the process of form processing. This app provides a unique feature to the BLO's of field verification for the allotted forms. This is a Go Green initiative of ECI where lots of paper drill converted in a mobile app that were getting used during physical verification of a form. Garuda App is designed to also capture the information of polling stations and its Assured Minimum Facilities (AMF) and Extended Minimum Facilities (EMF). BLOs have the facility to add or update data for available facilities and identification of polling stations and marking of distance from important places to the Nearest Bus stand/ Police station/ Fire station/ Fuel pump data/Hospitals/ Parking area.

The GARUDA app is available in both android and iOS platform and can be downloaded from Google Play Store and Apple App Store respectively.

19.2.1 Main Features of GARUDA app

The features of GARUDA app are listed below:

- (i) Dashboard with details of assigned and completed tasks
- (ii) Capture GIS coordinates (Latitude/Longitude) of Polling Stations
- (iii) Collect feedback on AMF and EMF facilities
- (iv) Submit forms on behalf of elector
 - New Voter Registration (Form 6)
 - Self-deletion/ deletion request of currently enrolled elector/ objection to proposed inclusion of name (Form 7)
 - Shifting of residence/ Correction of entries /Epic Replacement/PwD Marking (Form 8).
 - Electoral Authentication Form (Form 6B)
- (v) Checklist/Field verification of submitted forms
- (vi) Add/Update photos of Polling Booth



- (vii) The data from GARUDA is consolidated with the ERONET database.
- (viii) Updated form data are loaded from ERONET and field level verification are based on ERONET portal.

19.2.2 GARUDA App Working Procedure

The working procedure for GARUDA app is listed below:-

- (i) Downloading & Installing Garuda Mobile App
 - Search for GARUDA app in Google Play Store or Apple App Store for android or iOS platform and install the app.
 - URL to Download app: <https://play.google.com/store/apps/details?id=in.gov.eci.garuda>
 - Scan the below QR Code to get the URL and download the app.



- (ii) Login to GARUDA App Select concern State, Assembly Constituency and enter part number, registered mobile number which is registered in ERONET and the password and click on “Get OTP” button to verify and proceed.

- (iii) Check for mobile Compatibility Perform compatibility test for requirement of resource, camera, RAM, operating system, available space, internet and download elector data of the polling station. Tap on “Submit” button and go to home screen once the elector data get downloaded.

- (iv) Update Photograph of Polling Station

Step 1: Click on Main Menu.

Step 2: Click on Facilities option.

Step 3: Tap on “UPDATE PHOTO” in “Polling Station Photos” section.

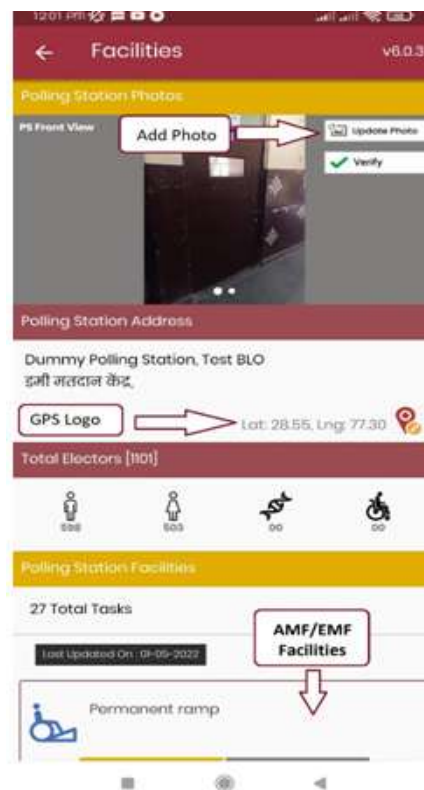
- (v) Update GPS Co-ordinate of Polling Station

Step 1: Click on Main Menu.

Step 2: Click on Facilities option.

Step 3: Tap on GPS logo in “Polling Station Address” section.

Step 4: Click on “CURRENT LOCATION” and then on “UPDATE” button.



(vi) Update AMF/EMF status of Polling Station

Step 1: Click on Main Menu.

Step 2: Click on Facilities option.

Step 3: Tap on [Available/Not Available] in Polling Station Facilities section to update the status of AMF/EMF facilities and click on the Update button at the bottom to save the responses

(vii) Field verification using Checklist

For marking field verification, follow the below mentioned steps:-

Step 1: Click on Main Menu.

Step 2: Click on Checklist option.

Step 3: Tap on the elector details.

Step 4: Confirm for availability of person, verify the attached documents (if applicant is verified), put your comment and tap on "SUBMIT" button.

(viii) Filling and submitting Form 6 on behalf of electors

In case of form 6, the BLO also gets the form for field verification. The step for applying form is given below:-

Step 1: Click on Main Menu and then tap on Forms.

Step 2: Voter Services section opened then click on New Voter Registration (Form 6). Voter Mitra, a digital assistance feature, assist and explain each step by providing tips, Things you Should Know, during the process of voter registration to submit correct form.

Step 3: Click on Yes I am applying for the first time option than tap on Next button

Step 4: Enter the following details:

- Aadhaar Number: Fill Aadhaar Details or tap on checkbox "I am not able to furnish my Aadhar number....." and furnish the allowed supporting document.
- Date of Birth: Fill correct elector's date of birth and upload the supporting document.
- Personal Details: On next page, enter elector's personal details- Photo graph, name, etc.
- PwD Details (Optional): Mark disability, if any, by selecting the check box and enter disability percentage, upload disability certificate.
- Relative Details: Enter relation type and relative details.
- Address: Enter details of present ordinary residence and upload the supporting address proof.
- Declaration: Enter declaration form with valid details and tap on Done button.

Step 5: On the preview page, check all the details entered are correct and tap on Confirm button.

Step 6: The screen Thank you your application has been submitted successfully with referral id is displayed.

(ix) Filling and submitting Form 7 on behalf of electors

The step for applying form 7 is given below:-

Step 1: Click on Main Menu and then tap on Forms.

Step 2: Voter Services section opened then click on Deletion (Form 7). Voter Mitra, a digital assistance feature, assist and explain each step by providing tips, Things you Should Know, during the process of voter registration to submit correct form.

Step 3: Electoral Search: Click on Yes I have Voter ID number option than tap on Next button.

Step 4: Enter the applicant voter ID and tab on Fetch Details button.

Step 5: Select the correct deletion request:-

a. Request for Deletion

- Search the elector details against whom objection has been raised using voter ID search.
- Verify if the details fetched is correct and tab Next button.
- Select the reason for objection/deletion and upload supporting document for deletion.

b. Objection on inclusion

- Search the elector against whom objection has been raised using name search.
- Verify if the details fetched is correct and tab Next button.
- Select the reason for objection/deletion and upload supporting document for deletion.

c. Self-Deletion Request

- Verify if the details fetched is correct and tab Next button.
- Select the reason for objection/deletion and upload supporting document for deletion.

Step 6: Declaration: Enter declaration form with valid details and tap on Done button.

Step 7: On preview page, check all the details entered are correct and tap on Confirm button.

Step 8: The screen Thank you your application has been submitted successfully with referral id is displayed.

(x) Filling and submitting Form 8 on behalf of electors

The step for applying form 8 is given below:-

Step 1: Click on Main Menu and then tap on Forms.

Step 2: Voter Services section opened then click on Correction of entries (Form 8). Voter Mitra, a digital assistance feature, assist and explain each step by providing tips, Things you Should Know, during the process of voter registration to submit correct form.

- Step 3: Electoral Search: Click on Yes I have Voter ID number option than tap on Next button
- Step 4: Enter the applicant voter ID and tab on Fetch Details button.
- Step 5: Enter the following personal details and then tap on Next button
- Aadhaar Number: Fill Aadhaar Details or tap on checkbox I am not able to furnish my Aadhar number and furnish the allowed supporting document.
 - Personal Details: On next page, enter elector's personal details-, name, mobile number etc.
- Step 6: Choose any one of the following options mentioned below and proceed:-
- Shifting of residence address: Enter present ordinary residence with all valid details and upload the supporting address proof document.
 - Correction of entries in existing electoral roll: Select the entries which are to be corrected and upload supporting document-Photograph, Age Proof, Change of Address.
 - Issue of Replacement of Epic without Correction: -Select the reason for replacement of EPIC.
 - Request for marking as Person with Disability: - Tick the appropriate box for category of disability and upload supporting document.
- Step 7: Declaration: Enter declaration form with valid details and tap on Done button.
- Step 8: On preview page, check all the details entered are correct and tap on Confirm button.
- Step 9: The screen Thank you your application has been submitted successfully with referral id is displayed.

(xi) Filling and submitting Form 6B on behalf of electors:-

The step for applying form 6B is given below:

- Step 1: Click on Main Menu and then tap on Forms.
- Step 2: Voter Services section opened then click on Electoral Authentication Form (Form 6B).
- Step 3: Electoral Search: Click on "Yes I have Voter ID number" option than tap on "Next" button
- Step 4: Enter the applicant voter ID and tab on Fetch Details button.
- Step 5: Enter Aadhaar number and mobile number and then tap on "Done" button.
- Step 6: Declaration: Enter declaration form with valid details and tap on "Done" button.
- Step 7: On preview page, check all the details entered are correct and tap on "Confirm" button.
- Step 8: The screen "Thank you your application has been submitted successfully with referral id" is displayed.

Chapter 20

ERO NET

20.1 Introduction

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

20.2 Main functionalities of ERO Net

20.2.1 Processing of claims & objections:-

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

20.2.2 Maintenance of electoral rolls:-

- (i) Addition and EPIC generation
- (ii) Migration (shifting of address)
- (iii) Deletion
- (iv) Modification
- (v) Electoral Authentication Form
- (vi) Removal of Demographically Similar Entries, Discrepancies in EPICs, and Photo Similar Entries
- (vii) Generation of lists of claims & objections and MIS Formats (Format 1 - 8)

20.2.3 Polling Stations management:-

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

20.3 Citizen Centric Services through ERO Net

The citizens/users can get the following services by using web portal (NVSP, Voter Portal), mobile app (Voter Helpline app):-

- (i) Elector needs to register/login to web portal.
- (ii) Search name in electoral roll- Elector can search his name and particulars in electoral roll, polling station details, Parliamentary Constituency wise or District wise by providing his name and relatives name or EPIC No.
- (iii) Download e-EPIC – User needs to have his/her EPIC No. to download the e-EPIC Card.
- (iv) Locate polling station- Elector can locate his polling station by providing EPIC No. or through search by name, relative name and age etc.
- (v) Know AC/BLO/Electoral Officers/Political Party Representative – User needs to enter his/her EPIC No. and the System will show the following details to user:-
 - BLO, AERO, ERO and DEO name and contact number
 - Assembly and Parliamentary constituency name
 - Polling (Booth) Station Details
 - Political party representative details
- (vi) Apply on-line for registration as new elector/ modification/ shifting of residence/deletion/-A user can register/modify/ shift residence/ delete/ his name online through this service. The service also gives facility of uploading of scanned copies of documents and photograph.
- (vii) Track status of application – An applicant can track his application already submitted online or know status by providing registration ID provided to him at the time of online registration.
- (viii) Details of Assured Minimum Facilities (AMF)
- (ix) Step by step Guide and legal provisions on enrolment process
- (x) Frequently Asked Questions (FAQ) on enrolment process.

20.4 Common Process Flow in ERO Net

The basic common process flow for all the forms are listed below:-

- (i) Submission of online/offline application.
- (ii) Basic validation done.
- (iii) Scanning and digitization of claims & objections and supporting documents, received offline.

- (iv) SMS sent to user/applicant. Applicant will receive notification by SMS, mentioning the details of reference number of the application and status of the application submitted.(Annexure 40)
- (v) Updation of applicant information in electoral roll will take place after 10 days, which includes 7 days' notice period from the date of submission of application.
- (vi) Even after acceptance of application by ERO, requisite action will not happen to EPIC. It can be done only after updation in E-Roll.
- (vii) SMS will be sent to user/applicant informing every status of the application submitted and ERO's decision. (Annexure 40)

20.4.1 Form 6 Process Flow:-

The process flow for Form 6 for registration of new voter is given below:-

- (i) When form 6 lands in AERO login, the AERO will assign Part Number and Section Number and then assign it to the concerned BLO of the assigned Part Number.
- (ii) BLO conduct manual field verification in case core document is not available for date of birth and proof of address.
- (iii) Data Entry Operator upload the BLO's field verification report/checklist
- (iv) AERO verify the uploaded field verification report and after giving remarks, AERO will forward it to ERO.
- (v) ERO will take any one of the actions listed below:
- (vi) Re-initiated, application will be re-initiated at the level of AERO or BLO whichever is marked by ERO
- (vii) Hearing, it will be directly scheduled with Applicant
- (viii) Rejection, application will be rejected with the reason of rejection.
- (ix) Accept, application will be accepted. It is to be noted that, EPIC Number is generated only after inclusion in Electoral-Roll.
- (x) ERO can request for Roll-Back to DEO in case of reject and accept. DEO shall provide the remarks/recommendations and can either accept or reject the request:
- (xi) Acceptance, process will be reverted a step back
- (xii) Rejection, no effect will be on Application.

20.4.2 Form 6B Process Flow:-

Form 6B is the letter of Information of Aadhaar number for the purpose of electoral roll authentication. Form 6B can be filled by the EPIC holders for capturing of Aadhaar number.

20.4.3 Form 7 Process Flow:-

The process flow of Form 7 for Objection for Proposed Inclusion/ Deletion of Name in Existing Electoral Roll is given below:-

- (i) User may fill form 7 for the following three purposes:
 - a. Self-Deletion

- b. Request to delete name of a person already included in the current E-Roll
 - c. Objection to proposed inclusion of name
- (ii) The request will land in AERO login. The part number, section and BLO details will be auto populated. AERO assign the request to the concerned BLO.
- (iii) BLO conduct manual field verification.
- (iv) Data Entry Operator upload the BLO's field verification report/checklist
- (v) AERO verify the uploaded field verification report and after giving remarks, AERO will forward it to ERO.
- (vi) ERO will take any one of the actions listed below:
 - Re-initiated– application will be re-initiated at the level of AERO or BLO whichever is marked by ERO
 - Hearing–a hearing is directly scheduled with Applicant to hear the case.
 - Reject– application will be rejected by providing the basis of rejection.
 - Accept– application will be accepted. It is to be noted that EPIC information will be deleted after deletion from Electoral Roll.
- (vii) ERO can request for Roll-Back to DEO in case of reject and accept. DEO shall provide the remarks/recommendations and can either accept the request or reject.
 - Acceptance– process will be reverted a step back
 - Rejection– no effect will be on Application.

20.4.4 Form 8 Process Flow:-

Elector can submit Form 8 for the following purposes-

- (i) Shifting of residence
- (ii) Correction of entries in the existing Electoral Roll
- (iii) Issue of Replacement EPIC without correction
- (iv) Request for marking as Person with Disability

20.4.5 Shifting of Residence:-

The process flow of Form 8 for shifting of residence is given below:-

- (i) Application is to be applied to concerned ERO of the assembly constituency in which the new address of the applicant is located.
- (ii) Application submitted will land in the AERO login of the assembly constituency where application is submitted. AERO verifies the submitted forms and the following actions may be taken up:
- (iii) In-complete–If information is in-complete, then AERO will directly mark it to ERO, in such cases, BLO verification process is skipped.
- (iv) Complete– If information is complete, then AERO will mark the form as Assign to BLO for field verification. The assigned BLO will conduct field verification and submit the field verification report to the office. The operator, then enter

the field verification report and submit the same for further processing.

- (v) Core Documents– If core document is submitted, the form is directly marked to ERO, however, if AERO wants, AERO can also assign to BLO.
- (vi) AERO verify the uploaded field verification report and after giving remarks, AERO forwards it to ERO.
- (vii) ERO can takes any one of the actions mentioned below:
 - Re-initiate – the form if found irrelevant
 - Schedule hearing – for clarification of details
 - Reject– application will be rejected by providing the basis of rejection.
 - Accept– application will be accepted.
- (viii) Once the form is accepted in the present assembly constituency (new address of the applicant), request for deletion is sent to previous assembly constituency's ERO. Further, deletion will be done through Suo-moto deletion.

20.4.6 Correction of entries in Existing Electoral Roll :-

The process flow of Form 8 for Correction of entries in Existing Electoral:-Roll is given below.-

- (i) Application submitted will land in the AERO login. AERO verifies the submitted form and the following actions may be taken up:-
 - In-complete–If information is in-complete, then AERO will directly mark it to ERO, in such cases, BLO verification process is skipped.
 - Complete– If information is complete, then AERO will mark the form as Assign to BLO for field verification. The assigned BLO will conduct field verification and submit the field verification report to the office. The operator, then enter the field verification report and submit the same for further processing.
- (ii) Core Documents– If core documentis submitted, the form is directly marked to ERO, however, if AERO wants, AERO can also assign to BLO.
- (iii) AERO verify the uploaded field verification report and after giving remarks, AERO forwards it to ERO.
- (iv) ERO can takes any one of the actions mentioned below:-
 - Re-initiate – the form if found irrelevant
 - Schedule hearing – for clarification of details
 - Reject– application will be rejected by providing the basis of rejection.
 - Accept– application will be accepted.

20.4.7 Issue of replacement EPIC without correction:-

The process flow of Form 8 for Issue of replacement of EPIC without correction is given below:-

- (i) The applicant will state the reason for request for replacement of EPIC. The reasons can be any of the following:-

- Lost
 - Destroyed due to reason beyond control like floods, fire, other natural disaster etc
 - Mutilated.
- (ii) Upon submission, the form goes for approval to ERO.
- (iii) ERO can take any of the below mentioned actions:-
- Accept – Form is accepted, and new card issued.
 - Reject – Form is rejected, and no new card is issued.

20.4.8 Request for marking as Person with Disability:-

The process flow of Form 8 for Request for marking as Person with Disability is given below:-

- (i) Applicant will provide category of disability.
- (ii) Upon submission of the form, it goes for approval to ERO.
- (iii) ERO can take any of the below mentioned actions:
- Accept– elector is marked as PwD.
 - Reject– elector is marked as PwD.

20.5 DSEs, PSEs and Discrepancies in EPICs

20.5.1 Demographically Similar Entries (DSEs):-

Demographically Similar Entries are of the following types:-

- Elector repeated within part (with same demographic detail).
- Elector repeated within AC (across parts with same demographic detail)
- Elector repeated across ACs in a state (across parts with same demographic detail).
- Elector repeated across ACs in the country. DSE records are shown in ERO & DEO login with photographs which are marked as matching, not matching or may be.
- Not matching entries will be flagged in UNPER.
- Matching and may be records will be field verified by BLO. Based on the field verification report, Form 7 or Form 8 will be filled and processed accordingly.

20.5.2 Photo Similar Entries (PSE):-

Same or Similar Photographs of Electors are matched using Artificial Intelligence Techniques for identification of Probable duplicates in Electoral Roll. These PSEs are generated for:-

- Within Part
- Across Part within AC

20.5.3 Repeat EPICs:-

There are two types of Repeat EPICs, which are as follows:-

- Multiple EPIC Nos. issued to the same elector; and
- Multiple electors with same EPIC number.

*Removal of DSE and PSE – Commission's letter No. 23/2022-ERS (Vol.II) dated 25.07.2022

20.5.4 Procedure of removal of DSEs, PSEs and Discrepancies in EPICs:-

(i) Demographically Similar Entries (DSEs):-

- (a) DSEs are thrown by software, based on electors' demographic details such as name, relation type, relation name, gender, DOB, age (exact/plus/minus 1 year) and address.
- (b) The ERO shall login and do table top verification on his computer monitor through image comparison of each of the probable DSEs. He shall sort out such entries and put them into 3 buckets - 'match/positive', 'not match/negative' and 'doubtful'.
- (c) In respect of probable DSEs where more than one ERO are involved, all the concerned EROs will be able to see the entries relating to their AC as well as the entries repeating in other ACs and the EROs in consultation with each other have to decide as to in which bucket the said DSE should be kept.
- (d) The 'not match/negative' entries shall be flagged in the database/UNPER and in future, they will no longer be treated as DSE. For the 'match/positive' and 'doubtful' cases field verification shall be done through BLO checklist and, necessary action will be taken by ERO.
- (e) In the cases of 'verified positive DSEs and Multiple Entries, found after BLO field verification through checklists, name of the elector shall be deleted from where he is not residing after obtaining Form-7 from him. The reference number of such Form-7 shall be entered into ERO-N et. If the concerned elector refuses to submit Form-7, ERO will take necessary action for deletion of his name after following due procedure of serving notice for proposed deletion.
- (f) Deletion process of DSEs/Multiple Entries involving more than one ERO:-
 - If the probable DSEs/Multiple Entries relate to 'within part' or 'within AC', necessary action shall be taken by the concerned ERO.
 - In case of probable DSEs/Multiple Entries relate to across AC in a district, DEO concerned shall coordinate with all EROs of the constituency involved.
 - Concerned DEOs shall supervise the exercise of de-duplication if the probable DSEs/Multiple Entries relate to AC across districts.
 - Similarly, in case of probable DSEs/Multiple Entries relating to ACs across states, CEOs of concerned states shall have to coordinate.
 - In event of difference of opinion between/among the EROs, field verification should invariably be done by each ERO and further action for deletion taken accordingly.
 - There may be a chance when the BLOs of different ACs may report about finding the said person ordinary residing at the given address

in his part. In such case personal hearing must be fixed by the EROs to ascertain his actual place of ordinary residence.

(ii) Removal of Photo Similar Entries (PSEs):-

(a) Field verification and Integration into the E-Roll of ERONET:-

- The PSE list will contain both “Within Part” and “Across Part, Within AC” records of the Assembly Constituency.
- Checklists will be generated by ERO an ERONET in html format for all the PSE entries. One checklist will be generated for all the entries in the tuple.
- An option will be provided to download Form 7, pre-filled with the data for electors identified as possible cases of PSE. Form 7 will be created for all PSE entries. Form 7 is pre-filled with a reference number beginning with ‘PSE’.
- ERO will hand over the PSE checklist along with auto generated Form 7 to the BLO of the respective parts in which PSE is present.
- Signed Form 7 for duplicate entry and Form 8 for modification, collected by the BLO shall also be marked in the checklist (Yes or No).
- Filled checklist has to be entered in ERONET by the operator.
- The operator will input the reference number of the Form 7. This Form will be displayed to him, which must be submitted after reviewing the same.

(b) The Process flow will be as follows, and in sequence, from 1-4 as below:-

(i) ERO Level

- ERO will be shown list of clusters of PSE on ERONET.
- ERO will be able to download each cluster’s checklist as well as Form 7 for each entry in the cluster. For example, in case of “Within AC” PSE, multiple copies of the checklist must be prepared and distributed to each BLO, so that they can perform field verification on their assigned part.

(ii) BLO Level

BLO will do field verification for the PSEs and complete the PSE checklist. In the case of “Within AC” PSE, multiple copies of the checklist must be prepared and will be distributed to each BLO, so that they can perform field verification on their assigned part. BLO will collect signed Forms 7 and 8 for duplicate entry and modification.

(iii) Data Entry Operator Level

BLO will submit field verification report of PSE (PSE Checklist) and signed Form 7 to Operator, and he will make required entry corresponding to signed Form 7 only in ERONET.

(iv) Back to ERO Level

ERO will view field verification report and accordingly process the forms.

(iii) Removal of discrepancies in EPICs:-

In case of the Multiple EPIC numbers issued to same elector, current EPIC number should be retained, and multiple entries should be removed. In cases of multiple electors with same EPIC number, the EPIC number issued to the first elector shall be retained and all other electors will be given fresh EPIC with new EPIC numbers. The old EPICs from such electors should be collected and destroyed by cutting the same into pieces after keeping a proper record.

20.6 Election officials involved in ERO Net

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

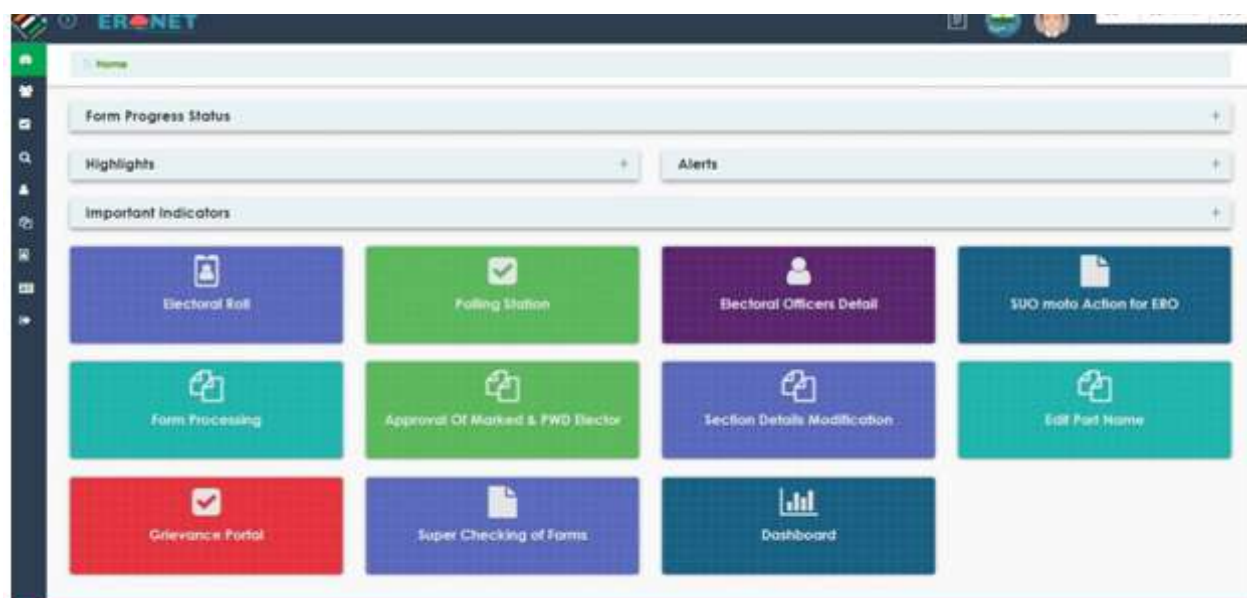
20.7 Roles and Responsibilities of Election Officials in ERO Net

The various officer involved in the processing of form is given below: -

20.7.1 Electoral Registration Officer (Officer 1- Statutory Authority to dispose of claims & objections)

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

20.7.1.1 The home page for ERO login will be as shown below:-



20.7.1.2 The list of claims & objections will be shown as below.

Sr. No.	Form Reference	Part No.	Name	Gender	Eln Name	Submission Date	Status	Process
1	CHW077765738	1	Ngangbam Sanjibha Devi	F	Ngangbam Sanjibha Devi	06/04/2022	BLO_APPROVED	Process
2	CHW077765738	2	Ngangbam Sanjibha Devi	F	Ngangbam Sanjibha Devi	06/04/2022	BLO_APPROVED	Process
3	CHW077765738	3	Ngangbam Sanjibha Devi	F	Ngangbam Sanjibha Devi	06/04/2022	BLO_APPROVED	Process
4	CHW077765738	4	Ngangbam Sanjibha Devi	F	Ngangbam Sanjibha Devi	06/04/2022	BLO_APPROVED	Process

A form can be searched by name/EPIC no/form reference number. The list can also be filtered by form type, form state, part no. and date range.

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

(i) Form 6 - Addition processing screen

(ii) Form 7 - Deletion processing screen

EPIC NO.	Part No.	SInoinPart	Name	Eln Name	DOB/Age	Photo
GUJ0003905	1	168	Ngangbam Rani	Ngangbam Tholba	20/April/1957 -64	

(iii) Form 8 - Modification processing screen

Pending Field Verification

Submitted on 18/06/2022 BLO Appointed on 11/06/2022 Field Verified Accepted / Rejected

Form details FORM 8 Submitted Online Ref no: OGG473706323

FORM 8 : OGG473706323

Name	Soubarn Rajj		
Part No	8	St. No.	127
DOB	30/03/1993	Age	29
Mobile No.	+91962119543		
Email ID	rajjsoubarn18@gmail.com		

Photo not Available

The correct particulars in entry to be corrected

Name	Rajj Soubarn	Gender	Male
Bin Name		BLN Type	P
DOB	30/03/1993	Age	29
Street / Area		Village/ Town	
Post Office		Pin Code	

[Show ERoll Details](#)

Part / Section / BLO Details

Part	4-Pethangbam Khullen	BLO Name	B. B. Shumai Singh
Open/Download Checklist		Section Details	1-Awang Pethangbam Khullen Awang Leikai

20.7.1.4 Shifting of Residence (within AC)

Field verified, please Accept / Reject form

Submitted on 01/08/2022 BLO Appointed on 04/08/2022 Field Verified on 09/08/2022 Accepted / Rejected

Form details FORM 8 Submitted Offline Ref no: EID802184212

FORM 8 : EID802184212

Details of person whose entry to be transposed

Name	Thounaojam Inoabi Devi		
Mobile		Email ID	
Street / Area	1(A), Awang Leikinhabi Awang Leikai	Village/ Town	Awang Leikinhabi
Post Office	Sekmai	Pin Code	795136
Previous Part No	4	Previous Sr. No.	292
		EPIC NO	GJM0348938

[Show ERoll Details](#)

Part / Section / BLO Details

Part	1-Awang Leikinhabi	BLO Name	Th. Gopen Singh
Open/Download Checklist		Section No.	1-Awang Leikinhabi Awang Leikai

✓ Electors count for selected part is within limit, Electors count :712

20.7.1.5 Shifting of Residence (across AC)

Pending Part / BLO / Section Assignment

Submitted on 09/08/2022 BLO Appointed Field Verified Accepted / Rejected

Form details FORM 8 Submitted Online Ref no: ORH840964716

FORM 8 : ORH840964716

Details of person whose entry to be transposed

Name	Mayanglambam Kundolata		
Mobile	+919612543474	Email ID	
Street / Area	151, Tendongyan Makha Lekal	Village/ Town	Tendongyan
Post Office	Manipukhtel	Pin Code	795002
Previous Part No	25	Previous Sr. No.	57
		EPIC NO	LH50145649

Applied for migration across AC
 State : 514 - Manipur AC : 16 - Sekmal Prev. EPIC : LH50145649 [Send Deletion Request](#)
 Place : Tendongyan Makha Lekal

AERO-Name : Ranjan AERO-Number : 7005058220
 Ref No of Corresponding Form7 :

Hide E-Role Details

EPIC NO	Part No	SINotnPart	Name	Rin Name	DOB/Age	Photo
LH50145649	25	57	Mayanglambam Kundolata	(L) Mayanglambam Anoubi	02/January/1989 32	

EPIC Preview

20.7.1.6 Deletion requests due to Shifting of Residence from other ERO

ERONET

Home > ERO Main Action > Removal of permanently Shifted

Show Forms Search Forms

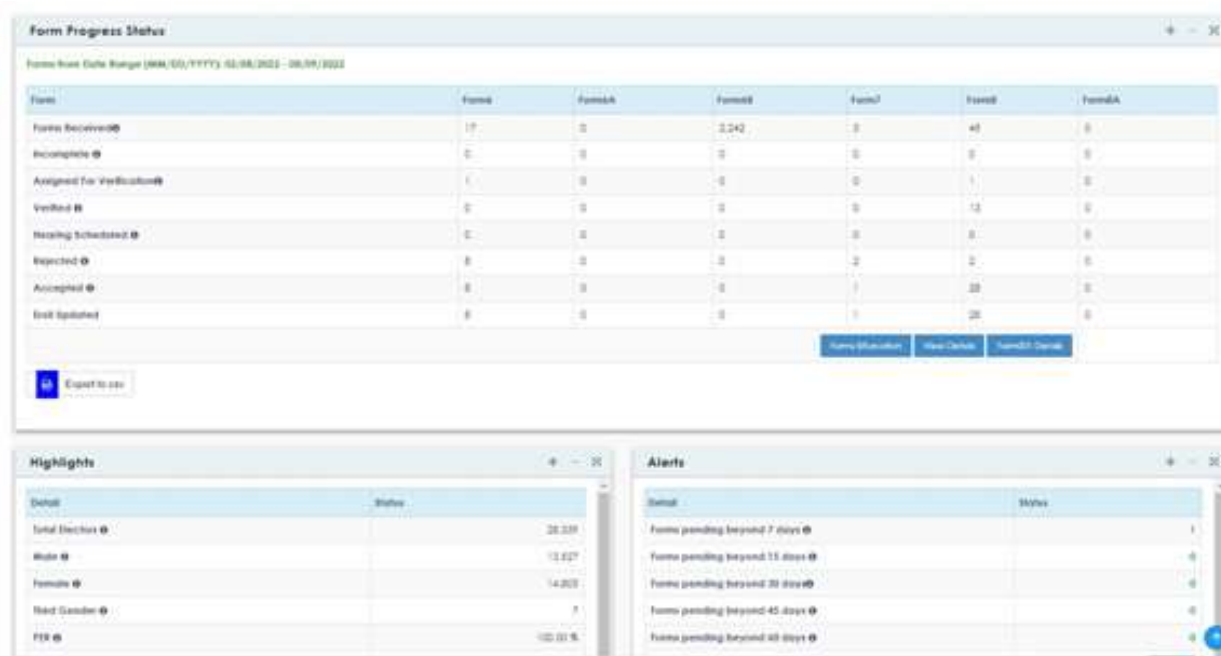
Shift Date: End Date: Notice Status: Generated View Forms

List of Form7 of migration case

Total Forms : 1

Sr.No.	Date	Ref No	AC No	Part No	SINO No	EPIC No	ACTION
1	08-08-2022	ETK9084-Q38	17	11	34	QJN0932074	Notice Generated Delete From ERO

20.7.1.7 Monitoring Progress (Dashboard)



20.7.1.8 Generation of EPIC No.

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

Home > Form Processing > Form Process

Buttons: Show Forms, Search Forms

Form Type: FormID, Form Status: ACCEPTED, Form No: Select Form, View Forms

Form Date: , To Date: , Show Email Updated Forms, SUBFORM REQUEST FROM BRO

Total Accepted Forms: 8874

Sr. No.	Form Reference	Form No	Name	Gender	Sex Name	Submission Date	EPIC Order Date	Status	Process	Action
1	00000001166	20	LAKHUBAM PETHAUM DEVI	F	LAKHUBAM BACHHARI SINGH	01/11/2017	18/12/2017	ACCEPTED	View	EPIC Generated
2	00000001166	24	Molam Baidam Chenu	F	Molam Baidam Mela	04/12/2017	18/12/2017	ACCEPTED	View	EPIC Generated
3	00000001166	2	Wohengam Sanah Singh	M	W. Tamsa Singh	04/12/2017	18/12/2017	ACCEPTED	View	EPIC Generated
4	00000001166	1	Hinghagam Sita Singh	M	Hinghagam Man Singh	04/12/2017	18/12/2017	ACCEPTED	View	EPIC Generated
5	00000001166	2	Gopam Ngangom	M	Ngangom Jay Singh	04/12/2017	18/12/2017	ACCEPTED	View	EPIC Generated
6	00000001166	3	Angam Nandam Devi	F	Angam Chodananda Singh	04/12/2017	18/12/2017	ACCEPTED	View	EPIC Generated
7	00000001166	4	Hinghagam Sankar Singh	F	Hinghagam Sankar Singh	04/12/2017	18/12/2017	ACCEPTED	View	EPIC Generated
8	00000001166	4	Lachambam Anuram Singh	M	Lachambam Chagan Singh	04/12/2017	18/12/2017	ACCEPTED	View	EPIC Generated

20.7.1.9 Request for Issue of replacement EPIC without correction

FORMS DETAILS			
Name	Sailem Rajmani Singh	Gender	NA
MobileNo	+919852495100	EmailId	sobendrosingh@gmail.com
EpicNo	GJM0189332		

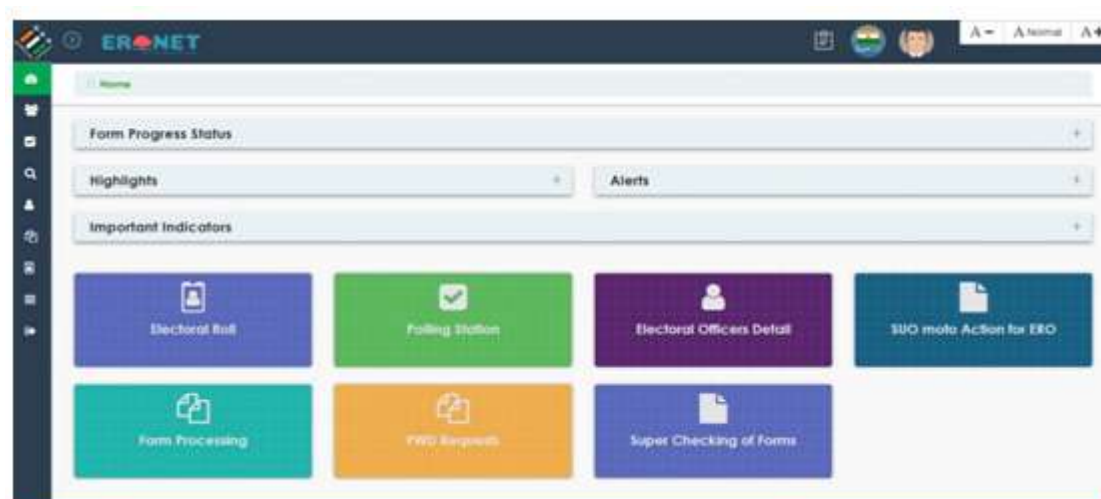
EROLL DETAILS			
Name	Sailem Rajmani Singh	Gender	M
RinName	Sailem Jugeshwar Singh	RinType	#
DOB	01/04/1985 00:00:00	Age	36
MobileNo		EmailId	
HouseNo	18	StreetArea	Lamsang Thong Maning
Village	Lamsang Thong Maning	PostOffice	Lamsang
PinCode	795146	EpicNumber	GJM0189332
Part Number	34	Serial Number In Part	592

ACTION	
Accept	Reject

20.7.2 Assistant Electoral Registration Officer/ Officer 2 (Incharge of elections in Tehsildar office)

- (i) Assignment of Part/PS and BLO.
- (ii) Checklist generation.
- (iii) Sending request for simultaneous deletion to ERO of earlier AC.
- (iv) Scrutiny of BLO's/supervisors verification reports.
- (v) Submission of verification reports with comments to ERO for final decision.

20.7.2.1 AERO Home page



20.7.2.2 BLO Check list – Deletion

Form Processing - Form Process

Show Forms Search Forms

Form Type: Form Status: Part No:

Form Date: To Date:

View Forms

Total Submitted Forms : 5

Sr. No.	Form Reference	Name	Gender	Rtn Name	Submission Date	Status	Process
1	CHW4348833	KHUNDRAKPAI CHAOBA DEVI KHUNDRAKPAI	F	KHUNDRAKPAI NAOBA SINGH KHUNDRAKPAI	09/06/2022	SUBMITTED	Process
2	CHW43426123	LASHRAM BINTA DEVI LASHRAM	F	NGANGQIN JACK SINGH JACK	09/06/2022	SUBMITTED	Process
3	OP119526445	HADJAM ALISH SINGH HADJAM	M	HADJAM KHAMBA SINGH	09/06/2022	SUBMITTED	Process
4	QJL346191785	WAROKPAM NAOBA SINGH WAROKPAM	M	WAROKPAM BOCHOUBA SINGH WAROKPAM BOCHOUBA SINGH	09/06/2022	SUBMITTED	Process
5	QMA238725758	WAROKPAM BECHA DEVI WAROKPAM BECHA DEVI	F	WAROKPAM TEKTEK DEVI TEKTEK	09/06/2022	SUBMITTED	Process

20.7.2.3 AERO Form process panel

Form Number: EL852474993
Form S - Fresh Indian
Form Type: Offline
Form Submission date: 06/04/2022 16:21:55

State: S14 - Manipur District: 1 - Imphal West AC: 17 Lamsang
Part: 1 - Awang Lekinhabo Section No.: 1 - Awang Lekinhabo Awang Lekhai

Name: Lashram Mamnu Devi / लैशरम मांनु देवी
Rtn Name: Lashram Binol Singh / लैशरम बिनोल सिंग
DOB: 15/11/1978
Mobile No.: +919852581052
Street / Area: 26/A Awang Lekinhabo / 26 अंग लेकिनहो
Post Office: Salsara / डालरा

Gender: Female
RLN Type: Husband
Age: 43
Email Id: NA
Village/ Town: Awang Lekinhabo / अंग लेकिनहो
Pin Code: 795136

Demographically similar entries
No Similar Records Found.

Checklist for BLO Designated Officer

Field Verification ☐ Address ☐ DOB/AGE ☐ Photo as per Specification: [Y/N]

If age is greater than 21, has applicant given declaration: [Y/N]

On field visit Applicant is found: ☐ Absent ☐ Shifted ☐ Dead ☐ No Such Person

No of Application already applied:

BLO Comments:

Correctors, if any:

Applicant Details are Verified & Correct: ☐ Data entry errors, if any: ☐

Name: DOB/AGE: Gender:

Rtn Name: RLN Type:

House No.: Street / Area: Village/ Town:

Post Office: District: Pin Code:

Remarks:

20.7.2.4 BLO Check list – Deletion

Print Checklist Form Number: BC5433993455 Form 7 FormSource: Online Form Submission date: 09/12/2022 11:40:07		State: S14 - Manipur District: 1 - Imphal West AC: 17 - Lamang Elector PartNo: 1 - Awang Lakshabati Applicant PartNo: 2 - Awang Lakshabati	
Details of person whose entry to be deleted Details provided in the form Name: Ngangbam Pami Ngangbam Part: 1 EPIC Number: GJM0000905 Sr. No: 168 Details fetched from ERoll Name: Ngangbam Pami Age: 64 Gender: F Rtn Name: Ngangbam Thoba RLN Type: H House No: NA Reason for objection/deletion: Expired			
Applicant's details Details provided in the form Name: Thangam Oopen Part No: 2 Mobile No: +91982347794 EPIC Number: GJM0000558 Sr. No: 537 Email id: NA Details fetched from ERoll Name: Thangam Oopen Age: 45 Gender: M RLN Type: F Rtn Name: (L) Chocba			
Checklist for BLO Designated Officer On field visit Applicant is found: ☐ Absent / Permanently Shifted ☐ Underage ☐ Dead ☐ Already Enrolled ☐ Not Indian Citizen BLO Comments: Applicant Details are Verified & Correct: ☐ Objections: ☐			

20.7.2.5 BLO Check list - Modification

Print Checklist Form Number: OIW519485053 Form 8 Form Type: Online Form Submission date: 08/01/2022 15:15:34		State: S14 - Manipur District: 3 - Bishnupur AC: 25 - 25 - Onam Part: 34 - Toubul (II) Section No.: NA	
Details provided in the form Name: Thokchom Gitarani Devi / thokchom gitarani devi Part No: 34 - SholoiPart: 597 EPIC NO: KPV0225649 Mobile No: +918575297077 Email id: NA Details fetched from ERoll Name: Thokchom Gitarani Devi / thokchom gitarani devi Age: 37 DOB: NA EPIC NO: KPV0225649 Gender: F Rtn Name: Thokchom Joy Singh / thokchom joy singh RLN Type: H House No: NA Street / Area: NA Village/ Town: NA Post Office: NA Pin Code: NA			
CorrectedDetails Name: Thoudam Gaetanani Devi / thoudam gaetanani devi Rtn Name: Naorem Joy Singh / naorem joy singh DOB: 01/03/1986 Age: 36 Gender: F RLN Type: F House No: NA Street / Area: NA Village/ Town: NA Post Office: NA Pin Code: NA Tehsil/ Taluka/Mandal/ Thana: NA Mobile No: NA			
Checklist for BLO Designated Officer Field Verification: Name: ☐ Rtn Name: ☐ Date of birth: ☐ On field visit Applicant is found: ☐ Absent ☐ Shifted ☐ Dead ☐ No Such Person			

20.7.2.6 BLO Check list – Shifting of Residence (within AC)

Form Number: B02021842-2
Form Bn
Form Type: Office
Form Submission date: 09/04/2022 15:42:11

State: S14 - Manipur
District: 1 - Imphal West
AC: 17-Lansang
Part: 1 - Awang Lakothaba
Section No.: 1 - Awang Lakothaba Awang Lakel

Details of person whose entry to be transposed

Details provided in the form

Name	Thousangman Mamo Devi / thousangman mamo devi	EPIC Number	NA
Part	1	Sr. No.	5
Mobile No.	NA	Email id	NA

Details fetched from EPIC: No Details Found

The address where the applicant has shifted

House No.	NA / NA	Street / Area	Awang Lakothaba Awang Lakel / wam Lakothaba wam Lakel
Village / Town	Awang Lakothaba / wam Lakothaba	Post Office	Sakola / Sakola
Pin Code	796136		
State Part No.	NA		

Checklist for BLO Designated Officer

Field Verification
On field visit Applicant is found: ☐ Absent ☐ Shifted ☐ DOBAGE ☐ Dead ☐ Photo as per Specification [Y/N] ☐ No Such Person

No of Application already applied:

BLO Comments:

Remarks:

Date:
Place:

Applicant's Signature:
BLO Signature:

20.7.2.7 BLO Check list – Shifting of Residence (across AC)

Form Number: B02044800-132
Form Bn - Fresh Submission
Form Type: Office
Form Submission date: 09/04/2022 16:29:06

State: S14 - Manipur
District: 1 - Imphal West
AC: 17-Lansang
Part: 1 - Awang Lakothaba
Section No.: 1 - Awang Lakothaba Awang Lakel

Details of person whose entry to be transposed

Name	Kangabam Mamo Devi / kangabam mamo devi	Gender	Female
Bn Name	Kangabam Bamao / kangabam bamao	RLN Type	Other
DOB	01/05/1984	Age	37
Mobile No.	9974880404	Email id	NA
Street / Area	127 Awang Lakothaba Awang Lakel / 127 wam Lakothaba wam Lakel	Village / Town	Awang Lakothaba / wam Lakothaba
Post Office	Sakola / Sakola	Pin Code	796136

Demographically similar entries

EPIC Number	Name	Bn Name	RLN Type	Address	Applicant's Remarks	Photo
WFO2222701	Kangabam Mamo Devi / kangabam mamo devi	Kangabam Bamao / kangabam bamao	0	S. Kameo...	is My Photo [Yes/No] Has Lived there [Yes/No]	

Checklist for BLO Designated Officer

Field Verification
If age is greater than 21, has applicant given declaration: [Y/N] ☐ Absent ☐ Shifted ☐ DOBAGE ☐ Dead ☐ Photo as per Specification [Y/N] ☐ No Such Person

On field visit Applicant is found: ☐ Absent ☐ Shifted ☐ DOBAGE ☐ Dead ☐ Photo as per Specification [Y/N] ☐ No Such Person

No of Application already applied:

BLO Comments:

Corrections, if any:

Name: DOBAGE: Gender:

20.7.3 Data Entry Operator (Officer 43)

- (i) Data entry of offline forms to digitize it
- (ii) Upload scanned documents
- (iii) Enter BLO field verification report
- (iv) Upload scanned copy of corrected applications and additional support documents collected by BLO.
- (v) Data entry of corrections.

20.7.3.1 Data Entry Home page

Form Progress Status

Form	FormA	FormB	FormC	FormD	FormE
Total Forms	0	0	0	0	0
Assigned for verification	0	0	0	0	0
Report Submitted	0	0	0	0	0

Export to excel

Forms Data Entry **Upload Scanned Forms and Photos** **BLO Report** **Marking Of VIP - FWD & ASD Elector**

Formular Data Entry

20.7.3.2 BLO Report Entry

Field Verification Report Submission

Form details: FORM & Submitted: Online Ref no: CWU079765938

Name: DINAM LANCHIBI CHANG DINAM Gender: F
 RN Name: SOBAM CHANG APANTHOBI APANTHOBI RN Type: I, L
 DOB: 10/04/2003 Age: 18
 Mobile No.: 8794530098 Email Id: N/A
 House No.: Kainou Sator Street / Area: Kainou
 Village / Town: Kainou Post Office: Nambou
 Pin Code: 795134 Tehsil/Taluka/Mandal: Bishnupur
 Permanent Resident of J&K: No

Applied for new enrolment

Field Verification report

Field Verification Completion Date: Not available

Report 1

Demographically Matching Records

Field Verification: Address ☐ DOMAGE ☐ Photo as per Specification ☐

On field visit Applicant is found: ☐ Absent ☐ Shifted ☐ Dead ☐ No Such Person

No of Application already applied: 0

BLO Comments: Applicant Details are Verified & Correct ☐ Data entry errors, if any: ☐

Remarks: BLO Remarks

Submit

20.7.3.3 Upload scanned copy of corrected applications and documents collected by BLO

The screenshot displays a web application interface for form management. At the top, there is a search bar with a 'Form Type' dropdown set to 'Form' and a 'Form Status' dropdown set to 'ASSIGNED FOR VERIFICATION'. Below this, the 'Form details' section shows the following information:

Form details	
Reference No :	OWUPNTATK00
Applicant Name :	CHAMA LANCHENBI CHANU
Applicant Address :	Namou Bazar

Below the form details, there is an 'Attachments' section with three columns: 'Age Proof', 'Address Proof', and 'Applicant Photo'. Each column has a 'Choose File' button and a 'No file chosen' label. The 'Applicant Photo' column shows a small thumbnail of a person's photo.

20.7.3.4 Data entry of corrections

The screenshot shows a 'Field Verification Report Submission' window with a tab titled 'Applicant Details Correction'. The form contains the following fields:

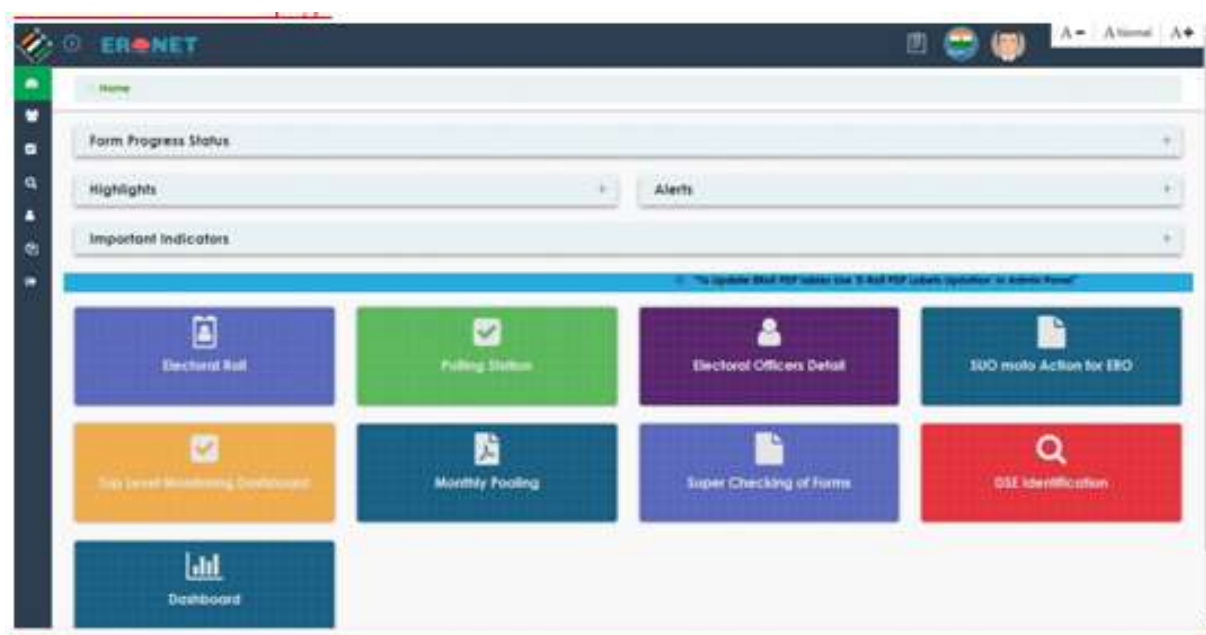
Field	Value	Field	Value
First Name :	CHAMA LANCHENBI CHANU	First Name (English) :	CHAMA LANCHENBI CHANU
Last Name :	CHAMA	Last Name (English) :	CHAMA
DOB :	10/04/2003	DOB (English) :	10/04/2003
Age :	18	Age (English) :	18
Gender :	Female	Gender (English) :	Female
RLN First Name :	SOIBAM CHANU APANTHOBI	RLN First Name (English) :	SOIBAM CHANU APANTHOBI
RLN Last Name :	APANTHOBI	RLN Last Name (English) :	APANTHOBI
RLN Type :		RLN Type (English) :	
House No. :	Kainou Bazar	House No. (English) :	Kainou Bazar
Street / Area :	Kainou	Street / Area (English) :	Kainou
Village / Town :	Kainou	Village / Town (English) :	Kainou
Post Office :	Namou	Post Office (English) :	Namou
Pin Code :	795134	Pin Code (English) :	795134
Mobile No. :	8794530096	Mobile No. (English) :	8794530096
Email Id :		Email Id (English) :	

At the bottom right of the form, there are two buttons: 'Update' (green) and 'Cancel' (red).

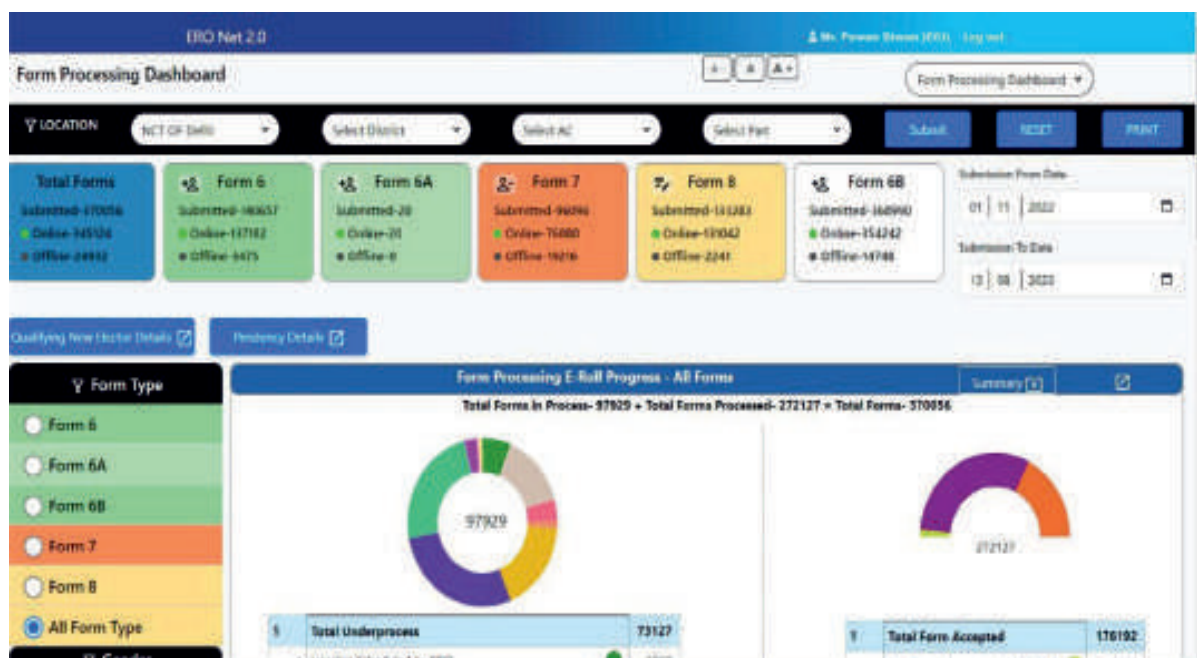
20.7.4 Chief Electoral Officer (CEO)

- Monitoring and periodically review the progress of form processing
- Review the Electoral Details of the State
- Review the Polling Station Details of the State
- DSE identification

20.7.4.1 CEO Home page



20.7.4.2 Monitoring Progress (Dashboard)



20.7.4.3 Electoral Roll Details

Home > Electoral Roll Details

Electoral Roll

Gender Ratio: 87

Age Cohort

#	18-19	20-29	30-39	40-49	50-59	60-69	70-79	80-89	90-99	100+	TOTAL
Census	81,168	4,20,790	3,51,334	3,85,198	1,49,975	84,378	45,731	22,781	00	00	14,14,240
Snuff	32,727	4,28,913	5,13,433	3,91,074	3,88,939	1,84,380	97,285	38,774	8,343	524	19,65,476
Difference in Snuff	-42,441	15,522	1,52,049	-1,40,876	-1,15,964	97,285	45,354	10,553	8,343	524	5,54,404
Real	39,491	4,33,474	5,19,233	3,93,431	3,95,471	1,84,748	94,499	39,429	7,300	738	20,24,744
Difference in Real	-11,677	42,561	1,87,800	1,42,357	-1,18,501	83,890	40,708	12,875	7,000	738	4,20,790
SD Date	48,939	4,39,756	5,23,343	3,93,199	3,88,401	1,84,713	94,471	39,430	7,402	734	20,49,304
Difference up on Today	-15,309	49,134	1,89,811	1,43,741	-1,18,431	83,821	40,742	10,481	7,402	734	4,35,464

Export to excel

Format 1 to VIB

20.7.4.4 Polling Station Details

Home > Polling Station Details

Polling station Details
Polling Station with Section Details
Rural & Urban Polling Stations With Elector Count
Improved Maps
Assured Minimum Facility
Extended Minimum Facility
Probable Polling Station Details

20.7.4.5 DSE Identification – The identification of DSE will be carried by the CEO of respective States and UTs.

Home > DSE Identification

DSE Identification History

Sl. No.	Initiated Date	Completed Date	Possible DSE Count	Current DSE Count
1	21-09-2022 07:24:38	21-09-2022 08:00:34	34	38
2	18-09-2022 06:31:34	18-09-2022 08:00:38	35	34
3	15-09-2022 12:44:38	15-09-2022 13:00:38	18	20
4	14-09-2022 08:03:42	14-09-2022 09:00:34	12	18
5	12-09-2022 11:54:41	12-09-2022 12:00:31	20	12
6	10-09-2022 11:24:44	10-09-2022 12:00:34	5	20
7	09-09-2022 10:33:13	09-09-2022 10:34:36	2	4
8	20-09-2022 09:41:53	20-09-2022 09:00:29	4	2
9	21-09-2022 09:44:34	21-09-2022 09:00:33	4	4
10	21-07-2022 10:24:29	21-07-2022 11:00:32	6	6

Export to excel

Initiate DSE Identification

Status : Currently no DSE Identification is initiated or running.

Search

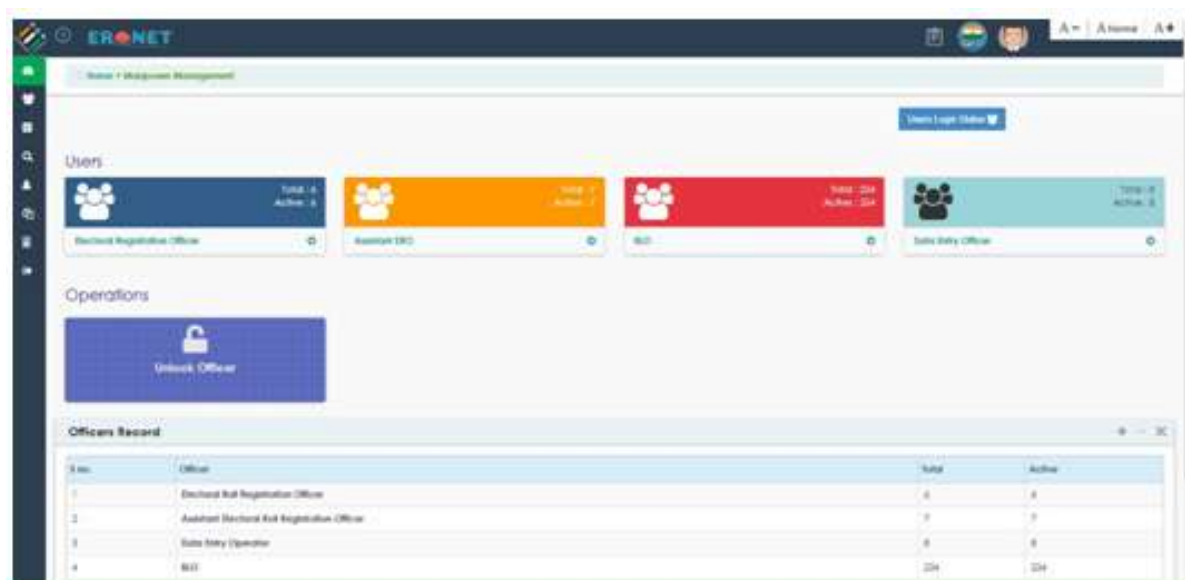
20.7.5 District Electoral Officer (DEO)

- Monitoring and periodically review the progress of form processing
- Management of AC level Users
- Review the Electoral Details of the District
- Review the Polling Station Details w.r.t improved maps, AMF etc.

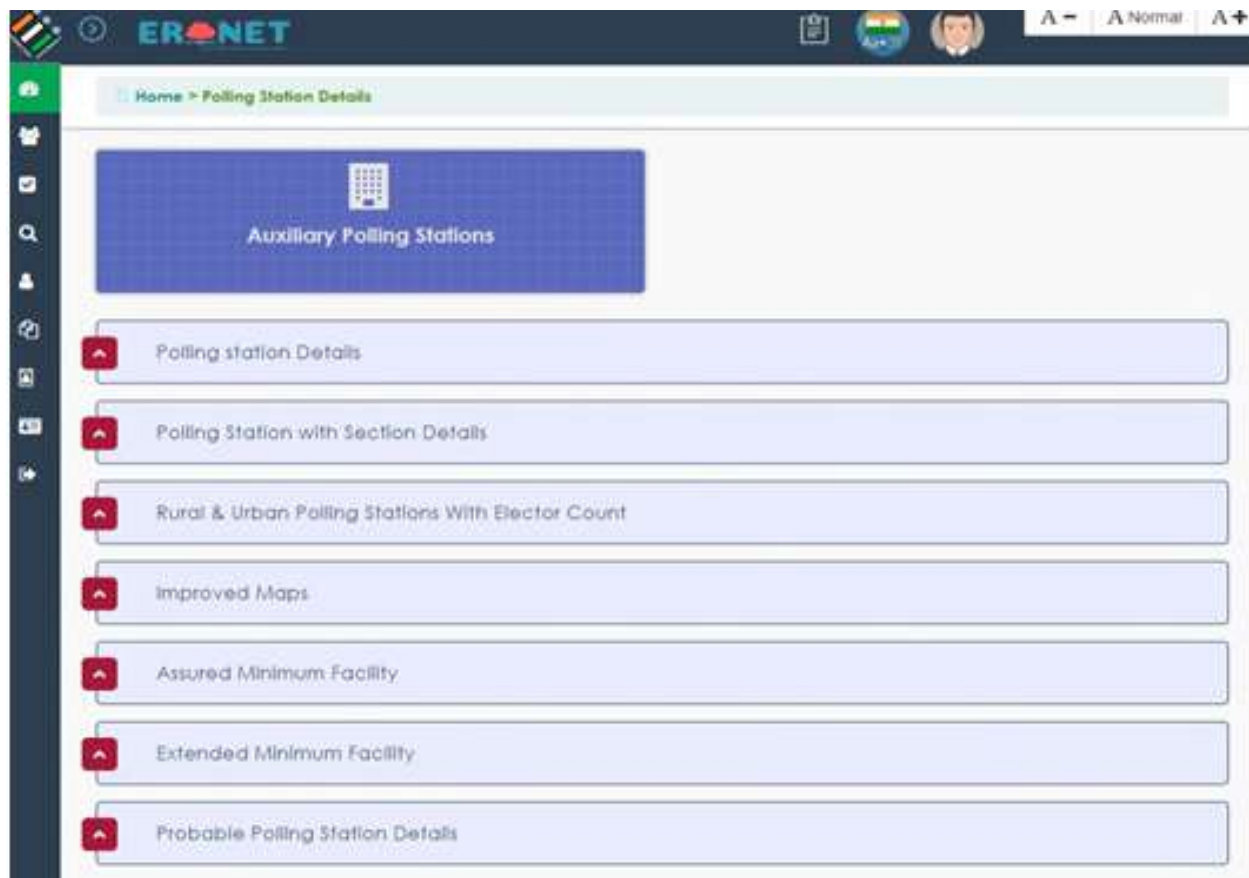
20.7.5.1 DEO Home page



20.7.5.2 Management of logins - The management (creation, modification, deletion) of all users of any AC (i.e. upto AC level) can be done by District Electoral Officers (DEO) from the Manpower Management module.



20.7.5.3 Polling Station details - The status and details of Polling station like maps, AMF, EMF etc can viewed from the Polling Stations Details module.



SECTION – VIII

PREPARATION AND REVISION OF ELECTORAL ROLLS FOR COUNCIL CONSTITUENCIES

CHAPTER 21
CONSTITUTIONAL & LEGAL FRAMEWORK OF
LEGISLATIVE COUNCILS

CHAPTER 22
ADMINISTRATIVE MACHINERY AND OTHER KEY
FEATURES RELATING TO PREPARATION AND
REVISION OF ELECTORAL ROLLS FOR
COUNCIL CONSTITUENCIES

CHAPTER 23
PREPARATION AND REVISION OF ELECTORAL ROLLS
FOR COUNCIL CONSTITUENCIES

Chapter 21

Constitutional & Legal Framework of Legislative Councils

21 Introduction

At present States of Andhra Pradesh, Telangana, Bihar, Karnataka, Maharashtra and Uttar Pradesh, have Legislative Councils in addition to the Legislative Assemblies.

21.1. The total number of members in the Legislative Council of a State having such a Council shall not exceed one-third of the total number of members in the Legislative Assembly of that State, provided that the total number of members in the Legislative Council shall, in no case, be less than forty.

21.1.1 The allocation of seats in the Legislative Council of Andhra Pradesh, Telangana, Bihar, Karnataka, Maharashtra and Uttar Pradesh is given in Annexure 41.



- 21.1.2 Members of the Legislative Council are elected from 3 types of electors – MLAs of the Legislative Assembly elects some members and the remaining are elected by Local Authorities representatives, graduates and teachers for which Legislative Council constituencies are carved out by the President. The elections to the State Legislative Councils from Council Constituencies as well as by MLAs shall be held in accordance with the system of proportional representation by means of the single transferable vote.
- 21.1.3 For the purpose of elections to the Legislative Council of a State in any Local Authorities' Constituency, the electorate shall consist of members of the local authorities exercising jurisdiction in any place or area within the limits of that Constituency as are specified in relation to that State in Annexure 42.
- 21.1.4 The President has already determined the territorial constituencies into which each State having a Legislative Council shall be divided for the purpose of elections to that Council by the Local Authorities', Graduates and Teachers' Constituencies, the extent of each such Constituency and the allocated number of each such category of council constituencies. The President may, from time to time, after consulting the Election Commission, by an order alter or amend any order made by him for the delimitation of Council Constituencies.
- 21.1.5 The number of seats to be filled by persons elected by MLAs and from Graduates', Teachers' and Local Authorities' Constituencies and by nomination is also indicated in the aforesaid Annexure 46.
- 21.1.6 Legislative Council of a State shall not be subject to dissolution, but as nearly as possible one-third of the members there of shall retire as soon as may be on the expiration of every second year in accordance with the provisions made in that behalf by Parliament by law.
- 21.1.7 The Parliament may, by law, provide for abolition of Legislative Council of a State having such a Council or for creation of such a Council in a State having no such Council, if the Legislative Assembly of the State passes a resolution to that effect by a majority of total membership of the Assembly and by a majority of not less than two-thirds of the members of the Assembly present and voting.

21.2 Constitutional Provisions

As per clause (3) of Article 171 of the Constitution of India, the composition of the Legislative Council of a State will be as under:-

- (i) As nearly as may be, one-third of the total members shall be elected by electorates consisting of members of municipalities district boards and such other local authorities in the State as Parliament may, by law, specify;
- (ii) As nearly as may be, one-twelfth of the total members shall be elected by electorates consisting of persons residing in the State who have been for at least three years graduates of any university in the territory of India or have been for at least three years in possession of qualifications prescribed by or under any law made by Parliament as equivalent to that of a graduate of any such university;
- (iii) As nearly as may be, one-twelfth of the total members shall be elected by electorates consisting of persons who have been for at least three years engaged in teaching in such educational institutions within the State, not lower in standard than that of a secondary school, as may be prescribed by or under any law made by Parliament;
- (iv) As nearly as may be, one-third of the total members shall be elected by the members of the Legislative Assembly of the State from amongst persons who

are not members of the Assembly:

- (v) The remainder of the total members shall be nominated by the Governor and shall consist of persons having special knowledge or practical experience in respect of such matters as the following: -Literature, Science, Art, Co-operative Movement and Social Services is clear from the above, that there are three types of constituencies of Legislative Councils for which electoral rolls are prepared. These are: -
 - a) Local Authorities' Constituency
 - b) Graduates' Constituency
 - c) Teachers' Constituency
- (iv) For election to Legislative Council by MLAs, the list of such MLAs needs to be kept updated and the same is used as electoral roll for the election. This list should include the name of the nominated members, if any, of the Legislative Assembly.

21.3 Legal Provisions

- 21.3.1 The relevant legal provisions for preparation and revision of electoral rolls for Legislative Council are provided in Sections 27 of Representation of the People Act, 1950 and Rules 30 and 31 of Registration of Electors Rules, 1960.
- 21.3.2 Local Authorities' Constituencies–According to Section 27 (2) (a) of Representation of the People Act, 1950 the electorate shall consist of members of such local authorities exercising jurisdiction in any place or area within the limits of that constituency as are specified in relation to that State in the Fourth Schedule of the said Act.
 - 21.3.2.1 Clause (b) of Section 27 (2) provides that every member of each such local authority within a Local Authorities' constituency shall be entitled to be registered in the electoral roll
 - 21.3.2.2 Clause(d) of Section27(2) provides that in order to enable the Electoral Registration Officer to maintain the electoral roll corrected up-to-date, the chief executive officer of every local authority (by whatever designation such officer maybe known) shall immediately inform the Electoral Registration Officer about every change in the membership of that local authority and the Electoral Registration Officer shall, on receipt of the information , strike off from the electoral roll the names of persons who have ceased to be, and include therein the names of persons who have become, members of the local authority.
 - 21.3.2.3 Clause (e) of Section 27 (2) provides that the provisions of Sections 15,16, 18, 22 and 23 of Representation of the People Act, 1950 shall applying relation to Local Authorities constituency as they apply in relation to assembly constituencies.
 - 21.3.2.4 Rule 30 (1) of Registration of Electors Rules, 1960 provides that the roll for every Local Authorities constituency shall be prepared and maintained in such form, manner and language as the Election Commission may direct.
 - 21.3.2.5 Rule 26 [except sub-rules (3) and (4)] and Rule 27of Registration of Electors Rules,1960 shall apply in relation to Local Authorities constituency as they apply in relation to assembly constituencies provided that an application for inclusion of name in the roll of Local Authorities Constituency shall be made in Form-17 (Annexure 21)
- 21.3.3 Graduates' Constituencies:-
 - 21.3.3.1 According to Section 27(5)(a) of Representation of the PeopleAct,1950, a person must fulfil the following conditions for being entitled to be registered in electoral roll of a Graduates' Constituency:-

- (i) Should be ordinarily resident in the Graduates' Constituency.
 - (ii) Should have, for at least three years before the qualifying date, been either a graduate of a University in the territory of India or in possession of any of the qualifications specified under clause(a) of sub-section (3) of Section 27 of Representation of the People Act, 1950, by the State Government concerned as qualifications which shall be deemed to be equivalent to that of a graduate of a University in the territory of India.
- 21.3.3.2 Section 27 (6) of Representation of the People Act, 1950 stipulates that the qualifying date shall be the 1st day of November of the year in which the preparation or revision of the electoral rolls is commenced.
- 21.3.3.3 The provisions of Sections 15,16,18,21,22 and 23 of Representation of the People Act, 1950 shall apply in relation to Graduates' Constituency as they apply in relation to assembly constituencies.
- 21.3.3.4 Rule 31 of Registration of Electors Rules, 1960 provides that the roll for every Graduates' Constituency shall be prepared in such form, manner and language as the Election Commission may direct.
- 21.3.3.5 The provisions of Rules 10 to 27 except clause (c) of sub-rule (1) and clause (c) of sub-rule (2) of Rule 13 of Registration of Electors Rules, 1960 shall apply in relation to Graduates' Constituency as they apply in relation to assembly constituencies. The claim application for inclusion in the roll of a Graduates' Constituency shall be made in Form 18. (Annexure 22)
- 21.3.4 Teachers' Constituencies:-
- 21.3.4.1 According to Section 27 (5) (b) of Representation of the People Act, 1950, a person must fulfil the following conditions for being entitled to be registered in electoral roll of a Teachers' Constituency-
- (i) Should be ordinarily resident in the Teachers' Constituency
 - (ii) Within the six years immediately before the qualifying date, for a total period of at least three years, should have been engaged in teaching in any of the educational institutions specified under clause (b) of sub section (3) of Section 27 of Representation of the People Act, 1950 by the State Government concerned as educational institutions within the State not lower in standard than that of a secondary school.
- 21.3.4.2 Section 27 (6) of Representation of the People Act, 1950 stipulates that the qualifying date shall be the 1st day of November of the year in which the preparation or revision of the electoral roll is commenced.
- 21.3.4.3 The provisions of Sections 15, 16, 18, 21, 22 and 23 of Representation of the People Act, 1950 shall apply in relation to Teachers' constituency as they apply in relation to assembly constituencies.
- 21.3.4.4 Rule 31(1) of Registration of Electors Rules, 1960 provides that the roll for every Teachers' Constituency shall be prepared in such form, manner and language as the Election Commission may direct.
- 21.3.4.5 Under Rule 31(5), the provisions of Rules 10 to 27 except clause (c) of sub-rule (1) and clause (c) of sub-rule (2) of Rule 13 of Registration of Electors Rules, 1960 shall apply in relation to Teachers' Constituency as they apply in relation to assembly constituencies. The claim application for inclusion in the roll of the Teachers' Constituency shall be made in Form 19. (Annexure 23)
- 21.4 Statutory Form for Registration (Claims & Objections)**
(These forms are available in para 2.5 of Chapter 2 - Constitutional And Legal Framework)

Chapter 22

Administrative machinery & other key features relating to Preparation & Revision of Electoral Rolls for Council Constituencies

22.1 Administrative Machinery

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

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

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

22.1.4 Additional Designated Officers :- Electoral Registration Officers can appoint Additional Designated Officers for the purpose of attesting the documents of the electors. The officers of the following ranks can be appointed as the Additional Designated Officer:- (a) Tehsildars; (b) Principal of the Govt. Degree Colleges / inter Colleges; (c) Principals of the Govt. Girls Degree Colleges / Girls Inter Colleges; (d) Joint Block Development Officers of all Blocks; and (e) Executive Officers (Gazetted) of Nagar Palikas / Nagar Panchayats. Post Masters of Post Offices also can be appointed as Additional Designated Officers for the purpose of attesting the documents of the electors of the district in which the post office is situated.

22.1.5 Booth Level Officers :- Electoral Registration Officers can use Booth Level Officers of polling are as in assembly constituencies for verification of entries of Graduates' and Teachers' constituencies including the status of ordinary residence of electors with regard to their respective areas.

22.2 Format of Electoral Rolls of Council Constituencies (Annexure 43)

22.2.1 According to Rules 30(1) and 31(1) of the Registration of Electors Rules, 1960 the electoral rolls of Local authorities', Graduates' and Teachers' constituencies shall be prepared and maintained in such form, manner and language as the Election Commission may direct (Annexure 44 & Annexure 45).

22.2.2 Format of electoral roll:-

22.2.2.1 The electoral roll shall be photo electoral rolls for Local Authorities', Graduates' and Teachers' constituencies.

22.2.2.2 The electoral rolls for Local authorities', Graduates' and Teachers' constituencies shall be maintained electoral part wise. One electoral part will have 800 to 1400 electors. Each electoral part will have one polling station.

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

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

22.2.2.5 The names of members of each local authority should be arranged in alphabetical order. The Local Authorities in each page should be given serial number in one

continuous series for the entire section. This number should be entered along with the name of the Local Authority at the top of the page relating to that Local Authority.

- 22.2.2.6 The electoral rolls of Local Authorities', Graduates' and Teachers' constituencies shall be printed in the formats given as Annexures 48, 49 and 50 respectively. (NOTE It may be seen that in the formats of rolls, fields such as serial no. of elector, name of relation, date of birth, photo, EPIC number, no. and name of part, no. and name of assembly constituencies and name of state have been provided. For collecting information for these additional fields, amendments in Forms 17, 18 and 19 would be required and for this purpose, the proposal has already been sent to the Ministry of Law & Justice.)

22.3 Language of the Electoral Rolls

The electoral rolls of council constituencies shall be printed in the following languages:-

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

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

22.4 Polling Stations

- 22.4.1 Place of Poll for Election by Members of Legislative Assemblies:-

- 22.4.1.1 Under Section 29(1) of the Representation of the People Act, 1951, the Returning Officer is required to fix, with the prior approval of the Election Commission, the place at which the poll will be taken for election by Members of Legislative Assembly and to notify the place so fixed in the manner directed by the Election Commission

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

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

- 22.4.2 Polling Stations for Council Constituencies:-

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

- 22.4.2.2 The District Election Officer is to provide polling stations for the Constituency the whole or greater part of which lies within his jurisdiction. Where a Constituency

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

- 22.4.2.3 As mentioned above, the polling stations have to be provided with the previous approval of the Election Commission. There is no provision for ex post facto approval and any change in the approved list of polling stations without the prior approval of the Election Commission to such changes would tantamount to non-compliance with the provisions of Section 25 which may vitiate the election.
- 22.4.2.4 The draft list of polling stations must be forwarded to the Election Commission for scrutiny and approval through the Chief Electoral Officer at least two weeks before the last date for withdrawal of candidatures.
- 22.4.3 Basic guidelines for preparation of lists of Polling Stations for Graduates' and Teachers' Constituencies:-
- (i) For an area to be eligible for use as a polling station, there should be a minimum of 30 electors (Teachers and Graduates Constituencies taken together). It may be necessary to set up a polling station even for a fewer number in a particular area, if these electors have otherwise to travel long distances to reach the polling station. The polling stations should be located, as far as possible, within easy reach of every elector. Ordinarily, the distance to be travelled by a voter to reach his polling station should not exceed 16 kms.
 - (ii) Separate polling stations shall be provided for elections from Graduates' and Teachers' Constituencies even when held simultaneously. A common polling station may, however, be provided, in exceptional cases if the number of electors is small or considered convenient for the electors concerned as many electors may be common for both the elections.
 - (iii) The assignment of electors to polling stations may be made groupwise or individually, as may be considered convenient and practicable. It should, however, be ensured that every elector is assigned to the polling station nearest to his place of residence and no elector is left out from being allotted to any polling station.
 - (iii) (For detailed guidelines, please refer to Handbook for Returning Officers for Elections to the Council of States & State Legislative Councils and Manual on Polling Stations, available on the Election Commission's website.)

Chapter 23

Preparation & Revision of Electoral Rolls for Council Constituencies

23.1 Introduction

Forms of Claims & Objections

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

The electoral rolls for Council Constituencies are prepared and revised by the Electoral Registration Officers as per the provisions mentioned in CHAPTER 21 and detailed instructions issued by the Election Commission under the said provisions

23.2 Local Authorities' Constituencies

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

23.2.2 Electoral Rolls of Local Authorities' constituencies are not revised. But they are kept up to date by the Electoral Registration

Officer concerned, by making such corrections in mother list as are brought to his notice by the Executive Officers of the Local Authorities concerned. In order to enable the Electoral Registration Officer to maintain electoral rolls corrected up-to-date, the Chief Executive Officer of every local authority (by whatever designation such officer may be known) shall inform the Electoral Registration Officer each change in the membership of that local authority immediately after its occurrence. The Electoral Registration Officer shall, on receipt of the information, strike off from the electoral rolls the names of persons who have ceased to be, and include there in the names of persons who have become, members of that local authority.

23.2.3 Electoral Registration Officer should obtain, once in a quarter by the 15th January, 15th April, 15th July and 15th October, from the Chief Executive Officers of the local authorities in his jurisdiction, a certificate to the effect that all corrections have been duly intimated by them. The format of the certificate is given at Annexure 46.

23.2.4 Conditions for enrolment:-

- (i) Ordinary residence is not a condition for being an elector in elections to local authorities' constituencies.
- (ii) All ex-officio and nominated members, if any, of the Local Authorities are entitled to be included in the Electoral Rolls along with elected members. In the

case of members of one Local Authority some of whom are ex-officio members of other Local Authorities; their names should appear only once where they are members. However, the facility of being enrolled in electoral rolls and voting in elections extended to the ex-officio and nominated members is subject to the conditions provided in the state laws pertaining to the said Local Authorities in the concerned state.

23.2.5 Manner of lodging claims & objections:-According to Rule 30 of Registration of Electors Rules 1960, a person can apply for enrolment in a Local Authorities' constituency in Form 17 (Annexure 21).

23.2.6 Disposal of claims & objections:-

- (i) When an application for inclusion (Form 17), deletion (Form 7 as Annexure 9), or correction of entries (Form 8 as Annexure 10) is received by the Electoral Registration Officer, he shall refer such application to the Chief Executive Officer of the local authority concerned and on receipt of information relating thereto from the Chief Executive Officer of the said local authority, Electoral Registration Officer shall take further necessary action for inclusion / deletion / correction of entries. Every subsequent correction in the rolls, whether by way of addition/ deletion/ modification shall be authenticated by full signature of the Electoral Registration Officer.
- (ii) Before every election from a Local Authorities' constituency, the electoral rolls shall be published by the Electoral Registration Officer in his office and also in the offices of the Local Authorities comprised in the said Local Authorities' constituency, immediately inviting claims and objections by giving a minimum of seven days for the purpose. Any claims (in Form 17) and objections (in Form 7) received within the time fixed shall be disposed of by the Electoral Registration Officer within a period of three days and the roll shall be again published after incorporating the claims and objections accepted within three days after referring it to the Chief Executive Officers of the local authorities concerned. On receipt of information relating thereto from the Chief Executive Officer of the said local authority, Electoral Registration Officer shall take further necessary action for inclusion/ deletion/ correction of entries. Every subsequent correction in the rolls, whether by way of addition/ deletion/ modification, shall be authenticated by full signature of the Electoral Registration Officer. The roll shall be again published after incorporating the claims and objections accepted within three days thereafter and in any case before the last date for filing of nominations for election. The provisions of Section 23(3) of Representation of the People Act, 1950 will also apply in this case, i.e. no addition/deletion/amendment shall be made in the electoral roll after 3.00 P.M. on the last date for filing of nominations for election.

23.3 Graduates' Constituencies

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

23.3.2 The electoral rolls for Graduates' Constituencies shall be prepared afresh in the prescribed manner, with reference to qualifying date before every biennial election

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

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

/bye-election to fill a casual vacancy.

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

23.3.4 Before denovo preparation and revision of electoral rolls in the year in which the election is due from the constituency, the Chief Electoral Officer should obtain a copy of all Notifications issued by the State Government under Section 27 (3) (a) of Representation of

the People Act, 1950 specifying the qualifications which shall be deemed to be equivalent to that of a graduate of a University in the territory of India. The Chief Electoral Officer should then prepare an updated list of such specified qualifications and send a copy of the list to every Electoral Registration Officer. Wide publicity should be given to the list of specified qualifications for information of the public.

23.3.5 Conditions for enrolment:-

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

23.3.6 Manner of lodging claims & objections:-

- (i) According to Rule 31 of Registration of Electors Rules, 1960, the Electoral Registration Officer shall issue a public notice (Annexure 47) on or before 1st October calling upon every person entitled to be registered in that roll to send to or deliver at his office before the 7th day of November next following an application in Form 18 (Annexure 22,) for inclusion of name. The said notice shall be published in two newspapers having circulation in the constituency and republished in them once on or about 15th October and again on or about 25th October in a summarized format given as Annexure 48.
- (ii) Care should be taken that this abstract notice is printed in a separate box column in an attractive and prominent manner, preferably colour shaded inside a box so as to draw attention of readers to it.
- (iii) In addition to this, the public notice should be displayed at some specified places also for knowledge of public and other stakeholders.

- (iv) Copies of the notice should be circulated to all recognized and registered political parties. Electoral Registration Officers of Graduates' Constituency should send letters to all educational institutions, officers' associations, banks, firms, clubs, etc. located in the constituency requesting for full cooperation in the matter.
- (v) A copy each of the public notice published in newspapers should also be forwarded to the Election Commission.

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

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

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

- (i) The degree/diploma certificate, in original, issued by the University or Institution concerned or a copy thereof, duly authenticated by the Designated Officer/ Additional Designated Officer/ Gazetted Officer of the District concerned, after due verification of the same with the original degree/ diploma certificate; or
- (ii) A copy of an entry in the Government record or a certificate issued to a Graduate employee by the Gazetted Head of Offices/Institutes on the basis of entries in Government records in his custody or a copy of an entry in the record of Statutory Bodies, Corporations or Public undertakings specifying the degree, diploma or certificate possessed by the claimant, duly attested by the Head of the office concerned; or
- (iii) An attested copy of the card of registration as Registered Graduate issued by the University, a certified copy of the relevant entry in the list of Registered Graduates', the Roll of Advocates, the Register of Medical Practitioners, the Register of Chartered Accountants, the Register of Engineers maintained by Institute of Engineers, etc.; or

- (iv) An Affidavit by the claimant, supported by certificate from the Registrar of a University, or the Principal of a College affiliated to University or from the Head of the Department of such College under whom he had studied; or
 - (v) The mark sheet, in original, issued by the University or Institution concerned or a copy thereof, duly authenticated by the Additional Designated Officer/ Gazetted Officer of the District concerned/Notary Public, after due verification of the same with the original mark-sheet, provided that there is a clear indication that the claimant has passed the relevant examination.
- 23.3.6.4 The applications can also be sent by post to the Electoral Registration Officer/ Assistant Electoral Registration Officer/ Designated Officer, enclosing a copy of applicants' degree/ diploma certificate/mark sheet or other requisite document, duly authenticated by the Designated Officer /Additional Designated Officer/ Gazetted Officer of the district concerned/Notary Public, after due verification of the same with the original degree/diploma certificate/mark-sheet, other requisite document.
- 23.3.6.5 In case the applicant submits his application in person before the Electoral Registration Officer/ Assistant Electoral Registration Officer or Designated Officer, duly appointed for the purpose, he will produce the original degree/diploma certificate/mark sheet before them. The officer will scrutinize the degree/diploma certificate/ mark sheet or requisite document submitted with the application and after satisfying himself and record either "Verified with original and found correct" or "Verified with original and found not correct – Rejected". He will then affix his signature, full name and PIN number (in case of Designated Officer) on the application as mark of a summary enquiry and forward the application to the Electoral Registration Officer, in case it is presented to Assistant Electoral Registration Officer/ Designated Officer.
- 23.3.6.6 As Rules 15 and 16 of Registration of Electors Rules, 1960 also apply in case of electoral rolls for Graduates' constituencies, lists of claims & objections shall be maintained, in duplicate, in Forms 9, 10, 11, 11A & 11 B and exhibited on notice board in the office of Electoral Registration Officer. These lists shall also be put on the website of Chief Electoral Officer.
- 23.3.7 Disposal of claims & objections:-
- (i) Any application where the above procedure is not followed will summarily be rejected by the Electoral Registration Officer as incomplete.
 - (ii) Every application in prescribed Form 18 by a person seeking enrolment in Graduates' constituency shall be accompanied by requisite documents/ certificate. It may be noted that mere reference to an entry in the existing electoral roll will not be repeated and will not be taken into account for determining the eligibility of a person for enrolment in the electoral rolls.
 - (iii) Section 20(4) of the Representation of the People Act, 1950 does not apply for this purpose of electoral rolls for Graduates' Constituency. Therefore, the facility of enrolment of declared office holders in native place by the declaration in Form 1 is not available in the case of Graduates' constituency. They can get their name enrolled, if eligible, in the place where they are ordinarily resident for the time being.

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

23.4 Teachers' Constituencies

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

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

23.4.7 Manner of lodging claims & objections:-

- (i) According to Rule 31 of Registration of Electors Rules, 1960, the Electoral Registration Officer shall issue a public notice (Annexure 49) on or before 1st October calling upon every person entitled to be registered in that roll to send to or deliver at his office before the 7th day of November next following an application in Form 19(Annexure 23), for inclusion of name. The said notice shall be published in two newspapers having circulation in the constituency and republished in them once on or about 15th October and again on or about 25th October in a summarized format given as Annexure 50.
- (ii) Care should be taken that this abstract notice is printed in a separate box column in an attractive and prominent manner, preferably colour shaded inside a box so as to draw attention of readers to it.
- (iii) In addition to this, the public notice should be displayed at some specified places also for knowledge of public and other stakeholders.
- (iv) Copies of the notice should be circulated to all recognized and registered political parties. Electoral Registration Officers of Teachers' Constituency should address a letter to all educational institutions whose teachers are qualified for registration as elector in Teachers' Constituency for their cooperation in the matter.
- (v) A copy of the public notice published in newspapers should also be forwarded to the Election Commission.
- (vi) As the electoral rolls for the Teachers' constituencies are required to be prepared afresh every time before a biennial/bye-election, all persons whose names are included in the existing rolls should also submit fresh application in the prescribed Form.
- (vii) Every application in prescribed Form 19 by a person seeking enrolment in Teachers' constituency shall be accompanied by requisite documents/certificate. It may be noted that mere reference to an entry in the existing electoral roll will not be repeated and will not be taken into account for determining the eligibility of a person for enrolment in the electoral rolls.

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

23.4.9 Disposal of claims & objections:-

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

- (ii) The engagement of a person in teaching in the specified educational institutions for at least three years within the preceding six years may be either in one continuous spell or in broken spells and further, may be either in one institution or more institutions, but all such institutions must be specified by the State Government. Therefore, it is immaterial whether a person, who has been so engaged in teaching for a total period of three years in one or more specified educational institutions, has been employed in those institutions as teacher on regular basis or on ad-hoc basis but he should be whole time teacher (even if there is no sanctioned post) and not engaged on a part-time basis as the condition for three years engagement in teaching cannot be fulfilled by a part-time teacher. Part-time teachers are not eligible for enrolment in the electoral rolls of Teachers' Constituency
- (iii) In the light of the order of the Hon'ble High Court of Allahabad (Lucknow Bench) dated 5th March 2008, in Writ Petition No. 1269 (M/B) of 2008 (Madhyamik Vitta Viheen Vidyalaya Prabandhak Mahasabha Vs State of Uttar Pradesh), the name of such teacher of unaided private school (if it is covered by the list of specified educational institutions) shall also be included in the electoral roll who intends to get his/her name enrolled in the voter list (i.e. electoral roll) of the Teachers' Constituency and approaches the ERO, after getting a certificate/counter signature from the District Inspector of Schools that he/she is a bonafide teacher of the specified educational institution having the required length of service and whose standard is not below the standard of the secondary school. The above scheme has been extended in case of aided school also by the Election Commission.
- (iv) Every person applying for enrolment (in Form -19) in Teachers' constituency must submit documentary proof of having been engaged in teaching in any of the specified educational institutions for a total period of at least three years within six years immediately before the qualifying date. Electoral Registration Officer/Assistant Electoral Registration Officer concerned should make such verification of the documentary proof as he considers necessary. A certificate by the Head of the teaching institution should normally be considered adequate documentary proof of possessing that teaching qualification. If any person, who has applied for inclusion of his name in a teachers' constituency, has been engaged in teaching in more than one specified educational institutions in the last six years, the certificate from the Head of institution of each of such educational institution will be required for the period for which he was engaged in teaching in that educational institution. The certificate from the Head of the Institution shall be in the format as Annexure 51.
- (v) If any person, who has applied for inclusion of his name in a teachers' constituency, has been engaged in teaching in more than one specified educational institutions in the last six years, the certificate from the Head of institution of each of such educational institution will be required for the period for which he was engaged in teaching in that educational institution.
- (vi) It is not necessary that the educational institution in which an eligible elector is employed should also fall within the same Teachers constituency. The

eligibility to be enrolled in a particular Teachers' constituency should be determined on the basis of the applicants' place of ordinary residence and not on the basis of his place of work.

- (vii) Section 20 (4) of the Representation of the People Act, 1950 does not apply for this purpose of electoral rolls for Teachers' constituency. Therefore, the facility of enrolment of declared office holders in native place by the declaration in Form I is not available in the case of Teachers' constituency. They can get their name enrolled in the place where they are ordinarily resident for the time being.
- (viii) Bulk Applications: - Applications in bulk whether submitted in person or by post, shall not be considered for inclusion by the Electoral Registration Officer. However, the Head of the Institutions may forward the applications of all his eligible staff together. Similarly, a person may also submit Form 19 in respect other eligible members of his family, residing at the same address and may get the certificate verified by producing original certificates in respect of each member. Any bulk applications submitted by political parties, Booth Level Agents or Resident Welfare Associations shall not be considered.

23.5 Special Efforts to Enroll all Eligible Persons

Chief Electoral Officers must make all efforts including the following to ensure that each and every eligible person is duly enrolled and no eligible person is left out from enrolment:-

- (i) Adequate publicity should be given to the process of revision of electoral rolls through print and electronic media in addition to the newspapers advertisements which are mandatory under the rules.
- (ii) Special counters for collection of Forms should be arranged at every tehsil, block office, office of every District Election Officer, Electoral Registration Officer and Assistant Electoral Registration Officer.
- (iii) Voter Registration Centres functioning for assembly constituencies should also be used as Voter Registration Centres for council constituencies.
- (iv) Facility for on-line filing of application forms should be provided on the website of Chief Electoral Officers.
- (v) Arrangements should be made for distribution of blank application forms for enrolment in Teachers' constituencies to all specified educational institutions. Heads of such educational institutions should be asked to collect filled application forms and send to the Electoral Registration Officers concerned.

23.6 Special Guidelines for Collecting EPIC Numbers

- 23.6.1 Since electoral rolls for Graduates'/Teachers' constituencies are to be prepared afresh before every biennial/bye election after inviting fresh applications in Form 18/Form 19 followed by disposal thereof and publishing a draft roll accordingly, there should not be any reference of existing electoral roll in the draft electoral roll prepared afresh.

- 23.6.2 The Election Commission has decided to prepare photo electoral rolls for Graduates' and Teachers' constituencies. Accordingly, Chief Electoral officers shall issue instructions to collect photographs of all electors enrolled in Graduates' and Teachers' constituencies. For this purpose, EPIC numbers of the electors should be collected through Booth Level Officers. Since EPIC coverage in assembly constituencies is very high, it should not be difficult to collect EPIC number of almost all persons enrolled in Graduates' and Teachers' constituencies. After collecting this information, entries in electoral rolls of Graduates' and Teachers' constituencies should be linked with the entries in electoral rolls of assembly constituencies and their photographs can then be extracted from electoral rolls of assembly constituencies and merged with electoral rolls of Graduates' and Teachers' constituencies to prepare photo electoral rolls for council constituencies. There is no need to issue a separate EPIC for electors enrolled in Graduates' and Teachers' constituencies, but EPIC numbers already assigned to them in assembly constituencies should be entered in electoral rolls of Graduates' and Teachers' constituencies.

23.7 Provision regarding Registration at Multiple Places

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

23.8 Instructions Related to Transparency

- 23.8.1 The Election Commission has issued detailed instructions with respect to transparency of revision process for assembly constituencies. These instructions shall apply to Graduates' and Teachers' constituencies as well.
- 23.8.2 At the time of draft publication and final publication of the electoral rolls, polling stations wise electoral rolls of Graduates' and Teachers' constituencies shall be posted on the Chief Electoral Officer's website. These rolls shall not contain the images of electors. Further, facility for searching the name in the electoral roll based on EPIC number and name of elector should be made available on the website of the Chief Electoral Officer.
- 23.8.3 One soft copy and one hard copy of the electoral roll shall be given to all recognized political parties at the time of draft publication and final publication of electoral roll, however, such soft copy of the rolls should not contain the images of electors.
- 23.8.4 A polling station wise list of claims and objections with drill down to individual application form without photograph shall also be put on the website of the Chief Electoral Officer, with facility for status checking of the application form. In the case of Graduate constituencies, scanned copies of the Degree/Diploma Certificates, submitted by the electors along with applications may be uploaded in the computerized data base.

- 23.8.5 However, as regards Local Authorities constituencies, it has been clarified that copies of updated electoral rolls of Local Authorities constituencies should not be supplied free of cost to political parties. If they request, a soft copy of the same can be supplied in C.D (without images of electors) at the rate of Rs. 100/- per C.D.

23.9 Computerization of Electoral Rolls for Council Constituencies

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

- (i) Separate tables shall be created as specified below for each such constituency, part and electors along with the existing tables of Electoral Roll Management System.
- (ii) The data for each such table shall be maintained in language English as well as in vernaculars of that constituency.
- (iii) The naming convention maintained in existing control tables shall be used of linking all such units. For eg. (ST_CODE for State Code, AC_NO for Assembly Constituency No. and PART_NO for Part)
- (iv) All the parts shall be maintained separately for each constituency.
- (v) Each part for such constituency to be linked with districts using District No.
- (vi) For maintaining electors details separate tables shall be used for Graduate's and Teacher's Constituency.
- (vii) The electors details can be linked with existing electoral roll of ERMS on the basis of the following fields:
 - (a) State Code
 - (b) AC No.
 - (c) Part No.
 - (d) EPIC No.
- (viii) The roll for each constituency shall be printed Part wise.
- (ix) The prescribed format of existing electoral roll can be utilized for the printing of its roll along with the details of control tables.
- (x) The existing roll of ERMS can be utilized to identify all such electors.

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

The data base of Graduates' and Teachers' Constituencies shall be maintained according to the structure prescribed as Annexure 52. The Election Commission's instructions on security of electoral database of assembly constituencies will also apply to the electoral databases of Graduates' and Teachers' constituencies.

23.11 Data After Final Publication

The Election Commission has directed that after the final publication of the electoral roll, a consolidated report in the proforma as Annexure 53 shall be furnished.

23.12 Continuous Updation

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

SECTION – IX

MISCELLANEOUS

CHAPTER 24
SHARING OF ELECTORAL ROLLS

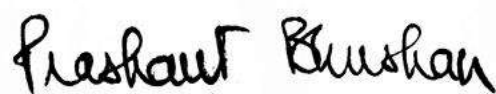
CHAPTER 25
ROLE OF POLITICAL PARTIES

CHAPTER 26
OUTREACH INITIATIVES – SVEEP

CHAPTER 27
REGULATORY AUDIT

CHAPTER 28
NATIONAL GRIEVANCE REDRESSAL SYSTEM (NGRS)

CHAPTER 29
LANDMARK JUDGEMENTS ON ELECTORAL ROLLS

A handwritten signature in black ink, reading "Prashant Bhusan", is displayed within a white rectangular box.

(TRUE COPY)

ELECTION COMMISSION OF INDIA

EC1/PN/24/2004/MCPS

Dated: 29th June, 2004

PRESS NOTE

Subject: Revision of Electoral Rolls w.r.t. 01-01-2005 as the qualifying date

The Commission has decided to undertake Intensive Revision of Electoral Rolls w.r.t. 01-01-05 as the qualifying date in the seven North Eastern States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Tripura and Jammu & Kashmir. In all others States & Union Territories, the Commission has ordered Special Summary Revision.

In the States of Arunachal Pradesh and Maharashtra, General Elections to Legislative Assemblies are to be held in the later half of 2004 and therefore the programme in these two states will be announced after the completion of the general elections to the respective assemblies.

The schedule for the intensive revision of electoral rolls in the all North Eastern States (Except Arunachal Pradesh) and the State of Jammu & Kashmir is as given below:

S.No	STAGES OF REVISION	PERIOD ALLOWED FOR EACH STAGE
1.	Preparatory work	01-07-2004(Thursday) to 01-08-2004 (Sunday)
2.	House-to-house enumeration	02-08-2004 (Monday) to 03-09-2004 (Friday)
3.	Preparation of manuscript, comparison of manuscript with relevant parts of the previous	04-09-2004 (Saturday) to 28-10-2004 (Thursday)

	electoral roll of 2004, data entry of new electors and carrying out corrections, wherever necessary, in respect of electors already included in the data base, generation of check list, comparison thereof and printing of draft roll. Supply of electoral rolls and Forms 6, 7, 8 & 8A to area Post Offices.	
4.	Draft publication of rolls on	29-10-2004 (Friday)
5.	Period for filing of claims and objections and reading of relevant part/section of electoral roll in Gram Sabha / Urban Local Bodies and Resident Welfare Association Meetings etc.	Between 29-10-2004 (Friday) and 20-11-2004 (Saturday)
6.	Disposal of claims and objections by	13-12-2004 (Monday)
7.	Preparation and printing of supplements of Additions, deletions and corrections by	31-12-2004 (Friday)
8.	Final publication of Electoral Rolls on	03-01-2005 (Monday)

The schedule for special summary revision of electoral rolls 2005 in all other states/union territories except Maharashtra is as given below:

S.No	STAGES OF REVISION	PERIOD ALLOWED FOR EACH STAGE
1.	Preparation of list of identification particulars of each section like village/hamlet name in case of part of village and main area or localities or societies or Blocks in a colony in case of towns/metros. Splitting of each part of electoral roll as per the list of sections	01-07-2004 (Thursday) to 10-09-2004 (Friday)

	mentioned above and their distribution to different localities/RWAs/Housing Societies and Gaon Sabhas before the date fixed for draft publication of roll. Supply of electoral rolls and Forms 6, 7, 8 & 8A to area Post Offices.	
2.	Draft publication of rolls on	15-09-2004 (Wednesday)
3.	Period for filing of claims and objections and reading of relevant part/section of electoral roll in Gram Sabha / Urban Local Bodies and Resident Welfare Association Meetings etc.	Between 15-09-2004 (Wednesday) and 15-10-2004 (Friday)
4.	Special Campaign dates for receiving claims and objections at all designated locations.	18-09-2004 (Saturday) & 19-09-2004 (Sunday) 09-10-2004 (Saturday) & 10-10-2004 (Sunday)
5.	Disposal of claims and objections by	01-12-2004 (Wednesday)
6.	Preparation and printing of supplements of Additions, deletions and corrections by	31-12-2004 (Friday)
7.	Final publication of Electoral Rolls on	03-01-2005 (Monday)

The intensive revision in all other States/Union Territories excepting North Eastern States and Jammu & Kashmir was undertaken in two phases during the year 2002 & 2003. Therefore in these States the Commission has decided to undertake special summary revision for the year 2005.

For ensuring the proper preparation and revision of electoral rolls, separate guidelines have been issued for intensive revision of electoral

rolls in North Eastern States; intensive revision of electoral rolls in Assam intensive revision of electoral roll in Jammu & Kashmir and special summary revision of electoral rolls in the remaining States and Union Territories.

The salient features of the four guidelines as mentioned above are as under:

- (i) Generally, the draft/final publication of roll is done in the Offices of the EROs/AEROs and the polling stations which are the designated locations. For the first time the Delivery Post Offices shall also be the designated locations in Maharashtra where the draft rolls have been published. Facilities are also being provided for the first time for filing claims and objections at all area post offices and the services of postmen are being utilized for verification of such applications received in post offices only. The Commission intends to extend it to all other states after the experiment succeeds;
- (ii) The draft Electoral Roll shall be made available to the Gram Sabhas, Mohalla Sudhar Samitis, Ward Samities, Local bodies, RWAs etc. for reading during the meetings to be convened for inviting claims and objections;
- (iii) The facility for filing claims and objections in bulk by political parties and RWAs etc. has been allowed;
- (iv) The Commission has decided to provide facilities to file claims and objections online through internet. This facility is being tried on experimental basis in Maharashtra and is

likely to be extend to all the states after the success of Maharashtra experiment ;

- (v) The Commission has decided to prepare electoral rolls, with the elector's photographs printed in it. To begin with the State of Kerala and some selected assembly constituencies in other States shall be covered under this programme;
- (vi) The Commission is also considering to use Geographic Information System (GIS) in the electoral management.

Besides above, certain special provisions have been provided in the guidelines separately issued for Assam, in view of the specific problems relating to foreign nationals. Before taking a final decision in the matter, the Electoral Registration Officer concerned will bear in mind the provisions of the Constitution of India, the Citizenship Act, 1955, the Foreigners Act, 1946 and the Illegal Migrants (Determination by Tribunals) Act, 1983 and all related provisions having a bearing on the question of citizenship and then pass an appropriate speaking order.

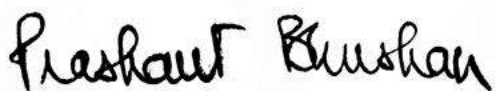
In Jammu & Kashmir, there are separate electoral rolls for Assembly Constituencies and Parliamentary Constituencies. The rolls for Assembly Constituencies are prepared under the Constitution of Jammu & Kashmir and Jammu & Kashmir Representation of the People Act, 1957 and the Jammu & Kashmir Registration of Electors Rules, 1966. The rolls of Parliamentary Constituencies in Jammu & Kashmir are prepared under the Constitution of India and the Representation of the People Act, 1950, and the Registration of Electors Rules, 1960.

With regard to the Electoral Rolls for Assembly constituencies in Jammu & Kashmir, being the permanent residents of the states of Jammu & Kashmir is an essential requirement and it has been defined in part III of the constitution of Jammu & Kashmir.

Keeping in view, the requirement of permanent residents, the enumerator classifies the enumerated citizens into two categories viz. (i) those Indian citizens who are **permanent residents of the State** as defined in Part-III of the Constitution of Jammu & Kashmir and mark the alphabets "**PR**" and (ii) who are Indian citizens ordinarily residing in the house but are **not permanent residents of the State** and mark the alphabets "**NPR**" in the REMARKS column of the Electoral Card.

Special attention has been paid by prescribing the procedures for the enrollment of eligible permanent residents of the state of Jammu & Kashmir registered as migrants and staying in camps or elsewhere away from their place of ordinary residence. These persons shall be treated as ordinary residents of the places at which they would have been ordinarily residing but for their temporary migration.

(S. K. Kaura)
Secretary


(TRUE COPY)

Election Commission's letter No. 23/ER-Intensive/2004-PLN-II, dated 17.06.2004 addressed to the Chief Electoral Officers of Manipur, Meghalaya, Mizoram, Nagaland and Tripura

Subject:- **Intensive Revision of Electoral Rolls w.r.t.01-01-2005 as qualifying date.**

In continuation of Commission's letter of even number dated 2nd June, 2004 communicating the programme of Intensive Revision of Electoral Rolls I am directed to forward herewith the detailed guidelines to be followed for the revision.

Kindly acknowledge the receipt.

INTENSIVE REVISION OF ELECTORAL ROLLS
WITH REFERENCE TO 1-1-2005 AS QUALIFYING DATE

GUIDELINES

The Commission has decided to order intensive revision of electoral rolls in Jammu and Kashmir and all North-Eastern States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura and special summary revision in all other States/UTs w.r.t. 01-01-2005 as qualifying date. The present guidelines relate to intensive revision in North Eastern States.

1. LEGAL FRAMEWORK:

1.1 CONSTITUTION OF INDIA

Article 325 of the Constitution of India lays down that there shall be one general electoral roll for every territorial constituency for election to either House of Parliament or either House of the Legislature of a State and no person shall be ineligible for inclusion in any such roll for any such constituency on grounds only of religion, race, caste, sex or any of them.

Article 326 prescribes that election to the House of the People and State Legislative Assemblies shall be held on the basis of adult suffrage. Adult suffrage means every person who is a citizen of India and who is not less than 18 years of age on such date as may be fixed in that behalf by or under any law made by the appropriate legislature and is not otherwise disqualified, shall be registered as a voter at any such election.

1.2. REPRESENTATION OF THE PEOPLE ACT, 1950

The Representation of the People Act, 1950 provides for the qualifications and disqualifications for registration in electoral rolls, the administrative machinery in the field for the proper preparation and revision of rolls and the manner in which the rolls should be prepared or revised.

Section 21 (1) of the Representation of the People Act, 1950 provides that the electoral roll for each constituency shall be prepared in the prescribed manner by reference to the qualifying date and shall come into force immediately upon its final publication in accordance with the rules made under this Act.

The '**qualifying date**' in this context has been defined in section 14(b) of the R. P. Act, 1950 to mean the first day of January of the year in which the electoral roll is prepared or revised.

Section 21(2) of the said Act provides that the said electoral rolls:

1(a) 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; and
- (iii) shall be revised in any year in the prescribed manner by reference to the qualifying date if such revision has been directed by the Election Commission;

Provided that if the electoral roll is not revised as aforesaid, the validity or continued operation of the said roll shall not thereby be affected.

Section 21(3) of the said Act also provides that notwithstanding anything contained in sub-section (2), 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;

Provided that subject to the other provisions of this Act, 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.

2. CORRECTION AND INCULSION OF NAMES IN ELECTORAL ROLLS AFTER FINAL PUBLICATION:

Section 22 of the R. P. Act, 1950 empowers the ERO for a constituency to take remedial action after giving the person concerned a reasonable opportunity of being heard in respect of the action proposed to be taken in relation to him, in the event of an entry being erroneous or defective, entry 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 deletion of the entry on account of death of a person or the person ceases to ordinarily reside in the constituency or is otherwise not entitled to be registered in that roll.

Section 23 provides for inclusion of names in electoral rolls in accordance with the provisions of Act and the rules thereunder. However, no transposition or deletion of any entry shall be made under section 22 and no direction for the inclusion of a name in the electoral roll of a constituency shall be given under this section, after the last date for making nominations for an election in that constituency or in a parliamentary constituency within which that constituency is comprised and before the completion of that election.

3. REGISTRATION OF ELECTORS RULES 1960

The **Registration Of Electors Rules 1960**, framed under the said Act set out in detail the procedure to be followed in the preparation or revision of electoral rolls as well as the consideration and disposal of appeals arising out of non-inclusion or wrong inclusion of names in the rolls.

4. PROCEDURE OF PREPARATION AND REVISION OF ELECTORAL ROLL:

4.1. ROLLS PREPARED ASSEMBLY CONSTITUENCY-WISE

The Electoral Rolls are prepared Assembly Constituency-wise. A Parliamentary Constituency does not have a separate Electoral Roll except in the case of Jammu & Kashmir and the Union Territories not having a Legislative Assembly. In the case of J&K, there are separate rolls for Assembly Constituencies and Parliamentary Constituencies as the Assembly rolls in Jammu and Kashmir are prepared under the provisions of Section 140 of the Constitution of Jammu and Kashmir and Sections 10 to 20 of the Jammu and Kashmir Representation of the People Act, 1957. The Electoral Roll of a Parliamentary Constituency

(except in Jammu & Kashmir) consists of the Electoral Rolls of all the Assembly Constituencies comprised within the said Parliamentary Constituency.

4.2. TYPES OF REVISION

The Electoral roll for a constituency can be revised either intensively or summarily or partly intensively and partly summarily as the Election Commission may direct. It can also order a special revision, if necessary. Thus there can be four types of revision of electoral rolls. These are:

- 1(i) Intensive
- 2(ii) Summary
- 3(iii) Partly summary and partly intensive
- 4(iv) Special

The procedure of revision of electoral rolls is as follows.

14.2.1. INTENSIVE REVISION OF ROLLS:

In an **intensive** revision, enumerators visit each house and note 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.

4.2.2. SUMMARY REVISION OF ROLLS:

In a summary revision, there is no house-to-house enumeration. The existing roll is published in draft inviting claims and objections.

During the summary revision only a notice is issued advising electors to make individual applications for inclusion or exclusion in or from a particular roll as the case may be. Enquiry of a summary nature is conducted on applications received. Thereafter supplementary lists indicating additions and deletions are published. It is possible that at a given time there are multiple supplementary lists, which together with a last finally published roll constitute the current roll.

4.2.3. PARTLY SUMMARY PARTLY INTENSIVE REVISION:

In a partly **intensive** and partly summary revision, existing rolls are published in draft. Simultaneously, enumerators are sent to each household. They prepare lists of additions/deletions. After disposing of claims and objections, integrated lists of addition/deletions are prepared which together with main roll form the Electoral Roll.

4.2.4. SPECIAL REVISION:

Where by reason of any inaccuracies in the rolls, such as failure to cover any place or localities or blocks or any section of voters or for any other reasons, the Commission considers it necessary so to do, the Commission 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.

5. CONCEPT OF CONTINUOUS REVISION:

The Electoral Registration System in India is essentially in the nature of a continuous updation, even though this is not widely known as such or utilised except during the periods when elections are held. As per the law, applications for inclusion/deletion of names or modifications of entries in the roll can be given at any time even after the election process has

started but during the latter the requests can be acted upon only up to the last date of nomination. Only during the period between the last date of nomination and the date of completion of the electoral process no requests are acted upon. As with summary revision, supplementary lists are produced containing additions and deletions or modifications of entries allowed during the period intervening between the last final publication and the last date of nomination. It is quite possible that such a supplementary list is an addition to the supplementary list, which has been produced through summary or intensive revision earlier.

There is however no publication of separate addition/deletion lists at fixed intervals due to continuous revision, though the Electoral Registration Officers are required to maintain such lists corrected upto date at all times.

6. BACKGROUND:

After the first general election in 1952, the Commission directed that in respect of each of the 5 years from 1952 to 1956 the annual revision of electoral rolls in State should **intensively** cover 1/5th of the entire area of the State so that every locality might have its electoral roll intensively revised at least once before the second general election. Apart from this, the Commission also directed the **intensive** revision of the rolls every year in respect of some special kinds of areas where the electoral rolls were likely to become inaccurate and out of date fairly soon after their preparation, e.g. (i) Urban Areas (ii) Areas with a floating labour population and (iii) Areas to and from where fairly large movements of population were known to have taken place. The Commission further directed all Electoral Registration Officers that the rolls for the year 1956 should be prepared or revised as accurately as possible and that special steps should be taken to ensure that the revised rolls for 1956 were finally published in time.

After the general election in 1957, the Commission directed that during each of the three following years the electoral rolls related to 1/3rd of the entire area of every State should be revised **intensively** so that the electoral roll for every locality would have been revised intensively once at least before the next general election in 1962. During the year 1961 the revision taken up was non-intensive in respect of the entire rural area but intensive in respect of (a) Urban Areas (b) Areas where there were floating local population (c) areas to or from where migration was known to have taken place and (d) Service voters.

In the CEOs' Conference held in 1960 the following decision was taken in regard to revision of roll: "there should be an annual revision of rolls and the programme for such revision should start on the 1st January and the work completed on the 31st January of the year".

After the general elections of 1962, the Commission directed that the summary revision of electoral rolls should ordinarily be sufficient in the years 1963 and 1964. The Commission was convinced that it was a waste of effort to revise every year the electoral rolls of all the constituencies in the country. The device of summary revision made the task some what easier for the Electoral Registration Officers since they had only to prepare a list of amendments to the various parts of the electoral rolls on the basis of such information as might be readily available, published the roll together with this list in draft and finalise it after going through usual claims and objections procedure. The Commission issued a general direction that about 40% of the electoral rolls should be intensively revised in 1965 and the rest in 1966 and that the latter should include all urban areas, areas with a floating population and areas to or from which large scale migration was known to have taken place.

Shortly after the indications became clear that a great split in the Indian National Congress was certain, the Commission felt that such split might force the Prime Minister to advise the President to dissolve the House of the People at any opportune moment. The Election Commission did not wait till the dissolution of the Lok Sabha and called a one day conference of all the CEOs on 5th November, 1969 and directed them to take up the revision of rolls on 15th of November, 1969 and finish the entire process of revision by 15th January, 1970. This was an unprecedented step in the election history of India because previously the preparation or revision of rolls took a very longer period even in summary revision. And as such the Election Commission was in a position to take up the challenge of holding elections at a short notice. When the Lok Sabha was dissolved towards the end of December, 1970, the Election Commission felt confident to hold the general election well in time before the

financial year was out. It may be pointed out here that whenever a general election is held either to the Lok Sabha or to Legislative assembly during the first quarter of a year, the electoral rolls which can be used for such election can only be the rolls prepared or revised with reference to the first of January of the preceding year because it is physically impossible to hold and complete any general election by the middle of March of a year by preparing or revising the electoral rolls with reference to the first January of that very year. Therefore prior to 1971 whenever the general elections were held, by and large, in the first quarter of the year, the rolls which have been used for such general elections have always been the rolls prepared or revised with reference to the 1st January of the previous year and therefore the rolls which were used at the general election in February-March, 1971 were the rolls which were prepared with reference to the 1st January, 1970. It is pertinent to mention here that under Section 23 of the R. P. Act, 1950 any person whose name is not included in the electoral roll of a constituency may apply to Electoral Registration Officer for the inclusion of his name in that roll and the ERO, if satisfied that the applicant is entitled to be registered in the electoral rolls, is required by the law to direct his name to be included therein. Sub Section 3 of section 23 sets a time limit for such inclusion that no direction for the inclusion of name in the electoral rolls of a constituency can be given after the last date for making nominations for an election in that constituency with the result that even if an application for inclusion is made before the last date of making nominations then in that case the application for inclusion will remain undisposed till the elections are held and completed.

In 1975 with a view to be prepared for general elections, the Commission took early steps for revision of the electoral rolls under a crash programme and directed all the States and Union Territories that the existing rolls should be published as draft rolls on 1st January, 1975 and claims for inclusion of names in, and objections for the deletion of entries from the rolls, should be invited up to 16th January, 1975. This procedure was intended to reduce the consumption of paper, volume of printing and expedite the revision of rolls. The Commission further directed that simultaneously there should be house to house enumeration of voters by the officially appointed enumerators in accordance with the system of Electoral Card. On the basis of the enumeration, the enumerators were asked to prepare two lists, namely (i) list of persons who were eligible to be registered in the electoral roll but whose names were not previously included in the draft rolls and (ii) list of persons whose names were included in the draft rolls but who were since dead or had ceased to be ordinarily resident in the constituency.

Having regard to large scale shifting of population to various new colonies in Delhi it was considered desirable that the draft rolls should not be the existing rolls, as in the case of other states, but those prepared afresh after house to house enumeration. The rolls were published in the draft on 10th February 1975 and finally published by 7th April 1975 while in all other cases the rolls were finally published on 28th February 1975.

Since the general election to the House of the People was not held in 1976 as the duration of the existing House had been extended till March, 1977, in March, 1976 the Commission decided to undertake summary revision of rolls with reference to 1.1.1976 as the qualifying date. The electoral rolls so revised in 1976 were accepted to be valid for the general election in 1977. However with a view to updating rolls to the extent possible the Commission through a press note exhorted all duly qualified persons to file claims to the respective rolls not later than 5th February 1977. All efforts were made to dispose of all such claims and objections to ensure the accuracy of the roll.

Keeping in view the general elections in 1985, the Commission decided to stagger the revision of rolls in such a way that the electoral rolls of all rural constituencies could be intensively revised in 1983 with reference to 1.1.1983 as the qualifying date and those of all urban constituencies with reference to 1.1.1984 as the qualifying date. To achieve optimum accuracy of electoral rolls the Commission directed that Chief Electoral Officer, Joint Chief Electoral Officer, Dy. Chief Electoral Officer and other senior officers of the election departments and District Election Officers to undertake frequent tours particularly at the time of house to house enumeration in various districts of the states to ensure that enumeration work progressed in an orderly and systematic manner. The Electoral Registration Officers and Assistant Electoral Registration Officers were instructed to make spot checks at random in respect of areas where there were complaints of large scale omissions of names in the past.

The electoral rolls of all constituencies were revised intensively in 1987 and 1988, followed by a special revision in 1989. In 1992 the summary revision was ordered and thereafter in 1993 Commission ordered for the **intensive** revision with reference to 1.1.1993 as the qualifying date. Thereafter in 1995 again the **intensive** revision was done.

In 1997, the Commission decided to computerise the rolls and the work started practically in 1998. The Commission took a conscious decision of not ordering **intensive** revision till the roll is cleaned through computerisation.

The summary revision was ordered by the Commission in the years 1999, 2000 and 2001 in respect of all States/Union Territories.

The special revision of **intensive** nature was undertaken w.r.t. 01-01-2002 as the qualifying date in 20 States/UTs of Andhra Pradesh, Goa, Gujarat, Haryana, Himachal Pradesh, Karnataka, Kerala, Maharashtra, Orissa, Rajasthan, Sikkim, Tamil Nadu, West Bengal, A & N Islands, Chandigarh, Daman & Diu, Dadra & Nagar Haveli, NCT of Delhi, Lakshadweep and Pondicherry and w.r.t. 01-01-2003 in Bihar, Chhattisgarh, Jharkhand, Madhya Pradesh, Punjab, Uttaranchal and Uttar Pradesh.

6.1. REVISION OF ELECTORAL ROLL IN 2004

The electoral rolls in respect of all States and Union Territories, except four assembly constituencies No. 14, 46, 49 & 50 of Arunachal Pradesh were summarily revised with reference to 01-01-2004 as the qualifying date. The date of final publication of rolls in respect of all the 35 States is as under :-

Sl.No.	Name of State	Date of Final publication
1.	Andhra Pradesh	20.01.2004
2.	Arunachal Pradesh (except AC No.14, 46, 49 & 50)	0.03.2004
3.	Assam	05.02.2004
4.	Bihar	28-02-2004
5.	Chhattisgarh	28-02-2004
6.	Goa	03.02.2004
7.	Gujarat	20.01.2004
	AC No.76-Jamalpur	28.02.2004
8.	Haryana	23.02.2004
9.	Himachal Pradesh	20.01.2004
10.	Jammu & Kashmir	06.03.2004
11.	Jharkhand	04-02-2004
	AC No.07, 10, 11 & 12 in Dumka District.	28.02.2004
12.	Karnataka	31.01.2004
13.	Kerala	10.02.2004
	AC No.105-Thiruvalla	28.02.2004
14.	Madhya Pradesh	28-02-2004
15.	Maharashtra	20.02.2004
16.	Manipur	20.01.2004
17.	Meghalaya	20.01.2004
18.	Mizoram	28.02.2004
19.	Nagaland	20.01.2004
20.	Orissa	31.01.2004
	In 86 ACs	26.02.2004

	In 37 ACs	01.03.2004
	In 24 ACs	10.03.2004
21.	Punjab	20-01-2004
22.	Rajasthan	08.03.2004
23.	Sikkim	05.02.2004
24.	Tamil Nadu	25.02.2004
25.	Tripura	28.02.2004
26.	Uttaranchal	20-01-2004
27.	Uttar Pradesh	20-03-2004
28.	West Bengal	04.02.2004
29.	A & N Islands	20.01.2004
30.	Chandigarh	20.01.2004
31.	Daman & Diu	20.01.2004
32.	Dadra Nagar Haveli	20.01.2004
33.	NCT of Delhi	08.03.2004
34.	Lakshadweep	20.01.2004
35.	Pondicherry	20.01.2004

7. THE PRESENT REVISION OF ELECTORAL ROLLS

As stated above, the Commission has decided to order **intensive** revision of electoral rolls in the States of Jammu and Kashmir and North-Eastern States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura. The Commission has decided to undertake special summary revision w.r.t.01.01.2005 as qualifying date in all the remaining States/Union territories. In respect of Arunachal Pradesh and Maharashtra, where Legislative Assembly elections are due to be held later this year, revision exercise shall be taken up after these elections with a separate schedule to be announced later.

7.1. INTENSIVE REVISION OF ELECTORAL ROLLS w.r.t. 01- 01-2005 AS THE QUALIFYING DATE

7.1.1. THE SCHEDULE:

The Commission has announced the following schedule vide its order dated 2nd June, 2004 for intensive revision in Jammu and Kashmir and the North Eastern states.

S.No	STAGES OF REVISION	PERIOD ALLOWED FOR EACH STAGE
1.	Preparatory work	01-07-2004(Thursday) to 01-08-2004 (Sunday)
2.	House-to-house enumeration	02-08-2004 (Monday) to 03-09-2004 (Friday)
3.	Preparation of manuscript, comparison of manuscript with relevant parts of the previous electoral roll of 2004, data entry of new electors and carrying out corrections, wherever necessary, in respect of electors already included in the data base, generation of check list, comparison thereof and printing of draft roll. Supply of electoral rolls and Forms 6, 7, 8 & 8A to area Post Offices.	04-09-2004 (Saturday) to 28-10-2004 (Thursday)

4.	Draft publication of rolls on	29-10-2004 (Friday)
5.	Period for filing of claims and objections and reading of relevant part/section of electoral roll in Gram Sabha / Urban Local Bodies and Resident Welfare Association Meetings etc.	Between 29-10-2004 (Friday) and 20-11-2004 (Saturday)
6.	Disposal of claims and objections by	13-12-2004 (Monday)
7.	Preparation and printing of supplements of Additions, deletions and corrections by	31-12-2004 (Friday)
8.	Final publication of Electoral Rolls on	03-01-2005 (Monday)

7.2. PRELIMINARY WORK BEFORE START OF ENUMERATION

7.2.1. POLLING STATION AREAS - MAPS AND OTHER DETAILS

The electoral roll shall be revised polling station wise and each part of the electoral roll shall cover the area falling within one polling station. In other words, the part number of the electoral roll and the polling station number shall be the same. Therefore, it is absolutely necessary that the list of villages/localities/sub-localities covered by a part of electoral roll is very clearly defined as a section in the part and tagged to the postal zone of the corresponding area. There shall be no scope for confusion and the enumerators should be clear about the area to be enumerated by him/her.

The ERO shall have each Polling Station Area surveyed in advance to ensure that all the residential units are included in the list of locations falling within the area. He shall also ensure that house numbers are assigned to each residential unit. Temporary constructions to which house numbers have not been assigned yet may also be surveyed for clear identification of polling areas in which they fall. Temporary collective numbers may be given to such clusters of temporary constructions, wherever necessary. The numbers allotted by Census Authorities, if available, may be adopted for enumeration purpose in these cases. These collective numbers should indicate the exact repeat exact number of households in the clusters and will not in any way be treated as regularizing any irregular unauthorized occupation/irregular unauthorized encroachment.

In order to avoid the error of mixing of electors of one polling area with other and / or inclusion of same area in two or more polling stations, Section falling within a particular Polling Station should be printed using the existing database of Control Tables and it should be compared with the extent of Polling Stations approved by the Commission, a copy of which is provided to the political parties.

Each enumerator shall be supplied with a list of house numbers alongwith a sketch map of the area which he is required to cover during enumeration. (It should be noted that all the polling station areas in an Assembly Constituency joined together constitute the constituency itself and no island should be left.) This is being provided to ensure that no areas are left out at the time of enumeration. A copy of this map should be safely preserved as the Commission is contemplating preparation of GIS maps for polling stations and Assembly Constituencies and these maps will be required at the time of preparation of the GIS maps.

The house numbering should, as far as possible, be the ones adopted by the authorities for preparation of electoral rolls for local bodies. This would greatly help in adopting of the electoral data of assembly constituencies, for preparation of rolls for local bodies elections. In case the polling area does not have proper house numbering, dummy house numbers (as is assigned by Census authorities at the time of census) should be

assigned to all the dwelling units in these areas. Normally such house numbering is done starting from North-West and ending in South-East as is done in numbering of plots of land by the revenue authorities. It must be ensured that there is no overlapping in the jurisdiction of enumerators.

7.2.2. APPOINTMENT OF ENUMERATORS AND SUPERVISORS

Under the provisions of sub-section (2) of section 13B of the Representation of the People Act, 1950, an Electoral Registration Officer is permitted to employ such persons as he thinks fit for the preparation and revision of the electoral rolls.

Section 29 of the said Act provides that every local authority in a State shall make available to any Electoral Registration Officer such staff as may be necessary for the performance of any duties in connection with the preparation and revision of electoral rolls.

Enumerators are appointed to carry out enumeration of electors residing in each household in the area assigned to him. One enumerator should be appointed for each part of the existing electoral roll. Supervisors are to be appointed to oversee the work done by the enumerators. Normally, one supervisor shall be appointed to oversee the work of two Enumerators. However, there is no objection to appointment of one Supervisor for each Enumerator depending on the ground situation. Necessary planning may be done in advance to requisition the services of sufficient number of employees to be appointed as Enumerators and Supervisors.

Each Enumerator and Supervisor should be given Identity Card (specimen **Annexed as IR-2005-01**) by the ERO, which should be displayed on their person while on duty.

7.2.3. DISCIPLINARY ACTION

As per provisions laid down in Section 13CC of the said Act, officers or staff employed in connection with the preparation, revision and correction of the electoral rolls for, and the conduct of, all elections shall be deemed to be on deputation to the Election Commission of India for the period during which they are so employed and such officers and staff shall, during that period, be subject to the control, superintendence and discipline of the Election Commission. The enumerators and supervisors are also covered by the above provision.

Enumerators and Supervisors shall further bear in mind the provisions of section 32 of the said Act which envisage that if any person required 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 with imprisonment for a term which shall not be less than three months but which may extend to two years and with fine.

7.2.4. CODE OF CONDUCT

Enumerators and Supervisors appointed for house to house enumeration/verification in connection with the Intensive Revision of the electoral rolls have a very vital role in the matter of preparation of correct and accurate electoral rolls. The Enumerators and Supervisors should remember that they are doing a vital public service and not any favour. While on duty, they should have patience and exhibit good manners when dealing with the public. After reaching a house, they should greet the head of the family or senior adult member politely, explain their duty and ask for information using a very polite language.

7.2.5. TRAINING OF ENUMERATORS AND SUPERVISORS

The District Election Officer (DEO)/Electoral Registration Officer (ERO) shall be organising comprehensive training classes covering all aspects of the Intensive revision for the enumerators and supervisors to clearly understand the job requirements and what they are expected to deliver in an efficient manner.

There may be a number of training classes and all enumerators and supervisors shall attend these training sessions without fail in order to have a very clear idea of their duties.

During the training sessions, copies of all Formats and Forms in which the data relating to electors is to be obtained should be supplied. Further thorough training will be provided as to the precautions to be taken for obtaining the information and the method to be used for filling up various columns of the Forms. All enumerators and supervisors should be advised to understand the procedure and ask detailed questions if they have any doubts. Unless the enumerators and supervisors have a clear and thorough knowledge of their duties, they will not be in a position to discharge their duties as required under law and will find it difficult to fill the required Forms. Ignorance or lack of training shall not be accepted as a defence in case of non compliance of the Commission's instruction on revision of rolls.

7.2.6. PRINTING OF ELECTORAL CARDS

The format of the "**Electoral Card**" shall be in the form **Annexed as IR-2005-02**. The columns of the card are provided in accordance with the present format of the electoral roll. These cards should be printed and stitched in a book form. These books (enumeration pad) shall contain enumeration cards in duplicate and shall be serially machine numbered. The duplicate copy may be printed on a different coloured paper, to distinguish it clearly. The original copy and the duplicate copy should bear the same serial number and should have the printing properly aligned. The Declaration to be signed by the Head/Senior adult member of the household should be printed on both the copies. Groups of hundred or two hundred cards should be stitched together in pads.

It is left to the discretion of the Chief Electoral Officer to decide whether the enumeration pads for the entire State should be printed centrally or by the District Election Officers.

7.3. HOUSE TO HOUSE ENUMERATION

7.3.1. STATIONARY TO BE SUPPLIED TO THE ENUMERATOR

7.3.2.

The Enumerator will **not be** supplied with copy of any previous electoral rolls. He shall be supplied with a complete list of villages/localities/sub-localities alongwith a sketch map of the area under his/her jurisdiction.

Each enumerator will be supplied with the following materials :-

1

2a) **Enumeration Pad** containing enumeration forms (**Electoral Cards**);

3b) Sufficient number of new carbon papers;

4c) Good quality ball point pen;

5d) Stamp pad to get thumb impression of the illiterate electors;

6e) Adequate number of Form-4 appended to Registration of Electors Rules, 1960.

7.3.2. ENUMERATION OF EACH HOUSEHOLD:

As mentioned here before, one enumerator is to be appointed for the area covered in each part of the existing electoral roll. However, separate Enumeration Pad containing Electoral Cards shall be compulsorily used if there are more than one Section in that part i.e. separately identifiable localities like block, mohallas, villages, hamlets etc. On the cover page of each Enumeration Pad, the identity of the area/sub-area covered should be clearly written in capital letters.

When the enumerator visits a household, he will meet the *head of the household* or, in his absence, the *senior adult member* of that household. He will ascertain the names of adult Indian citizens i.e. those Indian citizens who are of the age of 18 or above on the qualifying date and are ordinarily residing in the house. He shall enumerate the names of all such persons as are claimed to be adult Indian Citizens and are ordinarily residents, by the head/senior adult member of the household, in the enumeration pad provided to him by the Electoral Registration Officer for the purpose of such enumeration.

The Enumerator should clearly explain and bring home to the head or the senior adult member of the house hold that no person can be enrolled at more than one constituency and not more than once in the same constituency and that furnishing of any information which is false and which he/she knows or believes to be false or does not believe to be true, is an electoral offence. **The persons furnishing such false information are liable for punishment with imprisonment for a term which may extend to one year or with fine or with both under section 31 of the Representation of the People Act, 1950.**

The Enumerator should thereafter obtain the full signature of the head/senior adult member who furnished the information to him and if the head/senior adult member of the household is illiterate, the thumb impression of the person (left thumb impression in the case of male person and right thumb impression in the case of female member for the sake of uniformity) at the appropriate place on the right side of the Electoral Card. Below such thumb impression, the full name of the person affixing such thumb impression shall be mentioned legibly by the enumerator along with words 'LTI' or 'RTI' as the case may be.

The Enumerator should also append his signature thereafter on the left-hand corner of the Electoral Card with his name and date of enumeration. In no case the signature of either the senior/adult member of the household or that of the Enumerator should be blank in any of the Enumeration Card. In case the number of eligible members of a household is more than the number of entries that can be accommodated in one Electoral Card, then the next card may be used to enumerate all the eligible persons. The signature of the head/senior member of the household may be obtained only in last of such Electoral Cards used for enumeration. It is not necessary to obtain the signature on each card.

If in any house/building, there is more than one family residing, each family should be enumerated separately, even if the house number is common. In no case should the name of members belonging to more than one family be included along with the names of members of another household in the same electoral card.

Every enumerator will personally visit each and every household in the polling area under his charge. During such visits if he finds any new house having come up which is not included in the list of house numbers given to him, he will include that house also by giving it a suitable auxiliary number. For instance, if between house numbers 33 and 34 a new inhabited structure has come up and the eligible electors of the household have not been enumerated, the enumerator will give 33A/33B/33C etc. as the auxiliary number for identification of the house and proceed to enumerate the eligible electors therein.

A specific day may be fixed for enumeration of electors living in a specific cluster of unnumbered temporary constructions referred to above. This day should be widely publicised in the area concerned and notified to all recognized political parties. The political parties should be invited to appoint one agent each to witness the process of enumeration in the said cluster.

The enumerator on the day of actual enumeration, accompanied by the supervisor should assign a temporary number, if no other number is assigned by local authorities, with chalk or such like instruments in front of each individual construction in the cluster and complete the enumeration in one go on the same day. No piecemeal enumeration of the cluster will be accepted.

Any such additional temporary constructions or clusters that come up after the process of enumeration should be dealt with during the process of disposal of claims and objections under Rule 21 and 21A of the Registration of Electors Rules, 1960.

If any enumerator finds a particular house locked or that no adult member of the house hold is available at the time of his visit, he shall visit that house **at least three times** on different occasions and during different hours in the morning or evening when he may reasonably expect to find some adult person to be present/available in the house. If even after three such visits he is not able to meet any adult member of the household, he will make an entry to that effect against that house number in the List of house numbers provided. He should also prepare a separate list of all such households and furnish that list to his supervisor.

Where an enumerator reports to the Supervisor that a particular house has been found locked or no adult member of household is available in any house on his repeated visits, the Supervisor will himself visit that house and verify the fact. In case the house is found locked or no adult member of the household is available even at the time of the Supervisor's visit, he shall drop the **letter of request in Form 4** (Appended to the Registration of Electors Rules, 1960) in the premises. He shall make another visit to that house after two or three days and collect Form 4, if somebody is present at the time of his subsequent visit. He shall keep a proper account of his visits to such houses.

7.3.3. PREPARATION OF MANUSCRIPT

As soon as the enumerator completes an enumeration pad, the work of preparing the list of persons enumerated, as per the enumeration pad shall be started. It shall not be necessary to wait for the enumeration of the entire polling area to be completed before the work of such preparation of the list of enumerated persons is taken up.

Separate list should be prepared for each identifiable area covered in one part of the electoral roll. Like in rural areas if there are more than one village in a part then separate list should be prepared for each village. Similarly if there are more than one identifiable localities like mohalla, block, society, apartment etc. in a part of an urban area, separate list for each such segment shall be prepared. This will facilitate reading out of the rolls separately in different villages/ localities/sub-localities.

The proforma to be used for preparing the list of enumerated persons shall be the same as that of the Electoral Card with an additional column to show the **'Sl. No. in the Existing roll'** The Enumerator will prepare the manuscript from the names of enumerated persons in the Electoral Cards. He shall not fill up the additional last column, as he will not be provided with relevant part of the previous electoral roll.

Immediately after a polling area has been completely enumerated and all the enumeration pads in respect of that area have been received and lists of persons enumerated therein prepared, all such lists shall be consolidated and arranged house-number wise starting with the first house and ending with the last house in that polling area. All such lists shall be prepared in quadruplicate (four copies) polling station-wise.

While preparing these lists polling station-wise, the information furnished by the households in Form 4 either through the supervisors or direct to the ERO shall also be included in the relevant places having regard to the house numbers where such households reside.

7.4. DUTIES OF THE SUPERVISOR

Every Supervisor shall personally check and ensure every day that the enumerators under his charge are visiting the households in the polling areas assigned to them and performing their functions properly and strictly in accordance with the Commission's instructions. For this purpose, the Supervisors should make daily visits to the areas under their charge.

As soon as an enumerator has returned a Enumeration Pad, duly filled, to a Supervisor, alongwith the manuscript of enumerated persons, he shall personally check each and every Electoral Card serial wise in the enumeration pad and verify that it contains all the pages which it is supposed to contain and that all 'Electoral Card' have been properly filled in and duly completed in all respects and that no column has been left blank.

The Supervisors shall be provided with the previous electoral roll of the corresponding area covered by the Enumeration Cards in respect of a polling station area. As soon as the manuscript in respect of a polling area is handed over by the Enumerator alongwith the enumeration pad containing the original 'Electoral Cards', the Supervisor will prepare a list showing the serial number of the Enumeration Cards used to cover a polling station area vis-à-vis corresponding existing electoral roll. The unused number of electoral cards in a enumeration pad should also be noted by him.

He shall then **compare** the entries house number-wise with the corresponding entries in respect of each household in the previous electoral roll in the following manner: -

1

2(i) In case of such persons whose names do not appear in the previous electoral roll, he shall indicate the word "**New**" in the last column of the manuscript. In case the names in the manuscript appear in the previous electoral roll, the serial No. of such elector (in the previous electoral roll) shall be entered in the last column mentioned above;

3(ii) He shall correct the entries in the printed copy of the electoral roll from the manuscript wherever necessary and also tick (☐) the entries checked;

4(iii) Score the entries in the printed electoral roll that do not appear in the manuscript to indicate **missing voters** i.e. dead/shifted; However, in all such cases, it will be the personal responsibility of the Supervisor to ensure that all such deletions are genuine and no person living in the area should be removed from the list.

All indications in the printed electoral roll should be marked with **red ink**.

In order to ensure that the enumerators have done their work properly, every Supervisor should make random checking of not less than 25% of the households covered by the enumerators. During such checking, they should check the entries made in the original of the 'Electoral Card' in the enumeration pad with the duplicate supplied to the household and must satisfy that the entries in both the original and duplicate cards are identical in all respects. He should countersign the original Electoral Cards verified with Name and date.

During his visit to the households for checking, the Supervisor will also check and satisfy himself that the entries made in the 'Electoral Card' are of persons of the age of eighteen years or above as on the qualifying date and are actually ordinarily resident in that household. He should also verify that the 'Electoral Card' issued to the head of the household and its original in the enumeration pad bears the actual signature/thumb impression of the head of the household or senior adult member of the household and that of the enumerator and the entries have been correctly made on the basis of the information furnished by the head/senior adult member of the household.

He should also bring the penal provisions of section 31 of the Representation of the People Act, 1950, about making any false statement relating to inclusion or exclusion of any name to the notice of the head/senior adult member of the household when he makes the enquiry during his checking.

If during his checking, he finds that the name of any person not qualified for registration on the ground of *age or ordinary residence*, has been wrongly enumerated and included in Electoral Card he shall delete every such name under his full signature with date indicating briefly the reason for such deletion.

Similarly, if a supervisor finds during his sample checking that any name of a member of the household which should have been included in the 'Electoral Card' has been left out for any reason, he will include that name in the 'Electoral Card' supplied to the household under his full name and signature with a suitable endorsement indicating the reason for such inclusion and exactly similar entries will be made by the Supervisor in the original of the 'Electoral Card' and also in the list of enumerated persons i.e. the manuscript.

Where, on his checking as aforesaid, any Supervisor finds that there are large number of wrongful inclusions or wrongful exclusions of names in the 'Electoral Cards' issued by a particular enumerator, he should undertake 100% verification of all the household enumerated by the said enumerator.

Such enumerator shall forthwith be removed from the job of enumeration and a report shall be made by the Supervisor to the Electoral Registration Officer for disciplinary action against the delinquent enumerator.

Where an enumerator reports to the Supervisor that a particular house has been found locked or no adult member of household is available in any house on his repeated

visits, the Supervisor will himself visit that house and verify the fact. In case the house is found locked or no adult member of the household is available even at the time of the Supervisor's visit, he shall drop the letter of request in Form 4 appended to the Registration of Electors Rules, 1960 in the premises. He shall make another visit to that house after two or three days and collect Form 4, if somebody is present at the time of his subsequent visit. He shall keep a proper account of his visits to such houses. As soon as a supervisor has completed his random checking as aforesaid, in respect of the households enumerated, he shall deposit forthwith the verified 'Enumeration Pad' and the manuscript after filling the last column as explained above, and the corrected copy of the previous roll provided to him with the Electoral Registration Officer. Before depositing the verified 'Enumeration Pad' and the manuscript, he shall give a certificate that he has conducted the required supervisory checks mentioning specifically the number of house/households visited and checked by him.

During supervisory checks, the Supervisor shall, apart from verifying specific instances indicated above, also make a similar endorsement in any new cases which are noticed by him where he has doubts about the information furnished. He shall make necessary corrections in the manuscript as may be necessary after verification by him.

He should compulsorily verify all the entries in the list of missing voters prepared by him after comparing with the list of enumerated persons and the existing part of the roll. In case of persons shown to have been issued EPIC, included in this list, he must try to ascertain if the persons are dead or the place or complete address, wherever possible, where they have shifted.

7.5. CHECKS BY SENIOR OFFICERS

Apart from the checks by Supervisors of the work done by the enumerators under their charge, supervisory checks shall also be made during the period of enumeration by the Assistant Electoral Registration Officers, Electoral Registration Officers, District Election Officers, and Chief Electoral Officer. The minimum percentage of checking to be done by each of them by visits to the households shall not be less than the following. (This is only a lower limit. The actual should be higher).

Assistant Electoral Registration Officers	12%
Electoral Registration Officers	05%
District Election Officers	02%

The household checked by the senior officials should by and large be mutually exclusive. The official checking the household should also check the entries in the duplicate copy of the Electoral Card available with the household and sign and affix his name and date of checking.

The Chief Electoral Officer will conduct random checking and also satisfy himself that all the instructions are being scrupulously and correctly followed.

The supervisory checking by the AEROs, EROs and DEOs shall not be confined to visits to households, but shall include checking that no pockets have been completely left out or enumerated more than once in the constituency during enumeration and that no area or pocket of another constituency has been included in the enumeration for the constituency under checking. On the border areas of the constituency, it shall be particularly ensured that no area belonging to one constituency has been allowed to be included in the enumeration of another constituency. They shall certify that these aspects have been specially checked by them during their supervisory visits. The previous rolls may be used for conducting supervisory checks.

The Supervisory checking would also ensure that no names appearing in the previous roll are deleted erroneously. The Supervisors have been given personal responsibility to check and verify all names that are to be deleted. However, the senior officer shall pay adequate attention to verify that the supervisors have done their job well. Ordinarily, at least two persons should verify that the deletions are correct, the cases of voters (in the previous

roll) having EPIC, the names to be deleted, may be published and a copy of said deletions may be provided to political parties eliciting their cooperation in correcting the roll.

7.6. PRINTING OF DRAFT ROLL

7.6.1. UPDATION OF EXISTING DATABASE

As soon as the manuscript and corresponding part of the previous electoral roll compared by the Supervisor is received in the office of the Electoral Registration Officer, the work of updating the existing electoral roll database with reference to the information collected shall be started.

The data entry operators should take the following actions to update the existing electoral roll database: -

1

2(i) Carry out the corrections in the respective fields to incorporate modifications indicated with red ink in the printed copy of the previous roll provided to the supervisor in respect of the entries already available in the database;

3(ii) Delete the entries of missing voters i.e. dead/shifted voters that are struck out by the supervisor in the printed copy of the previous roll.

4(iii) Thereafter insert the names of New electors at the appropriate place under the same household, renumber the serial no. of the electors according to the manuscript and sort out the data base after the above changes. Detailed step-by-step technical guidelines will be issued separately.

It should be ensured that all the above operations in respect of one part (Polling Station) are done by the same data entry operator so that in case of negligence in data updation responsibility can be fixed.

The Electoral Registration Officer shall take every precaution to ensure that all the inputs collected by way of house-to-house enumeration by the enumerator and the supervisor is reflected in the electors database before the same is used to generate draft rolls. He shall particularly verify and satisfy himself that the existing database has been duly modified with due care and nothing has been left out.

To ensure accuracy of the draft roll, he shall first generate a **Check List** from the database and shall have the entries necessarily compared with the manuscript, relevant printed copy of the previous roll and satisfy himself that the printed roll conforms exactly in all respects with the inputs and that no error either by design or by mistake has crept into the database. Instances have come to the notice of the Commission that proper comparison of the check list is not done before generating draft rolls resulting in improper deletion of entries of genuine electors, many a times enbloc causing embarrassment to the institution and disenfranchisement of genuine electors. Any laxity will be viewed seriously.

After making further necessary corrections in the data base, that might be necessary after comparison of the Check List, the ERO shall get required number of copies of the drafts rolls prepared.

17.7. DRAFT PUBLICATION

The electoral rolls prepared and printed as above, polling station-wise shall be published as draft for inviting claims and objections on the date specified for the purpose by the Election Commission.

7.7.1. DESIGNATED LOCATIONS

The draft electoral roll shall be published on locations designated for this purpose. These designated locations, for the whole period of filing of claims and objections, shall be the offices of EROs/AEROs. Similarly, the Polling Station locations shall also be the designated locations, where the electoral rolls shall be published and claims and objections shall be received during the revision exercise. Further, the offices of rural and urban elected bodies

shall also function as designated locations on the dates of meetings as and when organized by the ERO during this period.

During the current revision of electoral roll the services of the Post Office shall also be used as Designated locations for display of draft electoral roll in the area covered by respective Delivery Post Offices. Claims and objections shall also be received in all the post offices.

Detailed guidelines about use of Post-offices and Postmen for display of rolls, receipt of duly filled in Forms and their verification etc. will be issued separately.

7.7.2. DISSEMINATION OF ELECTORAL ROLLS AT A WIDER SCALE

7.7.2.1. AVAILABILITY AND CHECKING OF DRAFT ROLLS

The draft electoral rolls shall be published and disseminated at a wider scale for information of the public. The following procedure shall be followed to ensure this:-

- (a) It has been decided that the draft roll prepared polling station wise, shall be published for inviting claims and objections during the period specified in the schedule given above for the purpose by the Election Commission at the offices of EROs/AEROs and at designated locations mentioned above and simultaneously copies shall be provided on the day of publication of the draft roll to the rural and urban local bodies. Copies of the relevant parts of the draft roll shall also be provided to the Residents' Welfare Associations (RWAs), Mohalla Sudhar Samitis, J.J.Sudhar Samitis, **Housing Societies** etc., where the rolls are to be read in the presence of the public. In addition, sufficient number of forms shall also be made available at these places. The availability of electoral rolls in these organizations will be helpful in eliciting their cooperation in the roll revision exercise and also in the continuous updation of rolls later.
- 1(b) Widest publicity shall be given to the draft publication of roll by all media of mass communication, including paid advertisements in the news papers having wide circulation in the areas concerned.

7.7.2.2. VERIFICATION OF DRAFT ROLLS IN THE MEETINGS OF GAON SABHAS/WARD SABHAS/RWAs

The modalities to be followed during this exercise are as follows:

Rural Areas :

- a) The Village Panchayat Officer, who is the Secretary of the Gaon Sabha, shall convene the Gaon Sabha/ Ward Sabha meetings. The local revenue official (for instance Lekhpal in case of UP) may also be deputed to attend these meetings. These revenue officials may be provided with sufficient number of Forms so that necessary claims and objections can be got filled in during the meeting itself. The members of the public especially those who contested the last Gaon Sabha election but could not be elected, should also be invited as special invitees to these meetings. Immediately after the meeting, the revenue official may record his report on these applications and forward the same to the Electoral Registration Officer for action at his level under rules 16 to 20 of the R.E. Rules, 1960.
- b) If the Gaon Sabha includes more than one village, these meetings may be organised village-wise and elector's verification exercise in respect of a village may be completed in the meeting held in that village only. If there are a number of hamlets in a Gaon Sabha, the meetings may be organised hamlet-wise. In states like Rajasthan, the institution of Ward Sabha has been functional and in such states the Ward Sabha meetings may be organised to verify the draft roll.
- 1c) The remedial measures wherever required, on the basis of information made available in these meetings, will also have to be taken *suo motu* under **rule 21 and 21A of the R.E. Rules, 1960.**

Urban Areas :

- a) In urban areas the electoral rolls have to be read out in the specially convened Ward meetings of Corporations, Municipal Boards, Town Area Committees, Notified Area Committees, Cantonment Boards and also in the meetings of the Mohalla Sudhar Samitis, JJ/Slum Sudhar Samitis, Residents Welfare Associations of the locality or any other forum available in the area and suitable for such an exercise. Any NGOs willing to be associated in the exercise should also be involved. The draft electoral roll which are prepared polling station-wise will be split section-wise in the first instance and distributed to the different localities/ Residents' Welfare Associations/ Housing Societies alongwith an appeal which inter-alia will seek their co-operation to display the extract of the roll prominently for the benefit of the residents of that locality so that any person who is residing but is not a registered elector can take the necessary steps to enroll himself/ herself as well as members of his family.
- 1b) If a Polling Station includes more than one mohalla or residential colony, these meetings may be organized mohalla-wise or colony-wise and the electors' verification exercise in respect of that mohalla or colony may be completed in the meeting held in that mohalla or colony. If the area of any polling station is large and there is only one mohalla or colony, the mohalla or the colony, as the case may be, be divided into convenient parts at the discretion of the ERO concerned and the meetings may be organized in such parts of the mohalla or colony.
- 2c) If the mohalla or colony or ward or any part thereof, does not have any Ward Sabha or RWA or any such body, the ERO concerned may choose a prominent non-political citizen, working or retired government officer, NGO or a professional like doctor etc. residing in the locality, to chair the meetings and help the exercise to be completed. In case of residential colonies of govt. or semi govt. bodies, the staff responsible for maintenance of these colonies, may be actively involved in this exercise.
- 3d) The Electoral Registration Officer shall, in consultation with the Ward Sabhas/RWAs etc. concerned, decide the place, date and time for holding the meetings in such a way that the involvement of the people is assured. All such meetings shall be chaired by the member/office bearer of the Ward Sabha/RWA etc. concerned in the presence of an official designated to be present at the meeting. Here also, the procedure suggested in the preceding paragraphs for receipt and disposal of claims and objections under rules 16 to 20 and for *suo motu* action under rule 21 and 21A of the R.E. Rules, 1960 will have to be followed.

Minutes of the meetings :

The proceedings of the meetings in rural as well as the urban areas, referred to in the preceding paragraphs have to be meticulously recorded/minuted and a copy of the same should be forwarded to the Electoral Registration Officer who may take its help while disposing of the claims and objections received. These meetings may begin with the message from the Electoral Registration Officer/ District Election Officer/ Chief Electoral Officer regarding the responsibility of the members of the Gaon Sabha/ Samiti/ Association etc. in truthfully carrying out this exercise.

The EROs/DEOs shall also attend some of the meetings in rural and urban areas with a view to improve the quality of revision exercise.

7.8. AVAILABILITY OF BLANK FORMS

The Statutory Forms 6, 7, 8 and 8A appended to the Registration of Electors Rules, 1960 have been amended vide Ministry of Law and Justice Notification dated 18th August, 2003 along with certain other minor amendments in the Rules. A copy of the Notification has already been circulated vide Commission's letter No.3/2/2002/J.S.II dated 25th August, 2003.

Form 8B has been deleted. The revised Form 7 will now be used for filing objection to the inclusion of a name in the draft electoral roll between the period allowed for filing claims and objections during revision of rolls and also for deletion of entry after the final publication of rolls.

The use of the amended Forms shall be for the following purposes :-

FORM-6 - for inclusion of name for the first time *and* also for inclusion of name of a person already enrolled in a constituency for inclusion of name in another constituency.

FORM-7 - for objecting inclusion of name in the draft roll and also seeking deletion of name included in the final roll.

FORM-8 - for correction to particulars entered in the roll. This form can be used after draft publication as well as final publication.

FORM-8A - for transposition of entry in any other part of the roll of the same constituency. This form can be used after draft publication as well as after final publication. (Prior to the amendment this Form could be used only after final publication of rolls during the process of continuous updation).

FORM-8B has since been repealed.

Blank forms for addition, deletion, correction & transposition in the draft electoral roll should be available in all the locations where the draft Rolls are displayed so that these can be distributed in advance of the campaign dates to the concerned persons. Adequate number of forms may, therefore, be printed for this purpose.

It is not necessary to use only Forms supplied by the registration authorities. Forms downloaded from the Election Commission website, cyclostyled, hand written or privately printed can also be used for submitting applications for inclusion, deletion etc. so long as they conform to the statutory Forms. However, these forms should be on white paper of A-4 size and should not contain the name/symbol or any distinguishing mark of any party/organization printing/supplying the same. This point should be made clear during publicity.

7.8.1. ON LINE FORMS

The Commission has taken up a pilot project to provide facility to file claims and objections on line through Internet. Necessary guidelines, in this regard, shall be sent to the CEO before the date fixed for draft publication of the roll.

7.8.2. MANUSCRIPT FOR SUPPLEMENTS

Preparation of manuscript for addition (Form 6), deletion (Form 7), modification (Form 8) and transposition (Form 8A) should be meticulously done. Data entry for all such electors should be done meticulously and checklist should be printed. These check list should also be compared with the manuscript for such supplements and necessary corrections should be made wherever required.

7.9. ARRANGEMENTS AT THE DESIGNATED LOCATIONS

7.9.1. STAFF

The draft roll will be published at the designated locations and will be available with a government official designated for the purpose, who will make the draft roll available to the public for inspection and receive claims and objections. These officials shall also participate in the meetings stated above, collect the minutes of the meetings and also the claims and objections received during these meetings. Schedule of meetings to be held in the designated area shall be displayed at the designated locations for information of the public.

In order to provide prompt and efficient service to the electors, adequate number of staff should be mobilised and counters set up. The DEOs/EROs and Supervisory Officers shall ensure that all Designated Locations remain functional with full complement of staff. Strict action be taken against such officials who are found to be guilty of dereliction of duty.

Further, Control Rooms and help desks should be fully functional during the period of filing of claims and objections. It shall be further ensured that the officials at all designated locations are fully conversant with the duties to be performed and shall respond to public queries promptly.

7.9.2. ASSISTANCE TO ELECTORS

Electors who wish to complete forms can be assisted to ensure completeness and consistency of the Forms. There should be adequate space at each designated location for the electors to sit and complete the forms.

7.9.3. ACKNOWLEDGEMENTS

The completed Forms should be accepted and proper acknowledgments printed on the lower part of the Forms should be immediately issued.

7.9.4. RECEIVING FORMS

Forms 6, 7, 8 and 8A shall be received on all working days in the offices of EROs/AEROs and designated locations including area Post Offices from the date of draft publication till the period specified for the purpose. Acknowledgment for Receipt of Application printed below each Form should be filled up, detached and handed over to each applicant compulsorily. Applications in bulk should not be accepted at Post Offices and any other designated locations except at the offices of EROs/AEROs only by the RWAs/office bearers of political parties/ Mohalla Sudhar Samiti/JJ Sudhar Samiti office bearers etc. stated in the following para.

The above Forms shall also be received in the meetings of the rural and urban elected bodies by the Lekhpal for rural bodies and the government officer deployed to be present in the meeting for the urban bodies on the date(s) of meeting.

7.9.5. RECEIPT OF CLAIMS AND OBJECTIONS IN BULK

Ordinarily, each claim in Form-6 for inclusion of name in the electoral roll should be submitted individually by the claimant concerned. However, such claim Forms in respect of the members of the same household may be allowed to be filed by one person of the same household *at all designated locations*, if so authorized by the claimants in their claim Forms in the appropriate column provided for the purpose.

7.9.5.1. Therefore, claim application should not be received by the ERO and designated officers in bulk. The above instructions will, however, be subject to the following exceptions:-

1

2(i) The claim applications may be received in bulk **only at the offices of the EROs/AEROs** pertaining to more than one household, if they are duly forwarded by the President or Secretary of a Residents Welfare Association (RWA) etc. and the President/ Secretary of these organizations forwards these applications on its letterhead along with a complete list of the claim applications being forwarded therewith, and the said list is duly authenticated by the said President/ Secretary.

3(ii) The same will hold good in the case of applications forwarded by the Executive Officer (by whatever name called) of the Gaon Sabha.

4(iii) The President/Secretary of a recognized political party to whom the copies of the electoral rolls have been furnished under the provisions of the Registration of Electors Rule, 1960, may also follow the above procedure in the presentation of claim applications in bulk.

7.9.5.2. (a) Objections in Form-7, seeking deletion of entries from the electoral rolls should also, normally, be filed by the objectors concerned individually. An objector should, ordinarily, be permitted to file objections in Form-7 pertaining to the members of the same household.

(b) The instructions contained in sub-paras 1(i), (ii) and (iii) above will apply *mutatis-mutandis* in relation to submission of objections in Form-7 by the RWAs etc., Gaon Sabhas

and recognized political parties, as they apply in relation to submission of claim applications in Form-6 by them.

(c) If any person, other than the aforementioned office bearer of an RWA etc. or Gaon Sabha or recognized political party, wishes to submit objections in Form-7 in respect of more than seven persons, either belonging to the same household or to different households, such person should be asked to submit a complete list, duly authenticated by him, of each objection in Form-7 being submitted by him. In addition, he should be asked to submit an affidavit duly sworn before a Magistrate of the first class or a Notary Public or a Commissioner of Oaths, verifying the list of objections being submitted by him.

7.9.5.3. In all cases, where the claims and objections are being submitted in bulk by any person or an office bearer of a Resident's Welfare Association, Gaon Sabha or a recognized political party etc., as the case may be, he may be asked to make a statement in his forwarding letter that he is aware of the provisions of Section 31 of the Representation of the People Act, 1950, under which the making of a statement or declaration which is false and which the person making that statement/declaration either knows or believes to be false or does not believe to be true is a penal offence and vouch for particulars like name, father's name, address and genuineness of the applicant as given in the prescribed list duly authenticated by him. The EROs will dispose off the genuine applications as per the law. The Commission has also prescribed the format of these forwarding letters and the list (**annexed as IR-2005-10 & IR-2005-10A**) in which the office bearers of RWAs etc. and Gaon Sabhas and recognised National and State Political Parties should forward bulk applications. All applications received as aforesaid in bulk should be assigned suitable numbers in such a fashion that any time later, it should be possible to trace the persons/office bearers who submitted them so that responsibility for filing a wrong application can be fixed at a later date, if necessary.

It has been observed that bulk applications filed by political parties etc. are rejected on technical grounds such as non-submission alongwith the application prescribed for submitting the bulk Forms or the forwarding application is unsigned or not signed by the authorized persons. Due to this many applications of genuine eligible electors filed in bulk with such applications remain to be considered. The genuine persons whose Forms are collected remain unaware of rejection of their applications due to above reasons till they go to the polling stations during elections. Therefore, while giving publicity, the political parties in particular and other organizations shall be advised accordingly. They may be educated about proper use of each Form and also how to fill them so that they can get the incomplete Forms, if any, completed before submission.

7.9.5.4. It is hereby clarified that the concession to file claims and objections in bulk will apply only during the period for filing claims and objections fixed by the Commission at the time of this revision exercise of electoral rolls. This facility will *not be available on a permanent basis* at any other time. Similarly individuals desiring to file bulk applications alongwith an affidavit duly sworn before a Magistrate of the first class or a Notary Public or a Commissioner of Oaths can do so only during the period fixed for filing claims and objections.

7.9.5.5. The purport and intention of the Commission to allow filing of applications for claims and objections in bulk during the annual revision is to provide an opportunity to the recognised Political parties etc. to seriously participate in the process of revision of electoral rolls at the appropriate time. The general tendency is to highlight omissions and commissions in the electoral rolls prior to the general elections. The Commission desires to enlist their active cooperation now itself.

7.9.5.6. The above concession may be highlighted at the time of the publicity to be given for revision of electoral rolls. The state units of the recognised political parties may be informed of the instructions in writing whereas the same should be publicised for the benefit of the RWAs and Gaon Sabha etc. during reading out of rolls in the meetings.

7.10. PRESCRIBED LISTS

The relevant lists as prescribed in Forms 9, 10, and 11 under the Registration of Electors Rules, 1960 should be filled up by the staff from the details filled in the relevant forms (6, 7, and 8). A summary report should also be prepared with totals of each of the lists

corresponding to different Forms.

It has been observed by the Commission that the EROs have not been maintaining, in duplicate, the lists in Form 9, 10 and 11, entering therein the particulars of every claim or objection as and when they are received by them and that they have not been exhibiting one copy of such lists on the notice board in their office. The maintenance of such lists is mandatory under the provisions of Rule 16 of the Registration of Electors Rules, 1960. All the DEOs shall ensure that these lists are properly prepared, in duplicate, and one copy each of such lists is exhibited on the notice board by the EROs concerned, without fail. Any violation of these provisions of the Rules will be viewed seriously by the Commission.

7.11. APPLICATIONS FOR ADDITION OF NAMES

In case of additions, the election official accepting the applications for inclusion of name should be instructed to conduct a preliminary enquiry right at the time of acceptance. The preliminary enquiry for various categories should be on the following lines:

1

2(i) In the case of applicants in the age group 18 – 20 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.

3(ii) In the case of applicants above the age of 20 who are applying for enrollment for the first time, the circumstances because of which they could not be registered during previous revisions should be ascertained. The facts should be briefly recorded on Form 6. A detailed enquiry should be got done in all such cases at the time of disposal of claims and objections.

4(iii) In the case of applicants who have shifted their place of residence after the enumeration work and were enrolled in the draft roll of another part of the same constituency / other constituencies, the full details of the previous address and of earlier Rolls and EPIC, if issued to the elector, must be filled in by the applicant in Form-8A/6, respectively. As per proviso to Section 23(2) of the R.P. Act, 1950 it is the duty of the ERO who receives the application for inclusion in Form 6 to dispose of the application on merit and after proper verification, and after necessary enquiry, where called for, and if the name is found qualified for inclusion, the same shall be included in the roll. The ERO then shall inform the concerned ERO of the place of previous enrollment in the draft rolls to take steps to delete the relevant entries from the previous place. Failure to furnish the details entered in the draft rolls and EPIC due to ignorance would not be a ground for non-acceptance of applications.

5(iv) The ERO of the constituency in which the applicant has already been enrolled in the draft roll or claims to have been enrolled should, immediately on receipt of information from the other ERO verify whether the person has been enrolled at the address given and if so enrolled, take action to delete the entry from the roll and communicate a copy of his order to the ERO of the constituency where the person has been subsequently enrolled.

6(v) It is also clarified that the follow up action for deletion of such entries in the other constituency should be administratively followed up, preferably in a specified time frame. Though no uniform time can be fixed for this purpose, however, it is desired that all such cases should be disposed of within 30 days from the date of disposal of the application by the ERO of the constituency where the elector's name has now been included.

7.12. SUPERVISION

A Sector Officer to be designated as such and an AERO should attend as many meetings of Gaon Sabhas/RWAs etc. as possible for them and also supervise a group of such Designated Locations for purposes of overseeing the revision process.

17.13. DISPOSAL OF CLAIMS & OBJECTIONS AND PRINTING OF SUPPLEMENTS

The disposal of claims and objections has to be followed by preparation of separate lists of additions, deletions and modifications and then the printing of supplements. The following points should be borne in mind while disposing of claims and objections:

1(a) It shall be the duty of the Electoral Registration Officer to ensure that each and every claim and objection received in Form 6, Form 7, Form 8 and Form 8A is duly disposed of fully in accordance with law and the directions and instructions of the Commission.

2(b) Scrutinise each and every application meticulously and ensure that it is complete in all respects. In the light of provisions of section 13C of the Representation of the People Act, 1950, the Commission has no objection to the disposal of claims and objections by Assistant Electoral Registration Officers. However, such delegation of powers to Assistant Electoral Registration Officer shall not absolve the Electoral Registration Officer of his responsibility for ensuring a defect-free electoral roll. The Assistant Electoral Registration Officer is performing a quasi-judicial function while disposing of claims and objections and must apply his mind independently to all such evidence, documentary or otherwise, which the concerned persons may adduce in evidence.

1(c) No material column requiring the applicant to indicate his name in full, his father's/mother's/husband's name, "Relationship" and particulars of his place of residence should be left blank by the applicant. All the declarations as prescribed in Form 6 should be complete in all respects. If a claimant states in the declaration that his name may have been included in some other roll, full address of his previous residence must be given in that declaration.

2(d) The Electoral Registration Officer is a statutory authority charged with the duty of preparing the electoral roll. He has to ensure that the electoral roll contains only the names of persons who are fully eligible and fulfil all the conditions for registration. One of such conditions of eligibility is that the elector should be a citizen of India. Therefore, when a claim application is preferred before the Electoral Registration Officer, he has to satisfy himself that the applicant is, inter alia, a citizen of India.

3(e) While disposing of a claim or an objection, the Electoral Registration Officer must bear in mind the following guidelines as laid-down by the Supreme Court in its judgment dated 06-02-1995 in Writ Petition (Civil) No. 731 of 1994 (Lal Babu Hussain and others Vs. Electoral Registration Officer and others), etc., etc.:-

4

5(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 Electoral Registration Officer shall disclose all such material on which he proposes to place reliance, so that the concerned person has had a reasonable opportunity of rebutting such evidence. The concerned person, it must always be remembered, must have a reasonable opportunity of being heard.

6(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.

7(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 Electoral Registration Officer.

8(iv) If any, person whose citizenship is suspected is shown to have been included in the immediately preceding Electoral Roll, the Electoral Registration Officer or any other officer inquiring into the matter shall bear in mind that the entire gamut for inclusion of the name in the Electoral roll must have been undertaken and hence adequate probative value be attached to that factum before issuance of notice and in subsequent proceedings.

These guidelines not being exhaustive, the Officers concerned must, where special situations arise, conduct themselves fairly and in a manner consistent with the principles of natural justice and should not appear to be acting on any pre-conceived notions.

The onus of proof of the citizenship shall 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 Electoral Registration Officer would be justified in requiring the concerned person to show evidence that he is a citizen of India. Some of the documents that could be used to prove the citizenship are any of the following:-

- 1
- 2i) National Register of Citizens (NRC), would be used/referred to wherever it exists.
- ii) Citizenship certificate issued by competent authority.
- iii) A valid passport issued by the Government of India.
- iv) Birth Certificate.
(Care should be taken to ensure that the entry/certificate produced is genuine).

It must, however, be borne in mind that the above mentioned documents are only illustrative and not exhaustive.

Any other documents having a bearing on the question of citizenship should also be entertained and evaluated.

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.

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, but who are otherwise genuine Indian citizens eligible for registration as voters, the following documents but not restricted thereto, may also be accepted by the Electoral Registration Officer at the time of disposal of claims and objections: -

- 1
- 2i) proof of being registered as voter as an unmarried girl, if her name was registered;
- 3ii) proof of marriage, wherever possible;
- 4iii) certificates issued by the village 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;
- 5iv) 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.

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 who issued those certificates. This is necessary as there is reason to suspect that some of these certificates are bogus or issued without due care.

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.

Whenever an Electoral Registration officer is in doubt in regard to the qualifying age or place of ordinary residence of a claimant, he shall decide that question with reference to, but not restricted to, the birth certificate, school or college certificate, passport, baptism certificate, telephone connection, LPG connection, Bank account, etc.

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

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 lie on the objector. It shall be ensured that such onus is fully discharged in accordance with law.

7.14. FINAL PUBLICATION OF ROLLS AND NO. OF COPIES TO BE PRINTED

The final roll shall be prepared after all claims and objections have been duly disposed of. Supplements as stated above shall be prepared to give effect to the decisions of the Electoral Registration Officer allowing or rejecting the claims applications and objections, in the forms prescribed by the Commission for the purpose of such supplements. It is made clear that under the existing election law, for the purpose of final publication of the electoral roll, the EROs shall prepare supplements of additions, deletion and corrections and publish the draft roll together with the three supplements. On such publication, the draft roll plus the Supplements shall be the final roll of the Constituency. Further the electoral rolls should be finally published in the new format prescribed by the Commission. These will, therefore, have AC summary, part summary, and section headers containing postal address and other summary information and the list of electors with additional columns giving EPIC number. Instructions issued by the Commission to provide postal address in the election shall be followed in regard to printing the postal address in the roll. The Chief Electoral Officers should closely monitor and supervise this aspect.

Copies of the finally published roll should be placed for inspection at all the locations, where the draft rolls had been made available, for a limited period of one week for greater accessibility of the final rolls to the public. Designated Officers who would be custodian of the roll and responsible for assisting the public to verify their entries in the finally published roll shall be appointed for each such location. These officers shall be paid an honorarium of Rs.200/- for the purpose. In addition, copies of the rolls can be displayed at various other public locations like Rural Libraries, Panchayat Bhavans, Resident Welfare Associations and any other important location depending on local conditions. This would eliminate the genuine grievances of the electors, at large, about non-availability of final rolls at a nearby location for verification of entries and increase their level of involvement in cleaning the electoral roll.

The number of copies to be printed may be assessed by the CEOs keeping in view the requirement for elections due next year. The copies required by the State Election Commission and future revisions of Electoral Rolls should also be taken into account. On the basis of the total requirements, the final print numbers should be decided by the Chief Electoral Officers.

Simultaneously, four copies of the archival and back up copy of CD-ROM (AB) as prescribed under the guidelines of the Commission, for computerization of rolls, must be produced. Two copies are to be retained by the DEO and two by the CEO for purpose of record and future reference.

7.15. SUPPLY OF COPIES OF ELECTORAL ROLLS

Rules 11 and 22 of the R.E. Rules, 1960, provide that the ERO shall supply free of cost to every political party for which a symbol has been exclusively reserved in the State, two copies of each separate part of the electoral roll immediately after draft publication and again after final publication. Wide publicity about availability of the electoral rolls in CD-ROM should be given. **The political parties while being given copies of draft rolls should be requested in writing to verify the rolls and bring to the notice of DEO/ERO the shortcomings, if any, within a specified time.**

1

28. MISCELLANEOUS ISSUES

8.1. ENUMERATION IN AREAS HAVING SUBSTANTIAL PRESENCE OF FOREIGN NATIONALS

Special care has to be taken at the time of enumeration in areas having substantial presence of foreign nationals and the following procedure shall be adhered to:

1(a) The assembly constituencies where there is a large-scale presence of foreign nationals should be identified first by the State Government authorities concerned and within such assembly constituencies, the polling areas having a substantial presence of foreign nationals should also be likewise identified by those authorities.

2(b) At the time of house to house enumeration in these areas, the enumerators shall include in the 'Electoral Card' the names of all persons as are declared to be adult Indian citizens by the head/senior adult member of the household furnishing the information to the Enumerator.

3(c) The Enumerator shall prepare the list of persons enumerated as per the enumeration pad as explained herein before.

4(d) As soon as the manuscript in respect of a polling area is handed over by the Enumerator alongwith the enumeration pad containing the original 'Electoral Cards', the Supervisor shall take action to compare the entries house number-wise with the corresponding entries in respect of each household in the previous electoral in the following manner :-

1 In case of such persons whose names do not appear in the previous electoral roll, he shall indicate the word "**New**" in the last column of the manuscript. In case the names in the manuscript appear in the previous electoral roll, the serial No. of such elector (in the previous electoral roll) shall be entered in the last column mentioned above;

2 He shall correct the entries in the printed copy of the electoral roll from the manuscript wherever necessary and also tick (☐) the entries checked;

3 Score the entries in the printed electoral roll that do not appear in the manuscript to indicate **missing voters** i.e. dead/shifted.

All these indications should be marked with **red ink**.

5

6(e) The ERO will then get the entries in respect of **new persons** verified to ascertain if the entries have any linkage with the other persons of the same household figuring in the previous electoral roll. Wherever such linkage is established that name may be entered in the draft roll subject to fulfilling of other qualifications.

7(f) In respect of other new entries, where the concerned person is in possession of an EPIC issued either for that constituency or for any other constituency the same should be incorporated in the draft roll.

8(g) In respect of all other persons whose name appeared for the first time in the list of enumerated persons but their linkage to any other entry in the previous roll as given in para (e) and (f) above, can't be established, the ERO shall prepare a separate list of such names.

9(h) Thereafter, it shall be the duty of the E.R.O. concerned, as the quasi judicial authority, to get the particulars of such persons verified by employing or utilising such agencies as he may, in consultation with the District Election Officer and the State Government, consider appropriate having regard to all applicable laws. The agencies, that might be employed by the Electoral Registration Officer for effective discharge of his duties, shall make such enquiries by visiting the persons concerned at their place of residence and gather such evidence as may be necessary and submit a report to the Electoral Registration Officer in each individual case. In no case, any such agency, other than the concerned Electoral Registration Officer, shall summon the persons under verification to police stations or their offices or insist for production of documents of only a specified nature.

10(i) While making such verification, the status as Indian citizen of every person shall be verified with regard to all relevant laws as applicable in the State/Union Territory. These laws include, among others, Part II of the Constitution of India, Citizenship Act, 1955, Foreigners Act, 1946, Illegal Migrants (Determination by Tribunals) Act, 1985 (only in the case of Assam) and the rules and orders made thereunder. The provisions of all these Acts and rules and orders made thereunder should be applied harmoniously.

11(j) As soon as all the entries have been verified by the Electoral Registration Officer as stated above, he shall prepare a list of names and other details of those persons who are entitled to be registered in that roll and include the same in the draft electoral roll. If in some cases, the aforesaid verification cannot be completed before updation of existing database

before draft publication, these names may be included in the supplement of additions to the final roll.

The disposal of claims & objections received after publication of the draft rolls in the areas as identified above, shall be done by following the procedure stated above.

8.2. HELP DESKS & CONTROL ROOMS

A large number of people are not aware of the assembly constituency to which they belong and the polling station to which they are tagged. This is particularly true for metros and large urban areas and also for big villages. Complete list of towns, villages, localities and areas as listed in the Electoral Rolls for each assembly constituency should, therefore, be printed separately in booklets and their links to the concerned polling stations should be available in these booklets. These lists can be utilised to provide information to electors and to answer queries to facilitate filing of claims & objections by them correctly and submit the same to the concerned Electoral Registration Officer.

The Chief Electoral Officers should set up a Control Room during the period fixed for filing claims & objections after publication of the draft roll and ensure that these are manned during office hours in the normal working days and for such extended period as decided by the concerned Chief Electoral Officers. Adequate staff should be mobilised for this purpose. Similarly, at the district level and the EROs' level, suitable Control Rooms have to be put in place.

In the Control Rooms, Help-Desk facility to answer queries, particularly regarding the designated locations, dates fixed for reading out of the electoral roll in different localities and also links of particular area to the relevant polling station and Assembly Constituency should be provided. At the State Headquarters and the district level, as far as possible, such Help-Desks should utilise the computer data base of the Control Tables to handle queries. The persons manning the Help-Desk should be able to give prompt answer to queries using the relevant software. It should be ensured that at least the printed booklets containing this information are available in the control room and properly flagged and indexed for providing prompt answers to queries.

8.3. RECORD KEEPING

The EROs will be personally responsible for the proper maintenance of all records and their safety. District Electoral Officers will supervise and ensure that appropriate arrangements have been made in this regard. When an ERO is transferred and a new incumbent joins, the outgoing ERO must explain the arrangements to his successor. When the post designated as the ERO is modified and a new post is designated as ERO, thorough and comprehensive arrangements for handing over and taking over the records from one office to the other must be made. Any slackness in this regard will be viewed very seriously by the Commission and the concerned officer will be liable for suitable action. Custodians of records must be designated as such and complete registers must be maintained as required under standard record keeping procedure of the concerned State/UT government.

8.4. Reports

The Commission has prescribed the following proforma for collection of information about this revision:

Form ID-IR-2005 -03 :

Immediately after updation of the electoral roll database on the basis of manuscript prepared from the enumeration pads and existing part of the electoral roll in the manner outlined before, a summary of the draft roll in Form ID IR-2005-03 should be forwarded to the Commission within a week from the draft publication.

Form ID-IR-2005-04 :

This Report is to be submitted for each Assembly Constituency by the concerned Electoral Registration Officer after completion of the period for filing claims and objections.

EROs have to cover all applications received from all the Polling Stations including the offices of the EROs/AEROs, Post Offices and other rural and urban bodies.

Form ID-IR-2005-05 :

After scrutiny of the data received from EROs, Chief Electoral Officer should forward to the Commission a statement in this format in respect of such constituencies in the State where there is major deviation in the number of Claims in Form-6 and/or Objections in Form-7 from the average number of forms received in the State. For example, if the State average is 2%, all cases where the figure for a constituency is 3% or more, these have to be scrutinized. The Statement in this Form should reach the Commission within 7 days after the last date for filing claims and objections. If the information is "nil", after filling up the relevant data in the columns (i) to (v), they should mention "nil" under columns 1 to 7 relating to constituency details.

Form ID-IR2005-06

A constituency wise report about total number of applications received for inclusion and deletion of names in the State in Form ID: IR-2005-06 may be furnished within seven days from the last date of receiving claims and objections.

Form ID-IR-2005-07

The constituency wise report on disposal of applications received in the State and *suo moto* additions and deletion cases under rule 21 and 21A should be forwarded to the Commission in Form ID: IR-2005-07 within seven days after disposal of all claims and objections.

Form ID-IR-2005-08

Report of constituency wise data of electors in final roll, both general and service voters (with men/women breakup) should be furnished within a week after final publication in Form ID: IR-2005-08.

Form ID-IR-2005-09

Details of EPIC number indicated in the finally published electoral roll in Form ID-IR-2005-09 within one month after final publication.

The data has to be collected by the Chief Electoral Officers on these proformas from the EROs/DEOs which shall be consolidated at the CEO's level and sent to the Commission.

The CEOs have also to send following consolidated reports to the Commission :-

1

21. Confirming commencement of the process of house-to-house enumeration on the appointed date.

32. Confirming completion of the process of house-to-house enumeration.

43. Confirming draft publication at designated locations in all constituencies - by 17.00 hours on the date of draft publication.

54. Confirmation of final publication by 1700 hours on the date of final publication.

DEOs shall prepare their reports in the prescribed forms in respect of the Assembly Constituencies falling in their districts and send to the CEOs who shall compile the information for the whole state and forward it to the Commission.

ALL THE ABOVE REPORTS SHOULD BE ADDRESSED TO THE SECRETARY IN THE COMMISSION WHO IS IN CHARGE OF THE STATE/UT.

8.5. SPECIAL EFFORTS TO ENROLL WOMEN ELECTORS

Special efforts have to be made by all concerned to ensure that women electors are enrolled and included in the Electoral Rolls. Sometimes unmarried daughters, new brides and even widows are left out from the Electoral Rolls for various reasons. Concerted efforts should be made to create awareness for full inclusion of all eligible women electors. The field staff may be sensitised on this aspect so that they too can make special efforts for this purpose. Women's organisations, and local NGOs as well as political parties should be encouraged to make voluntary efforts to ensure that no eligible woman voter is left out from the rolls during this current revision. Wherever such organizations or NGOs are not available, local lady teacher or doctor or government servant or any other reputed lady may be involved so as to achieve the purpose of inclusion of all eligible women electors.

LIST OF FORMS ENCLOSED WITH GUIDELINES FOR INTENSIVE REVISION W.R.T. 01-01-2005 AS QUALIFYING DATE

S.NO	FORM ID:	BRIEF DESCRIPTION
1.	IR-2005-01	Identity Card for Enumerator/Supervisor
2.	IR-2005-02	Electoral Card
3.	Form 4	Letter of Request
4.	IR-2005-03	Summary of Draft Electoral Rolls
5.	IR-2005-04	Summary Report (For Assembly Constituency)
6.	IR-2005-05	Report of Large Scale Applications Received in the Constituencies
7.	IR-2005-06	Constituency-wise report of applications received
8.	IR-2005-07	Constituency-wise Report of Disposal of Application Received
9.	IR-2005-08	Constituency-wise Report of Electors in Final Roll
10.	IR-2005-09	Details of EPIC Numbers in Electoral Roll
11.	IR-2005-10	Format for submitting applications in bulk for inclusion of names
12.	IR-2005-10A	Format for submitting applications in bulk for deletion of names from the rolls.
13.	Form 11A	List of Applications for transposition of entry in Electoral Roll received in Form 8A

Form : IR-2005-01

IDENTITY CARD FOR ENUMERATORS & SUPERVISORS

ELECTION COMMISSION OF INDIA IDENTITY CARD FOR ENUMERATOR /SUPERVISOR	
Shri/Smt. Whose specimen signature is given below has been appointed as an Enumerator / Supervisor for the Intensive Revision of Rolls, 2005 in respect of Constituency.	
Specimen Signature of Enumerator / Supervisor	Signature Electoral Registration Officer SEAL

Form : IR-2005-02

ELECTORAL CARD

Book No.....

Serial No.....

No. and Name of the Assembly Constituency.....

Part No..... Section No..... Segment No.....

Polling Station No.

In Rural Areas the details like House No./House Name, Village, Post Office, Tehsil, Police Station, Pin Code, District etc. shall be covered.

In Urban areas the details like House No. /House Name, Gali No., Municipal Block, Municipal Ward No., Locality Name, Street Name, Post Office, Town/City/ Metro, Police Station, Pin Code, District shall be covered.

COMPLETE POSTAL ADDRESS

.....

NAMES AND DETAILS OF ADULT CITIZENS ORDINARILY RESIDING AT ABOVE ADDRESS

Sl. No	House No.	Name of Citizen	Relationship	Name of Relation	Sex	Age	EPIC No.

(Total Number of Adult Citizens (IN WORDS).....

I..... have read the Declaration overleaf/the Declaration overleaf has been read out and explained to me and I hereby affix my signature/thumb impressions in confirmation thereof.

Signature of Enumerator

PIN-----

DATE:-----

Signature/Thumb impression of the

Head of the family or any Senior adult member

NOTICE

Please check the relevant part of the draft roll inviting claims and objections. In case of member of the family enumerated in this card not finding his/her name in the said draft roll, he/she should file a claim under the law in Form-6 for his/her inclusion.

DECLARATION

I solemnly declare that all the persons whose particulars are mentioned overleaf are citizens of India, are the age of 18 years or above on the qualifying date and are ordinarily residence at the given address.

I further solemnly declare that the particulars of the said persons as furnished by me are true to the best of my knowledge and belief and that none of the said persons has been included in the electoral rolls of any other Constituency or more than once in this Constituency.

I am also aware that making any statement or declaration in connection with the inclusion or exclusion of any entry in or from the electoral roll which is false or which I either know or believe to be false or do not believe to be true is punishable with imprisonment for a term which may extend to one year or with fine, or with both, under section 31 of the Representation of the People Act 1950.

THE REGISTRATION OF ELECTORS RULES, 1960

FORM 4

(See rule 8)

Letter of request

Place.....

Date.....

To

The occupant

of.....

Sir/Madam,

The preparation of the electoral roll for the Assembly Constituency in which you are residing has been taken in hand. It will greatly facilitate my work if you will kindly complete the statement below after reading the attached instruction and hand it over to my assistant who will call for it.

Electoral Registration Officer of

the.....

.....
Assembly Constituency

.....

STATEMENT

Names and particulars of adult citizens ordinarily residing in the above premises

Name of citizen	Particulars as to Father or Mother or Husband	Age on 1st January 2005
1.		
2.		
3.		
4.		
5.		
etc.		

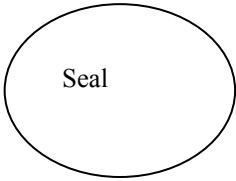
Signature.....

Date.....

INSTRUCTIONS

1. Enter the names of all persons who have completed 18 years of age on or before the 1st of January of this year and who are ordinarily residing in the premises.
2. Only the names of those who are citizens of India should be entered.
3. Enter against Serial No. 1 in the first column, the name of the head or other senior member of the family, provided he or she has the qualifications mentioned in paragraphs 1 and 2 above.
4. "Ordinarily residing" does not mean that the person should be actually in the house when you are filling in the form. The persons who normally live in the house should be included even though they may be temporarily absent, e.g., on a journey or on business or in hospital. On the other hand, a guest or visitor, who normally lives elsewhere but happens to be in the house at the time should not be included.
5. All ordinary residents of the house should be included, whether they are members of the family or not. But do not enter the name of any person who is a member of the Armed Forces of India or is employed under the Government of India in a post outside India or the name of such person's wife if she ordinarily resides with him.
6. In the case of every male citizen, enter in the second column the name of his father preceded by the words "son of"

7. In the case of every female citizen, enter in the second column—
 - (i) the name of the husband preceded by the words "wife of", if she be married;
 - (ii) the name of the late husband preceded by the words "widow of", if she be a widow; and
 - (iii) the name of the [Father of Mother] preceded by the words "daughter of", if she be unmarried.
8. In the third column, enter the age of the citizen as accurately as possible, giving only the number of complete years and ignoring the months.

ELECTION COMMISSION OF INDIA			FORM ID
SUMMARY REPORT (For each AC) (To be submitted by each ERO to the DEO & CEO concerned in case of Union Territories)			IR-2005-04
		INTENSIVE REVISION, 2005	
State / UT Name :			
AC@ No. :		Name :	
Application Type & No. of Applications Received at all Polling Station in the Assembly Constituency (including those received directly in the office of ERO)			
Period of Receipt	From Date :		To Date :
Type of Form	Total No. of Forms received during the Period for the AC@		Remarks (if any)
	From Individual	In Bulk	
Form 6 [£]			
Form 7 ^{\$}			
Form 8 [#]			
Form 8 A *			
Total of all Forms for All Days			
Place :		Signature of	
Date :		Electoral Registration Officer	
NAME OF OFFICER :			
Note : One Summary Report-2 is to be submitted for each Assembly Constituency (Parliamentary Constituency in case of UT without Assembly) by the concerned Electoral Registration Officer after completion of the period during which applications can be received anywhere in the Constituency as per schedule specified by the Commission in the order pertaining to the Revision.			

- £ Should be equal to be last (highest) number in LIST in Form 9 for the Last Date of Receipt
 \$ Should be equal to be last (highest) number in LIST in Form 10 for the Last Date of Receipt
 # Should be equal to be last (highest) number in LIST in Form 11 for the Last Date of Receipt
 * Should be equal to be last (highest) number in LIST in Form 11A for the Last Date of Receipt
 @ PC in case of UTs without Assembly

ELECTION COMMISSION OF INDIA Constituency-wise report of electors in the final roll -2005						FORM ID: IR-2005-08		
Name of State		Date of Final Publication						
TOTAL NUMBER OF ELECTORS IN THE FINAL ROLL :								
Constituency		GENERAL ELECTORS			SERVICE ELECTORS			GRAND TOTAL (COL.5+8)
No.	Name	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	
1	2	3	4	5	6	7	8	9
Total or Sub-total								

SIGNATURE OF CHIEF ELECTORAL OFFICER

IR-2005-09

ELECTION COMMISSION OF INDIA
INTENSIVE REVISION 2005

State: _____ Date of Final Publication: _____

DETAILS OF EPIC NUMBERS IN ELECTORAL ROLLS

[illegible]

Date:

Signature and Stamp of CEO

Form : IR-2005-10

Format for submitting applications in bulk for inclusion of names in the electoral rolls.Letterhead of recognised Political Party **or** Residents Welfare Association **or** Gaon Sabha

To

The Electoral Registration Officer,
 _____ Assembly constituency
 _____ (Name of the State)

Subject : Revision of electoral rolls w.r.t. 01-01-20__ as the qualifying date.

Sir,

I am forwarding herewith _____ (total No.) original claim applications in **Form 6**, submitted by the citizens of India ordinarily residing at the address mentioned in each application and who according to the best of my knowledge and belief are not disqualified for registration in the electoral rolls, for inclusion in the relevant part of the electoral roll.

I am also enclosing a complete list (as per the prescribed Proforma) of the _____ (total no.) claim applications being forwarded herewith and the same is duly authenticated by me on each page.

I further submit that I am aware of the provisions of Section 31 of the Representation of the People Act, 1950, under which the making of a statement or declaration which is false and which the person making that statement/declaration either knows or believes to be false or does not believe to be true is a penal offence, and that I shall be liable for penal action for any false statement or declaration in the Forms being forwarded herewith.

Yours faithfully,

Dated :

(Name in full)
 President/Secretary
 Name of the recognised Political Party/
 Residents Welfare Association or
 Executive Officer (by whatever name called)
 of the Gaon Sabha/Village Council etc.

**FORMAT OF THE LIST OF APPLICATIONS FOR INCLUSION OF NAMES FILED IN BULK BY
RECOGNISED POLITICAL PARTIES / RESIDENT WELFARE ASSOCIATION / GAON SABHA /
VILLAGE COUNCIL**

[illegible]

Form : IR-2005-10A

Format for submitting applications in bulk for deletion of names from the electoral rolls.

Letterhead of recognised Political Party or Residents Welfare Association or Gaon Sabha

To

The Electoral Registration Officer,
 _____ Assembly constituency
 _____ (Name of the State)

Subject : Revision of electoral rolls w.r.t. 01-01-20____ as the qualifying date.

Sir,

I am forwarding herewith _____ (total No.) original objections in **Form 7** seeking deletion of entries from the electoral rolls in respect of persons who are either not ordinarily residents or dead or shifted filed by Objector(s) enrolled in that electoral roll.

I am also enclosing a complete list (as per the prescribed Proforma) of the _____ (total no.) objections being forwarded herewith and the same is duly authenticated by me on each page.

I further submit that I am aware of the provisions of Section 31 of the Representation of the People Act, 1950, under which the making of a statement or declaration which is false and which the person making that statement/declaration either knows or believes to be false or does not believe to be true is a penal offence, and that I shall be liable for penal action for any false statement or declaration in the Forms being forwarded herewith.

Yours faithfully,

Dated :

(Name in full)
 President/Secretary
 Name of the recognised Political Party/
 Residents Welfare Association or
 Executive Officer (by whatever name called)
 of the Gaon Sabha/Village Council etc.

[illegible]

Signature of the Chief Electoral Officer

REPORT FROM CEO TO ECI		ELECTION COMMISSION OF INDIA				FORM ID	
		Report of Large scale Applications Received in the Constituencies				IR-2005-05	
INTENSIVE REVISION, 2005							
State Name:					DATE OF REPORT:		
(i) Total Electors in the Draft rolls in the State							
(ii) Total No. of Forms-6 filed in the State :				(iii) Average of Form 6 filed per Constituency:			
(iv) Total No. of Forms-7 filed in the State :				(v) Average of Forms 7 filed per Constituency :			
DATA OF CONSTITUENCIES WITH MAJOR DEVIATIONS IN THE NUMBER OF APPLICATIONS FILED COMPARED TO THE STATE AVERAGE							
No. & Name of Assembly Constituency	Total No. of Electors in the Draft Roll of the Constituency	FORM-6 FILED		FORM - 7 FILED		REMARKS	
		TOTAL	Percentage of deviation compared to State average	TOTAL	Percentage of deviation compared to State average		
1	2	3	4	5	6	7	

Date:

Signature of Chief Electoral Officer

ELECTION COMMISSION OF INDIA Constituency-Wise Report of Applications Received in the State INTENSIVE REVISION, 2005 - TOTAL NUMBER OF APPLICATIONS RECEIVED						FORM ID		
						IR-2005-06		
State Name:						Consolidated Statement at the end of the period for filing Claims & objections on		
TOTAL ELECTORS IN THE DRAFT ROLLS FOR THE STATE :								
Constituency		Total No. of Electors in the Draft Rolls of the Constituency	FORM-6 FILED			FORM-7 FILED		
No	Name		At Designated Locations	At the offices of ERO/AEROs for the entire period	TOTAL FORMS-6 RECEIVED	At Designated Locations	At the offices of ERO/AEROs for the entire period	TOTAL FORMS-7 RECEIVED
1	2	3	4	5	6	7	8	9

Date:

Signature of Chief Electoral Officer

ELECTION COMMISSION OF INDIA												FORM ID		337
Constituency-Wise Report of Disposal of Applications Received in the State												IR-2005-07		

INTENSIVE REVISION, 2005

State Name:								Consolidated Statement at the end of the period for disposal of Claims & Objections on						

TOTAL ELECTORS IN THE DRAFT ROLLS FOR THE STATE :

Constituency		Total No. of Electors in the Draft Roll of the Constituency	TOTAL CLAIMS IN FORM 6			Inclusion under rule 21	Total Admitted (Col.5+7)	TOTAL OBJECTIONS IN FORM 7			Deletion under rule 21-A	Total Deletion (Col. 10 +12)	Net Addition (Col 8-13)	%Age Of increase (+) Or decrease (-)
No.	Name		Lodged	Admitted	Rejected			Lodged	Admitted	Rejected				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Total or Sub-total C/F														

Date:

Signature of Chief Electoral Officer

FORM -EC 11A

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

Preshant Bhusan
 (TRUE COPY)

ANNEXURE: R8

ITEM NO. 15

Election Commission's letter No.23/ER-Intensive/2004-PLN-II, dated 17.06.2004 addressed to the Chief Electoral Officer, Assam, Dispur

Subject: **Intensive Revision of Electoral Rolls w.r.t. 01-01-2005 as qualifying date.**

In continuation of Commission's letter of even number dated 2nd June, 2004 communicating the programme of Intensive Revision of Electoral Rolls I am directed to forward herewith the detailed guidelines to be followed for the revision.

Kindly acknowledged the receipt.

**INTENSIVE REVISION OF ELECTORAL ROLLS IN ASSAM
WITH REFERENCE TO 1-1-2005 AS QUALIFYING DATE**

GUIDELINES

The Commission has ordered intensive revision of electoral rolls in Assam w.r.t. 01-01-2005 as qualifying date vide its letter dated 2nd June, 2004. The present guidelines relate to Assam and are in consonance with laws applicable to the state specifically.

1. LEGAL FRAMEWORK:

1.1. CONSTITUTION OF INDIA

Article 325 of the Constitution of India lays down that there shall be one general electoral roll for every territorial constituency for election to either House of Parliament or either House of the Legislature of a State and no person shall be ineligible for inclusion in any such roll for any such constituency on grounds only of religion, race, caste, sex or any of them.

Article 326 prescribes that election to the House of the People and State Legislative Assemblies shall be held on the basis of adult suffrage. Adult suffrage means every person who is a citizen of India and who is not less than 18 years of age on such date as may be fixed in that behalf by or under any law made by the appropriate legislature and is not otherwise disqualified, shall be registered as a voter at any such election.

1.2. REPRESENTATION OF THE PEOPLE ACT, 1950

The Representation of the People Act, 1950 provides for the qualifications and disqualifications for registration in electoral rolls, the administrative machinery in the field for the proper preparation and revision of rolls and the manner in which the rolls should be prepared or revised.

Section 21 (1) of the Representation of the People Act, 1950 provides that the electoral roll for each constituency shall be prepared in the prescribed manner by reference to the

qualifying date and shall come into force immediately upon its final publication in accordance with the rules made under this Act.

The ‘**qualifying date**’ in this context has been defined in section 14(b) of the R. P. Act, 1950 to mean the first day of January of the year in which the electoral roll is prepared or revised.

Section 21(2) of the said Act provides that the said electoral rolls:

- (a) 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; and
 - (iii) shall be revised in any year in the prescribed manner by reference to the qualifying date if such revision has been directed by the Election Commission;

Provided that if the electoral roll is not revised as aforesaid, the validity or continued operation of the said roll shall not thereby be affected.

Section 21(3) of the said Act also provides that notwithstanding anything contained in sub-section (2), 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;

Provided that subject to the other provisions of this Act, 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.

1.3. CORRECTION AND INCLUSION OF NAMES IN ELECTORAL ROLLS AFTER FINAL PUBLICATION:

Section 22 of the R. P. Act, 1950 empowers the ERO for a constituency to take remedial action after giving the person concerned a reasonable opportunity of being heard in respect of the action proposed to be taken in relation to him, in the event of an entry being erroneous or defective, entry 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 deletion of the entry on account of death of a person or the person ceases to ordinarily reside in the constituency or is otherwise not entitled to be registered in that roll.

Section 23 provides for inclusion of names in electoral rolls in accordance with the provisions of Act and the rules thereunder. However, no transposition or deletion of any entry shall be made under section 22 and no direction for the inclusion of a name in the electoral roll of

a constituency shall be given under this section, after the last date for making nominations for an election in that constituency or in a parliamentary constituency within which that constituency is comprised and before the completion of that election.

1.4. REGISTRATION OF ELECTORS RULES 1960

The **Registration Of Electors Rules 1960**, framed under the said Act set out in detail the procedure to be followed in the preparation or revision of electoral rolls as well as the consideration and disposal of appeals arising out of non-inclusion or wrong inclusion of names in the rolls.

1.5. PROCEDURE OF PREPARATION AND REVISION OF ELECTORAL ROLL:

ROLLS PREPARED ASSEMBLY CONSTITUENCY-WISE

The Electoral Rolls are prepared Assembly Constituency-wise. A Parliamentary Constituency does not have a separate Electoral Roll except in the case of Jammu & Kashmir and the Union Territories not having a Legislative Assembly. In the case of J&K, there are separate rolls for Assembly Constituencies and Parliamentary Constituencies as the Assembly rolls in J & K are prepared under the provisions of Section 140 of the Constitution of Jammu and Kashmir and Sections 10 to 20 of the Jammu and Kashmir Representation of the People Act, 1957. The Electoral Roll of a Parliamentary Constituency (except in Jammu & Kashmir) consists of the Electoral Rolls of all the Assembly Constituencies comprised within the said Parliamentary Constituency.

1.6. TYPES OF REVISION

The Electoral roll for a constituency can be revised either intensively or summarily or partly intensively and partly summarily as the Election Commission may direct. It can also order a special revision, if necessary. Thus there can be four types of revision of electoral rolls. These are :

- (i) Intensive
- (ii) Summary
- (iii) Partly summary and partly intensive
- (iv) Special

The procedure of revision of electoral rolls is as follows.

1.7. Intensive Revision of Rolls:

In an **intensive** revision, enumerators visit each house and note 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.

1.8. Summary revision of Rolls:

In a summary revision, there is no house-to-house enumeration. The existing roll is published in draft inviting claims and objections.

During the summary revision only a notice is issued advising electors to make individual applications for inclusion or exclusion in or from a particular roll as the case may be. Enquiry of a summary nature is conducted on applications received. Thereafter supplementary lists indicating additions and deletions are published. It is possible that at a given time there are multiple supplementary lists, which together with a last finally published roll constitute the current roll.

1.9. Partly Summary Partly Intensive Revision:

In a partly **intensive** and partly summary revision, existing rolls are published in draft. Simultaneously, enumerators are sent to each household. They prepare lists of additions/deletions. After disposing of claims and objections, integrated lists of addition/deletions are prepared which together with main roll form the Electoral Roll.

1.10. Special Revision:

Where by reason of any inaccuracies in the rolls, such as failure to cover any place or localities or blocks or any section of voters or for any other reasons, the Commission considers it necessary so to do, the Commission 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.

1.11. CONCEPT OF CONTINUOUS REVISION:

The Electoral Registration System in India is essentially in the nature of a continuous updation, even though this is not widely known as such or utilised except during the periods when elections are held. As per the law, applications for inclusion/deletion of names or modifications of entries in the roll can be given at any time even after the election process has started but during the latter the requests can be acted upon only up to the last date of nomination. Only during the period between the last date of nomination and the date of completion of the electoral process no requests are acted upon. As with summary revision, supplementary lists are produced containing additions and deletions or modifications of entries allowed during the period intervening between the last final publication and the last date of nomination. It is quite possible that such a supplementary list is an addition to the supplementary list, which has been produced through summary or intensive revision earlier.

There is however no publication of separate addition/deletion lists at fixed intervals due to continuous revision, though the Electoral Registration Officers are required to maintain such lists corrected up-to-date at all times.

2. BACKGROUND:

2.1. After the first general election in 1952, the Commission directed that in respect of each of the 5 years from 1952 to 1956 the annual revision of electoral rolls in State should **intensively** cover 1/5th of the entire area of the State so that every locality might have its electoral roll intensively revised at least once before the second general election. Apart from this, the Commission also directed the **intensive** revision of the rolls every year in respect of some special kinds of areas where the electoral rolls were likely to become inaccurate and out of date fairly soon after their preparation, e.g. (i) Urban Areas (ii) Areas with a floating labour population and (iii) Areas to and from where fairly large movements of population were known to have taken place. The Commission further directed all Electoral Registration Officers that the rolls for the year 1956 should be prepared or revised as accurately as possible and that special steps should be taken to ensure that the revised rolls for 1956 were finally published in time.

After the general election in 1957, the Commission directed that during each of the three following years the electoral rolls related to 1/3rd of the entire area of every State should be revised **intensively** so that the electoral roll for every locality would have been revised intensively once at least before the next general election in 1962. During the year 1961 the revision taken up was non-intensive in respect of the entire rural area but intensive in respect of (a) Urban Areas (b) Areas where there were floating local population (c) areas to or from where migration was known to have taken place and (d) Service voters.

In the CEOs' Conference held in 1960 the following decision was taken in regard to revision of rolls: "there should be an annual revision of rolls and the programme for such revision should start on the 1st January and the work completed on the 31st January of the year".

After the general elections of 1962, the Commission directed that the summary revision of electoral rolls should ordinarily be sufficient in the years 1963 and 1964. The Commission was convinced that it was a waste of effort to revise every year the electoral rolls of all the constituencies in the country. The device of summary revision made the task some what easier for the Electoral Registration Officers since they had only to prepare a list of amendments to the various parts of the electoral rolls on the basis of such information as might be readily available, published the roll together with this list in draft and finalise it after going through usual claims and objections procedure. The Commission issued a general direction that about 40% of the electoral rolls should be intensively revised in 1965 and the rest in 1966 and that the latter should include all urban areas, areas with a floating population and areas to or from which large scale migration was known to have taken place.

Shortly after the indications became clear that a great split in the Indian National Congress was certain, the Commission felt that such split might force the Prime Minister to advise the President to dissolve the House of the People at any opportune moment. The Election Commission did not wait till the dissolution of the Lok Sabha and called a one day conference of all the CEOs on 5th November, 1969 and directed them to take up the revision of rolls on 15th of November, 1969 and finish the entire process of revision by 15th January, 1970. This was an unprecedented step in the election history of India because previously the preparation or revision of rolls took a very longer period even in summary revision. And as such the Election Commission was in a position to take up the challenge of holding elections at a short notice. When the Lok Sabha was dissolved towards the end of December, 1970, the Election Commission felt confident to hold the general election well in time before the financial year was out. It may be pointed out here that whenever a general election is held either to the Lok Sabha or to Legislative assembly during the first quarter of a year, the electoral rolls which can be used for such election can only be the rolls prepared or revised with reference to the first of January of the preceding year because it is physically impossible to hold and complete any general election by the middle of March of a year by preparing or revising the electoral rolls with reference to the first January of that very year. Therefore prior to 1971 whenever the general elections were held, by and large, in the first quarter of the year, the rolls which have been used for such general elections have always been the rolls prepared or revised with reference to the 1st January of the previous year and therefore the rolls which were used at the general election in February-March, 1971 were the rolls which were prepared with reference to the 1st January, 1970. It is pertinent to mention here that under Section 23 of the R. P. Act, 1950 any person whose name is not included in the electoral roll of a constituency may apply to Electoral Registration Officer for the inclusion of his name in that roll and the ERO, if satisfied that the applicant is entitled to be registered in the electoral rolls, is required by the law to direct his name to be included therein. Sub Section 3 of section 23 sets a time limit for such inclusion that no direction for the inclusion of name in the electoral rolls of a constituency can be given after the last date for making nominations for an election in that constituency with the result that even if an application for inclusion is made before the last date of making nominations then in that case the application for inclusion will remain undisposed till the elections are held and completed.

In 1975 with a view to be prepared for general elections, the Commission took early steps for revision of the electoral rolls under a crash programme and directed all the States and Union Territories that the existing rolls should be published as draft rolls on 1st January, 1975 and claims for inclusion of names in, and objections for the deletion of entries from the rolls, should be invited up to 16th January, 1975. This procedure was intended to reduce the consumption of paper, volume of printing and expedite the revision of rolls. The Commission further directed that simultaneously there should be house to house enumeration of voters by the officially appointed

enumerators in accordance with the system of Electoral Card. On the basis of the enumeration, the enumerators were asked to prepare two lists, namely (i) list of persons who were eligible to be registered in the electoral roll but whose names were not previously included in the draft rolls and (ii) list of persons whose names were included in the draft rolls but who were since dead or had ceased to be ordinarily resident in the constituency.

Having regard to large scale shifting of population to various new colonies in Delhi it was considered desirable that the draft rolls should not be the existing rolls, as in the case of other states, but those prepared afresh after house to house enumeration. The rolls were published in the draft on 10th February 1975 and finally published by 7th April 1975 while in all other cases the rolls were finally published on 28th February 1975.

Since the general election to the House of the People was not held in 1976 as the duration of the existing House had been extended till March, 1977, in March, 1976 the Commission decided to undertake summary revision of rolls with reference to 1.1.1976 as the qualifying date. The electoral rolls so revised in 1976 were accepted to be valid for the general election in 1977. However with a view to updating rolls to the extent possible the Commission through a press note exhorted all duly qualified persons to file claims to the respective rolls not later than 5th February 1977. All efforts were made to dispose of all such claims and objections to ensure the accuracy of the roll.

Keeping in view the general elections in 1985, the Commission decided to stagger the revision of rolls in such a way that the electoral rolls of all rural constituencies could be intensively revised in 1983 with reference to 1.1.1983 as the qualifying date and those of all urban constituencies with reference to 1.1.1984 as the qualifying date. To achieve optimum accuracy of electoral rolls, the Commission directed that Chief Electoral Officers, Joint Chief Electoral Officers, Dy. Chief Electoral Officers and other senior officers of the election departments and District Election Officers to undertake frequent tours particularly at the time of house to house enumeration in various districts of the states to ensure that enumeration work progressed in an orderly and systematic manner. The Electoral Registration Officers and Assistant Electoral Registration Officers were instructed to make spot checks at random in respect of areas where there were complaints of large-scale omissions of names in the past.

The electoral rolls of all constituencies were revised intensively in 1987 and 1988, followed by a special revision in 1989. In 1992 the summary revision was ordered and thereafter in 1993 Commission ordered for the **intensive** revision with reference to 1.1.1993 as the qualifying date.

Being aware of the presence of a substantial number of foreign nationals in some States of the country, the Commission, in consultation with the Ministry of Home Affairs, issued a direction in 1992 containing a special enumeration procedure for areas having a substantial presence of foreign nationals.

According to the abovementioned procedure the Assembly Constituencies having a large scale presence of foreign nationals were to be identified first by the State Govt. authorities concerned and within such Assembly constituencies, the polling areas having a substantial presence of foreign nationals were also to be likewise identified by those authorities and top priority was to be given for such identified areas and the enumeration work to such areas was to be completed by the 31st August, 1992.

Taking into all material facts and prevailing ground situation into consideration, the Commission directed that all further work relating to the above intensive revision of electoral rolls in respect of the State of Assam shall remain in total abeyance and directed 'de novo' intensive revision of electoral rolls in the State w.r.t. 01-01-1993 as the qualifying date. This was to be done as per the detailed guidelines issued by the Commission on 17-05-1993 which was framed taking into consideration all relevant rules in the State, Assam Accord, Citizenship Act, 1955, the Foreigners Act, 1946, IMDT Act, 1983 etc. The said guidelines was revised by the Commission during the intensive revision of electoral rolls with reference to 01-01-1995 as qualifying date ordered by the Commission on 06-12-1994, in view of the judgment and order dated 28-01-1994 and 01-02-1994 of the Hon'ble Guwahati High Court in cases of H.R.A. Chaudhury Vs. Election Commission of India and others (Civil Rules Nos. 1566,1616,1836 and 2814 of 1993), which was upheld by the Hon'ble Supreme Court by its judgment and order dated 05-05-1994 in Civil Appeals No. 4171-4180 of 1994 arising out of SLPs (Civil) Nos. 2484-85 of 1994). However, the said intensive revision of electoral rolls could not be undertaken as the process was stayed by the interim order of the Hon'ble High Court of Guwahati dated 22-12-1994 even before the first step of house to house enumeration was started. The Hon'ble High Court pronounced its final judgment dated 04-12-1995 dismissing the writ petition and holding that 'under rule 25 of the Registration of Electors Rules, 1960, the Election Commission only is vested with the power to revised the electoral rolls intensively or summarily or partly intensive or partly summary.

As the general election to the House of the People from 14 Parliamentary Constituencies in the State of Assam and general election to State Legislative Assembly were due shortly, the Commission could not undertake the intensive revision of electoral rolls as ordered above and therefore, summary revision of electoral rolls with reference to 01-01-1996 was ordered and rolls were finally published on 12-02-1996.

In 1997 intensive revision of electoral rolls was again undertaken in Assam and fresh guidelines were issued by the Commission on 04-02-1997 and 17-07-1997, taking into account all relevant Acts and Rules and also the judgments and orders mentioned above and also the judgment and order dated 06-02-1995 of the Hon'ble Supreme Court in the case of Lal Babu Hussain and Others Vs. Electoral Registration Officers and Others (1995 (3) SCC 100).

2.2 “D” voters

The Commission in its above said guidelines, issued in 1997, laid down clear instructions on how to proceed on the question of citizenship in so far as drawing up the electoral rolls were concerned. In the judgment of the Hon'ble Supreme Court in Lal Babu Hussain case (Supra), it has been decided that the question of citizenship is to be determined by the authorities vested with such powers under the Citizenship Act, 1955, and other relevant laws relating to citizenship. **In so far as the State of Assam is concerned, the competent authority to decide the question of citizenship is the Foreigners Tribunal, set up under the Foreigners Act, 1946, in respect of those persons who entered into the State from other countries on or before 24-03-1971; and the Illegal Migrants Determination Tribunal, set up under the Illegal Migrants (Determination by Tribunals) Act, 1983, in respect of those persons who entered into the State on or after 25-03-1971.**

The Commission, in its aforesaid guidelines stated that where the Electoral Registration Officer is not so satisfied and had reasonable doubt, after due verification and inquiry, about the claim of any person being a citizen of India, he should not straight-away reject the claim of such person, but should refer the case of such doubtful person to the appropriate Tribunals, through the competent authorities prescribed under the relevant Acts, for determination of the question as to whether such person is a citizen of India or not. In the context of the above revision of electoral rolls in the State of Assam in 1997, objections and doubts were raised before the Electoral Registration Officers in relation to 17,99,857 persons, whose names found place in draft electoral rolls published on 22-07-1997 or who filed claims for inclusion of their names in the electoral rolls. The Electoral Registration Officers, in consonance with the aforesaid guidelines of the Commission accepted the claims of as many as 13,41,994 persons as being citizens of India and issued notices under rule 21A of the R.E.Rules, 1960 to 184619 persons and referred the cases of only 2,02,092 persons, about whom they have reasonable doubt, to the appropriate Tribunals, through competent authorities, for determination of the question of their citizenship.

As the judicial process of determining the citizenship status of those persons, referred to the Tribunals, was likely to take quite sometime and at the same time as the scheme of the Representation of the People Act, 1950, as contained in sections 14 to 21 thereof, is that the process of revision of electoral rolls must be completed in all respect and all electoral rolls should be finally published in the same calendar year, with reference to the 1st January whereof,

as the qualifying date, such revision has been undertaken and thus the electoral rolls of all 126 assembly constituencies in Assam, had thus to be finally published before the end of the year, 1997, that is , before 31-12-1997, and as the relevant Tribunals would not be able to dispose of all cases referred to them before 31-12-1997, the Commission directed that electoral rolls of all 126 assembly constituencies in the State should be finally published on 09-12-1997. It was further directed that the names of all such persons, whose cases have been referred to the aforesaid appropriate Tribunals, may be provisionally included in the final electoral rolls and the letter 'D' may be indicated against each such names in the electoral rolls to denote that their citizenship status is doubtful/disputed. Their names shall either be deleted or retained in the electoral rolls by the Electoral Registration Officers concerned, only after the receipt of decisions from the appropriate Tribunals to whom such cases were referred.

Now the question arises as to whether the aforesaid persons, against whose names the letter 'D' appears in the electoral rolls, would be eligible to cast their votes or contest in any elections before their names are finally cleared by the Tribunals. The Commission after careful examination of the case and in pursuance of Articles 326, 84, 102, 173 and 191 of the Constitution, Section 16 of the Representation of the People Act, 1950 read with Sections 62(1) and 62(2) of the Representation of Peoples Act, 1951 had directed that all such persons shall not be eligible to vote or contest in any election, unless such Tribunal decides in his favour that he is a citizen of India. These instructions shall remain enforce till such time the Commission issues any directions on the contrary.

2.3. REVISION OF ELECTORAL ROLL WITH REFERENCE TO 01- 01- 2004

The electoral roll in respect of Assam was summarily revised with reference to 01-01-2004 as the qualifying date as per the following programme.

Sl. No.	Stages of Revision	Date/Period
1.	Publication of Draft Roll	17.11.2003
2.	Reading of relevant part of electoral roll in Gaon Sabha/Urban local bodies and Resident Welfare Association meetings and filing of Claims and Objection	Between 17.11.2003 to 23.12.2003
3.	Special campaign dates	6 th and 7 th December, 2003
4.	Disposal of claims and objections and printing of supplements by	30.01.2004
5.	Final publication	05.02.2004

3. INTENSIVE REVISION OF ELECTORAL ROLLS w.r.t. 01-01-2005 AS THE QUALIFYING DATE

3.1. THE SCHEDULE:

The Commission has announced the following schedule vide its order dated 2nd June, 2004 for intensive revision in Jammu and Kashmir and the North Eastern states including Assam.

	STAGES OF REVISION	PERIOD ALLOWED FOR EACH STAGE
1.	Preparatory work	01.07.2004 (Thursday) to 01.08.2004 (Sunday)
2.	House-to-house enumeration	02.08.2004 (Monday) to 03.09.2004 (Friday)
3.	Preparation of manuscript, comparison of manuscript with relevant parts of the previous electoral roll of 2003, data entry of new electors and carrying out corrections, wherever necessary, in respect of electors already included in the data base, generation of check list, comparison thereof and printing of draft roll. Supply of electoral rolls and Forms 6, 7, 8 & 8A to area Post Offices.	04.09.2004 (Saturday) to 28.10.2004 (Thursday)
4.	Draft publication of rolls on	29.10.2004 (Friday)
5.	Local verification/Period for filing of claims and objections and reading of relevant part/section of electoral roll in Gram Sabha / Urban Local Bodies and Resident Welfare Association Meetings etc.	Between 29.10.2004 (Friday) and 20.11.2004 (Saturday)
6.	Local verification/Disposal of claims and objections by	13.12.2004 (Monday)
	Preparation and printing of supplements of additions, deletions and corrections by	31.12.2004 (Friday)
7.	Final publication of Electoral Rolls on	03.01.2005 (Monday)

3.2. PRELIMINARY WORK BEFORE START OF ENUMERATION

3.2.1. Polling Station Areas - Maps and other details

The electoral roll shall be revised polling station wise and each part of the electoral roll shall cover the area falling within one polling station. In other words, the part number of the electoral roll and the polling station number shall be the same. Therefore, it is absolutely necessary that the list of villages/localities/sub-localities covered by a part of electoral roll is very clearly defined as a section in the part and tagged to the postal zone of the corresponding area. There shall be no scope for confusion and the enumerators should be clear about the area to be enumerated by him/her.

The ERO shall have each Polling Station Area surveyed in advance to ensure that all the residential units are included in the list of locations falling within the area. He shall also ensure that house numbers are assigned to each residential unit. Temporary constructions to which house numbers have not been assigned yet may also be surveyed for clear identification of polling areas in which they fall. Temporary collective numbers may be given to such clusters of temporary constructions, wherever necessary. The numbers allotted by Census Authorities, if available, may be adopted for enumeration purpose in these cases. These collective numbers should indicate the exact repeat exact number of households in the clusters and will not in any way be treated as regularizing any irregular unauthorized occupation/irregular unauthorized encroachment.

In order to avoid the error of mixing of electors of one polling area with other and / or inclusion of same area in two or more polling stations, Section falling within a particular Polling Station should be printed using the existing database of Control Tables and it should be compared with the extent of Polling Stations approved by the Commission, a copy of which is provided to the political parties.

Each enumerator shall be supplied with a list of house numbers alongwith a sketch map of the area, which he is required to cover during enumeration. (It should be noted that all the polling station areas in an Assembly Constituency joined together constitute the constituency itself and no island should be left.) This is being provided to ensure that no areas are left out at the time of enumeration. A copy of this map should be safely preserved as the Commission is contemplating preparation of GIS maps for polling stations and Assembly Constituencies and these maps will be required at the time of preparation of the GIS maps.

The house numbering should, as far as possible, be the ones adopted by the authorities for preparation of electoral rolls for local bodies. This would greatly help in adopting of the electoral data of assembly constituencies, for preparation of rolls for local bodies elections. In case the polling area does not have proper house numbering, dummy house numbers (as is assigned by Census authorities at the time of census) should be assigned to all the dwelling units in these areas. Normally such house numbering is done starting from North-west and ending in South-East as is done in numbering of plots of land by the revenue authorities. It must be ensured that there is no overlapping in the jurisdiction of enumerators.

3.2.2. Appointment of Enumerators and Supervisors

Under the provisions of sub-section (2) of section 13B of the Representation of the People Act, 1950, an Electoral Registration Officer is permitted to employ such persons as he thinks fit for the preparation and revision of the electoral rolls.

Section 29 of the said Act provides that every local authority in a State shall make available to any Electoral Registration Officer such staff as may be necessary for the performance of any duties in connection with the preparation and revision of electoral rolls.

Enumerators are appointed to carry out enumeration of elector residing in each household in the area assigned to him. One enumerator should be appointed for each part of the existing electoral roll. Supervisors are to be appointed to oversee the work done by the enumerators. Normally, one supervisor shall be appointed to oversee the work of two Enumerators. However, there is no objection to appointment of one Supervisor for each Enumerator depending on the ground situation. Necessary planning may be done in advance to requisition the services of sufficient number of employees to be appointed as Enumerators and Supervisors.

Each Enumerator and Supervisor should be given Identity Card (specimen **Annexed as IR-2005-01**) by the ERO, which should be displayed on their person while on duty.

3.2.3. Disciplinary action

As per provisions laid down in Section 13CC of the said Act, officers or staff employed in connection with the preparation, revision and correction of the electoral rolls for, and the conduct of, all elections shall be deemed to be on deputation to the Election Commission of India for the period during which they are so employed and such officers and staff shall, during that period, be subject to the control, superintendence and discipline of the Election Commission. The enumerators and supervisors are also covered by the above provision.

Enumerators and Supervisors shall further bear in mind the provisions of section 32 of the said Act which envisage that if any person required 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 with imprisonment for a term which shall not be less than three months but which may extend to two years and with fine.

3.2.4. Code of conduct

Enumerators and Supervisors appointed for house to house enumeration/verification in connection with the Intensive Revision of the electoral rolls have a very vital role in the matter of preparation of correct and accurate electoral rolls. The Enumerators and Supervisors should remember that they are doing a vital public service and not any favour. While on duty, they should have patience and exhibit good manners when dealing with the public. After reaching a house, they should greet the head of the family or senior adult member politely, explain their duty and ask for information using a very polite language.

3.2.5. Training of Enumerators and Supervisors

The District Election Officer (DEO)/Electoral Registration Officer (ERO) shall be organising comprehensive training classes covering all aspects of the Intensive revision for the enumerators and supervisors to clearly understand the job requirements and what they are expected to deliver in an efficient manner.

There may be a number of training classes and all enumerators and supervisors shall attend these training sessions without fail in order to have a very clear idea of their duties.

During the training sessions, copies of all Formats and Forms in which the data relating to electors is to be obtained should be supplied. Further thorough training will be provided as to the precautions to be taken for obtaining the information and the method to be used for filling up various columns of the Forms. All enumerators and supervisors should be advised to understand the procedure and ask detailed questions if they have any doubts. Unless the enumerators and supervisors have a clear and thorough knowledge of their duties, they will not be in a position to discharge their duties as required under law and will find it difficult to fill the required Forms. Ignorance or lack of training shall not be accepted as a defence in case of non-compliance of the Commission's instruction on revision of rolls.

3.2.6. Printing of Electoral Cards

The format of the "Electoral Card" shall be in the form **Annexed as IR-2005-02**. The columns of the card are provided in accordance with the present format of the electoral roll. These cards should be printed and stitched in a book form. These books (enumeration pad) shall contain enumeration cards in duplicate and shall be serially machine numbered. The duplicate copy may be printed on a different coloured paper, to distinguish it clearly. The original copy and the duplicate copy should bear the same serial number and should have the printing properly aligned. The Declaration to be signed by the Head/Senior adult member of the household should be printed on both the copies. Groups of hundred or two hundred cards should be stitched together in pads.

It is left to the discretion of the Chief Electoral Officer to decide whether the enumeration pads for the entire State should be printed centrally or by the District Election Officers.

3.3. THE PRESENT REVISION OF ELECTORAL ROLLS

The following guidelines shall be strictly followed by the Electoral Registration Officers of all the Assembly constituencies in the State of Assam in connection with the intensive revision of electoral rolls with reference to 01-01-2005 as the qualifying date. These guidelines borrow heavily from the guidelines issued by the Commission in 1997 revision and have been framed by the Commission keeping in view the Judgment and Order dated 28-01-1994 and 01-02-1994 of the Hon'ble Gauhati High Court in the case of H.R.A. Chaudhury vs. Election Commission and others (Civil Rule Nos. 1566,1616,1836 and 2814 of 1993), which was upheld by the Hon'ble Supreme Court by its judgment and Order dated 05-05-1994 in Civil Appeals NO. 4171-4180 of 1994 arising out of SLPs (Civil) Nos. 2484-85 of 1994), and the judgment and order dated 06-02-1995 of the Hon'ble Supreme Court in the case of Lal Babu Hussain and others vs. Electoral Registration Officer and others (1995 (3) SCC 100).

The Hon'ble Gauhati High Court has held in the case of H.R.A. Chaudhury vs. Election Commission and others (Supra) (upheld by the Hon'ble Supreme Court of India):

‘the draft rolls are to be prepared on the basis of the statements submitted by the heads of the households in a constituency in Form 4 under Rule 8-----

the statement made by a Head of the Household has its own value and can not be lightly brushed aside. Rules do not contemplate any inquiry into the question of citizenship at the stage of preparation of draft roll, although there is provision for objection after the draft roll is published on the grounds that a person who is not a citizen of India has been erroneously included.”

The Hon'ble Supreme Court has held in the case of Lal Babu Hussain vs Electoral Registration Officer and others (Supra):

“ Thus, the question whether a person is a foreigner is a question of fact which would require careful scrutiny of evidence since the enquiry is quasi-judicial in character. This question has to be determined by the Central Government, vide Government of Andhra Pradesh vs. Syed Mohd. Khan 1962 Supp. 3 SCR 288 and State of U.P. vs. Rehametullah 1971 (2) SCC 113. xxxxxxxxxxxxxxxxxxxx—

It is obvious from the above that two situations arise; the first where the name is to be entered on the rolls for the first time and the second where the name already entered is required to be deleted. In the first mentioned situation before the name is entered on the rolls, the concerned officer must be satisfied that the person seeking to have his name entered is not disqualified by reason of his not being a citizen of India. Therefore, he would be justified in requiring the concerned person to show evidence that he is a citizen of India. In the second situation, since the name is already entered, it must be presumed that before entering his name the concerned officer must have gone through the procedural requirements under the statute. This would be so even if we invoke Section 114(e) of the Evidence Act. But then possibilities of mistakes cannot be ruled out. These mistakes, if any, would have to be corrected. Even if we are to assume (without deciding) that the words “is otherwise not entitled to be registered in that roll” used in Section 22 of the 1950, Act or Rule 21A of the 1960 Rules are wide enough to cover the question relating to citizenship, the issue would have to be decided after giving the concerned person reasonable opportunity of being heard. If the opportunity of being heard before deletion of the name is to be a meaningful and purposive one, it goes without saying

that the concerned person whose name is borne on the roll and is intended to be removed must be informed why a suspicion has arisen in regard to his status as a citizen of India so that he may be able to show that the basis for the suspicion is ill-founded. Unless the basis for the doubt is disclosed, it would not be possible for the concerned person to remove the doubt and explain any circumstance or circumstances responsible for the doubt.”

3.4. HOUSE TO HOUSE ENUMERATION

3.4.1. Stationary to be supplied to the enumerator

The Enumerator will not be supplied with copy of any previous electoral rolls. He shall be supplied with a complete list of villages/localities/sub-localities along with a sketch map of the area under his/her jurisdiction.

Each enumerator will be supplied with the following materials :-

- a) **Enumeration Pad** containing enumeration forms (**Electoral Cards**);
- b) Sufficient number of new carbon papers;
- c) Good quality ball point pen;
- d) Stamp pad to get thumb impression of the illiterate electors;
- e) Adequate number of Form-4 appended to Registration of Electors Rules, 1960.

3.4.2. Enumeration of each household:

As mentioned here before, one enumerator is to be appointed for the area covered in each part of the existing roll. However, separate Enumeration Pad containing Electoral Cards shall be compulsorily used if there are more than one section in that part i.e, separately identifiable localities like block, mohallas, hamlets etc. On the cover page of each Enumeration Pad, the identity of the area/sub-area covered should be clearly written in capital letters.

When the enumerator visits a household, he will meet the *head of the household* or, in his absence, the *senior adult member* of that household. He will ascertain the names of adult Indian citizens i.e. those Indian citizens who are of the age of 18 or above on the qualifying date and are ordinarily residing in the house. He shall enumerate the names of all such persons as are claimed to be adult Indian Citizens and are ordinarily residents, by the head/senior adult member of the household, in the enumeration pad provided to him by the Electoral Registration Officer for the purpose of such enumeration.

The Enumerator should clearly explain and bring home to the head or the senior adult member of the house hold that no person can be enrolled at more than one constituency and not more than once in the same constituency and that furnishing of any information which is false and which he/she knows or believes to be false or does not believe to be true, is an electoral offence. **The persons furnishing such false information are liable for punishment with imprisonment for a term, which may extend to one year or with fine or with both under section 31 of the Representation of the People Act, 1950.**

The Enumerator should thereafter obtain the full signature of the head/senior adult member who furnished the information to him and if the head/senior adult member of the household is illiterate, the thumb impression of the person (left thumb impression in the case of male person and right thumb impression in the case of female member for the sake of uniformity) at the appropriate place on the right side of the Electoral Card. Below such thumb

impression, the enumerator along with words 'LTI' or 'RTI' shall mention the full name of the person affixing such thumb impression legibly as the case may be.

The Enumerator should also append his signature thereafter on the left-hand corner of the Electoral Card with his name and date of enumeration. In no case the signature of either the senior/adult member of the household or that of the Enumerator should be blank in any of the Enumeration Card. In case the number of eligible members of a household is more than the number of entries that can be accommodated in one Electoral Card, then the next card may be used to enumerate all the eligible persons. The signature of the head/senior member of the household may be obtained only in last of such Electoral Cards used for enumeration. It is not necessary to obtain the signature on each card.

If in any house/building, there is more than one family residing, each family should be enumerated separately, even if the house number is common. In no case should the name of members belonging to more than one family be included along with the names of members of another household in the same electoral card.

Every enumerator will personally visit each and every **household** in the polling area under his charge. During such visits if he finds any new house having come up which is not included in the list of house numbers given to him, he will include that house also by giving it a suitable auxiliary number. For instance, if between house numbers 33 and 34 a new inhabited structure has come up and the eligible electors of the household have not been enumerated, the enumerator will give 33A/33B/33C etc. as the auxiliary number for identification of the house and proceed to enumerate the eligible electors therein.

A specific day may be fixed for enumeration of electors living in a specific cluster of unnumbered temporary constructions referred to above. This day should be widely publicized in the area concerned and notified to all recognized political parties. The political parties should be invited to appoint one agent each to witness the process of enumeration in the said cluster.

The enumerator on the day of actual enumeration, accompanied by the supervisor should assign a temporary number, if no other number is assigned by local authorities, with chalk or such like instruments in front of each individual construction in the cluster and complete the enumeration in one go on the same day. No piecemeal enumeration of the cluster will be accepted.

Any such additional temporary constructions or clusters that come up after the process of enumeration should be dealt with during the process of disposal of claims and objections under Rule 21 and 21A of the Registration of Electors Rules, 1960.

If any enumerator finds a particular house locked or that no adult member of the household is available at the time of his visit, he shall visit that house **at least three times** on different occasions and during different hours in the morning or evening when he may reasonably expect to find some adult person to be present/available in the house. If even after three such visits he is not able to meet any adult member of the household, he will make an entry to that effect against that house number in the List of house numbers provided. He should also prepare a separate list of all such households and furnish that list to his supervisor.

Where an enumerator reports to the Supervisor that a particular house has been found locked or no adult member of household is available in any house on his repeated visits, the

Supervisor will himself visit that house and verify the fact. In case the house is found locked or no adult member of the household is available even at the time of the Supervisor's visit, he shall drop the **letter of request in Form 4** (Appended to the Registration of Electors Rules, 1960) in the premises. He shall make another visit to that house after two or three days and collect Form 4, if somebody is present at the time of his subsequent visit. He shall keep a proper account of his visits to such houses.

3.4.3. Preparation of Manuscript

As soon as the enumerator completes an enumeration pad, the work of preparing the list of persons enumerated, as per the enumeration pad shall be started. It shall not be necessary to wait for the enumeration of the entire polling area to be completed before the work of such preparation of the list of enumerated persons is taken up.

Separate list should be prepared for each identifiable area covered in one part of the electoral roll. Like in rural areas if there are more than one village in a part then separate list should be prepared for each village. Similarly if there are more than one identifiable localities like mohalla, block, society, apartment colony etc. in a part of an urban area, separate list for each such segment shall be prepared. This will facilitate reading out of the rolls separately in different villages/ localities/sub-localities.

The proforma to be used for preparing the list of enumerated persons shall be the same as that of the Electoral Card with an additional column to show the '**Sl. No. in the Existing roll**'. The Enumerator will prepare the manuscript from the names of enumerated persons in the Electoral Cards. He shall not fill up the additional last column, as he will not be provided with relevant part of the previous electoral roll.

Immediately after a polling area has been completely enumerated and all the enumeration pads in respect of that area have been received and lists of persons enumerated therein prepared, all such lists shall be consolidated and arranged house-number wise starting with the first house and ending with the last house in that polling area. All such lists shall be prepared in quadruplicate (four copies) polling station-wise.

While preparing these lists polling station-wise, the information furnished by the households in Form 4 either through the supervisors or direct to the ERO shall also be included in the relevant places having regard to the house numbers where such households reside.

3.5. DUTIES OF THE SUPERVISOR

Every Supervisor shall personally check and ensure every day that the enumerators under his charge are visiting the households in the polling areas assigned to them and performing their functions properly and strictly in accordance with the Commission's instructions. For this purpose, the Supervisors should make daily visits to the areas under their charge.

As soon as an enumerator has returned a Enumeration Pad, duly filled, to a Supervisor, along with the manuscript of enumerated persons, he shall personally check each and every Electoral Card serial wise in the enumeration pad and verify that it contains all the pages which it is supposed to contain and that all 'Electoral Card' have been properly filled in and duly completed in all respects and that no column has been left blank.

The Supervisors shall be provided with the previous electoral roll of the corresponding area covered by the Enumeration Cards in respect of a polling station area. As soon as the manuscript in respect of a polling area is handed over by the Enumerator along with the enumeration pad containing the original 'Electoral Cards', the Supervisor will prepare a list showing the serial number of the Enumeration Cards used to cover a polling station area vis-à-vis corresponding existing electoral roll. The unused number of electoral cards in a enumeration pad should also be noted by him.

He shall then **compare** the entries house number-wise with the corresponding entries in respect of each household in the previous electoral roll in the following manner: -

- (i) In case of such persons whose names do not appear in the previous electoral roll, he shall indicate the word "**New**" in the last column of the manuscript. In case the names in the manuscript appear in the previous electoral roll, the serial No. of such elector (in the previous electoral roll) shall be entered in the last column mentioned above;
- (ii) He shall correct the entries in the printed copy of the electoral roll from the manuscript wherever necessary and also tick (✓) the entries checked;
- (iii) Score the entries in the printed electoral roll that do not appear in the manuscript to indicate **missing voters** i.e. dead/shifted. However, in all such cases, it will be the personal responsibility of the supervisor to ensure that all such deletions are genuine and no person living in the area shall be removed from the list.
- (iv) Supervisor shall also check if name of any 'D' voter in the existing roll also finds a place in the enumeration pad received from the enumerator. If so, he will enter the letter 'D' in the relevant part of the enumeration pad against the name.
- (v) If the name of a 'D' voter does not find a place in the enumeration pad, he will strike out such name from the previous electoral roll but after physical verification only and also such names shall not be included in the draft roll.

All these indications should be marked with **red ink**.

In order to ensure that the enumerators have done their work properly, every Supervisor should make random checking of not less than 25% of the households covered by the enumerators. During such checking, they should check the entries made in the original of the 'Electoral Card' in the enumeration pad with the duplicate supplied to the household and must satisfy that the entries in both the original and duplicate cards are identical in all respects. He should countersign the original Electoral Cards verified with Name and date.

During his visit to the households for checking, the Supervisor will also check and satisfy himself that the entries made in the 'Electoral Card' are of persons of the age of eighteen years or above as on the qualifying date and are actually ordinarily resident in that household. He should also verify that the 'Electoral Card' issued to the head of the household and its original in the enumeration pad bears the actual signature/thumb impression of the head of the household or senior adult member of the household and that of the enumerator and the entries have been correctly made on the basis of the information furnished by the head/senior adult member of the household.

He should also bring the penal provisions of section 31 of the Representation of the People Act, 1950, about making any false statement relating to inclusion or exclusion of any name to the notice of the head/senior adult member of the household when he makes the enquiry during his checking.

If during his checking, he finds that the name of any person not qualified for registration on the ground of *age or ordinary residence*, has been wrongly enumerated and included in Electoral Card he shall delete every such name under his full signature with date indicating briefly the reason for such deletion.

Similarly, if a supervisor finds during his sample checking that any name of a member of the household which should have been included in the 'Electoral Card' has been left out for any reason, he will include that name in the 'Electoral Card' supplied to the household under his full name and signature with a suitable endorsement indicating the reason for such inclusion and exactly similar entries will be made by the Supervisor in the original of the 'Electoral Card' and also in the list of enumerated persons i.e. the manuscript.

Where, on his checking as aforesaid, any Supervisor finds that there are large numbers of wrongful inclusions or wrongful exclusions of names in the 'Electoral Cards' issued by a particular enumerator, he should undertake 100% verification of all the household enumerated by the said enumerator.

Such enumerator shall forthwith be removed from the job of enumeration and the Supervisor shall make a report to the Electoral Registration Officer for disciplinary action against the delinquent enumerator.

Where an enumerator reports to the Supervisor that a particular house has been found locked or no adult member of household is available in any house on his repeated visits, the Supervisor will himself visit that house and verify the fact. In case the house is found locked or no adult member of the household is available even at the time of the Supervisor's visit, he shall drop the letter of request in Form 4 appended to the Registration of Electors Rules, 1960 in the premises. He shall make another visit to that house after two or three days and collect Form 4, if somebody is present at the time of his subsequent visit. He shall keep a proper account of his visits to such houses. As soon as a supervisor has completed his random checking as aforesaid, in respect of the households enumerated, he shall deposit forthwith the verified 'Enumeration Pad' and the manuscript after filling the last column as explained above, and the corrected copy of the previous roll provided to him with the Electoral Registration Officer. Before depositing the verified 'Enumeration Pad' and the manuscript, he shall give a certificate that he has conducted the required supervisory checks mentioning specifically the number of house/households visited and checked by him.

During supervisory checks, the Supervisor shall, apart from verifying specific instances indicated above, also make a similar endorsement in any new cases, which are noticed by him where he has doubts about the information furnished. He shall make necessary corrections in the manuscript as may be necessary after verification by him.

He should compulsorily verify all the entries in the list of missing voters prepared by him after comparing with the list of enumerated persons and the existing part of the electoral roll. In case of persons shown to have been issued EPIC, included in the list, he must try to ascertain if the persons are dead or the place or complete address, wherever possible, where they have shifted.

3.6. CHECKS BY SENIOR OFFICERS

Apart from the checks by Supervisors of the work done by the enumerators under their charge, supervisory checks shall also be made during the period of enumeration by the Assistant Electoral Registration Officers, Electoral Registration Officers, District Election Officers, and Chief Electoral Officer. The minimum percentage of checking to be done by each of them by visits to the households shall not be less than the following. (This is only a lower limit. The actual should be higher).

Assistant Electoral Registration Officers	12%
Electoral Registration Officers	05%
District Election Officers	02%

The household checked by the senior officials should by and large be mutually exclusive. The official checking the household should also check the entries in the duplicate copy of the Electoral Card available with the household and sign and affix his name and date of checking.

The Chief Electoral Officer will conduct random checking and also satisfy himself that all the instructions are being scrupulously and correctly followed.

The supervisory checking by the AEROs, EROs and DEOs shall not be confined to visits to households, but shall include checking that no pockets have been completely left out or enumerated more than once in the constituency during enumeration and that no area or pocket of another constituency has been included in the enumeration for the constituency under checking. On the border areas of the constituency, it shall be particularly ensured that no area belonging to one constituency has been allowed to be included in the enumeration of another constituency. They shall certify that they have specially checked these aspects during their supervisory visits. The previous rolls may be used for conducting supervisory checks.

The Supervisory checking would also ensure that no names appearing in the previous roll are deleted erroneously. The Supervisors have been given personal responsibility to check and verify all names that are to be deleted. However, the senior officer shall pay adequate attention to verify that the supervisors have done their job well. Ordinarily, at least two persons should verify that the deletions are correct, the cases of voters (in the previous roll) having EPIC, the names to be deleted, may be published and a copy of said deletions may be provided to political parties eliciting their cooperation in correcting the roll.

3.7. PRINTING OF DRAFT ROLL

Updation of existing database

As soon as the manuscript and corresponding part of the previous electoral roll compared by the Supervisor is received in the office of the Electoral Registration Officer, the work of updating the existing electoral roll database with reference to the information collected shall be started.

The data entry operators should take the following actions to update the existing electoral roll database: -

- (i) Carry out the corrections in the respective fields to incorporate modifications indicated with red ink in the printed copy of the previous roll provided to the supervisor in respect of the entries already available in the database;
- (ii) Delete the entries of missing voters i.e. dead/shifted voters that are struck out by the supervisor in the printed copy of the previous roll.
- (iii) Thereafter insert the names of New electors at the appropriate place under the same household, renumber the serial no. of the electors according to the manuscript and sort out the data base after the above changes. Detailed step-by-step technical guidelines will be issued separately.
- (iv) It must be scrupulously ensured by the Electoral Registration Officer that no name of any of those persons who have been declared/detected as foreigners by any of the Tribunals/authorities constituted under any Act of Parliament or the State Legislature is included in the said lists, even if any of these names are enumerated in any of the electoral cards.

It should be ensured that all the above operations in respect of one part (Polling Station) are done by the same data entry operator so that in case of negligence in data updation responsibility can be fixed.

The Electoral Registration Officer shall take every precaution to ensure that all the input collected by way of house-to-house enumeration by the enumerator and supervisor is reflected in the electors database before the same is used to generate draft rolls. He shall particularly verify and satisfy himself that the existing database has been duly modified with due care and nothing has been left out.

To ensure accuracy of the draft roll, he shall first generate a **Check List** from the database and shall have the entries necessarily compared with the manuscript and relevant printed copy of the previous roll and the list of missing electors provided by the supervisor and satisfy himself that the printed roll conforms exactly in all respects with the inputs and that no error either by design or by mistake has crept into the database. Instances have come to the notice of the Commission that proper comparison of the check list is not done before generating draft rolls resulting in improper deletion of entries of genuine electors, many a times enbloc causing embarrassment to the institution and disenfranchisement of genuine electors. Any laxity in this regard will be viewed seriously.

After making further necessary corrections in the data base, that might be necessary after comparison of the Check List, the ERO shall get required number of copies of the drafts rolls prepared.

3.8. DRAFT PUBLICATION

The electoral rolls prepared and printed as above, polling station-wise shall be published as draft for inviting claims and objections on the date specified for the purpose by the Election Commission.

3.8.1. Designated locations

The draft electoral roll shall be published on locations designated for this purpose. These designated locations, for the whole period of filing of claims and objections, shall be the offices of EROs/AEROs. Similarly, the Polling Station locations shall also be the designated

locations, where the electoral rolls shall be published and claims and objections shall be received during the revision exercise. Further, the offices of rural and urban elected bodies shall also function as designated locations on the dates of meetings as and when organized by the ERO during this period.

During the current revision of electoral roll, the services of the Post Office shall also be used as Designated locations for display of draft electoral roll in the area covered by respective Delivery Post Offices. Claims and objections shall also be received in all the Post Offices.

Detailed guidelines about use of Post-offices and Postmen for display of rolls, receipt of duly filled in Forms and their verification etc. will be issued separately.

3.8.2. Dissemination of electoral rolls at a wider scale

Availability and Checking of Draft Rolls

The draft electoral rolls shall be published and disseminated at a wider scale for information of the public. The following procedure shall be followed to ensure this:-

- (a) It has been decided that the draft roll prepared polling station wise, shall be published for inviting claims and objections during the period specified in the schedule given above for the purpose by the Election Commission at the offices of EROs/AEROs and at designated locations mentioned above and simultaneously copies shall be provided on the day of publication of the draft roll to the rural and urban local bodies. Copies of the relevant parts of the draft roll shall also be provided to the Residents' Welfare Associations (RWAs), Mohalla Sudhar Samitis, J.J.Sudhar Samitis/Housing Societies etc., where the rolls are to be read in the presence of the public. In addition, sufficient number of forms shall also be made available at these places. The availability of electoral rolls in these organizations will be helpful in eliciting their cooperation in the roll revision exercise and also in the continuous updation of rolls later.
- (b) Widest publicity shall be given to the draft publication of roll by all media of mass communication, including paid advertisements in the news papers having wide circulation in the areas concerned.

3.8.3. Verification of draft rolls in the meetings of Gaon Sabhas/Ward Sabhas/RWAs

The modalities to be followed during this exercise are as follows:

Rural Areas :

- a) The Village Panchayat Officer, who is the Secretary of the Gaon Sabha, shall convene the Gaon Sabha/ Ward Sabha meetings. The local revenue official (for instance Lekhpal in case of UP) may also be deputed to attend these meetings. These revenue officials may be provided with sufficient number of Forms so that Registration Officer for action at his level under rules 16 to 20 of the R.E. Rules, 1960.
- b) If the Gaon Sabha includes more than one village, these meetings may be organised village-wise and elector's verification exercise in respect of a village

may be completed in the meeting held in that village only. If there are a number of hamlets in a Gaon Sabha, the meetings may be organised hamlet-wise. In states like Rajasthan, the institution of Ward Sabha has been functional and in such states the Ward Sabha meetings may be organised to verify the draft roll. Necessary claims and objections can be got filled in during the meeting itself. The members of the public especially those who contested the last Gaon Sabha election but could not be elected, should also be invited as special invitees to these meetings. Immediately after the meeting, the revenue official may record his report on these applications and forward the same to the Electoral

- d) The remedial measures wherever required, on the basis of information made available in these meetings, will also have to be taken *suo motu* under **rule 21 and 21A of the R.E. Rules, 1960.**

Urban Areas :

- a) In urban areas the electoral rolls have to be read out in the specially convened Ward meetings of Corporations, Municipal Boards, Town Area Committees, Notified Area Committees, Cantonment Boards and also in the meetings of the Mohalla Sudhar Samitis, JJ/Slum Sudhar Samitis etc. Residents Welfare Associations of the locality or any other forum available in the area and suitable for such an exercise. Any NGOs willing to be associated in the exercise should also be involved. The draft electoral roll which are prepared polling station-wise will be split section-wise in the first instance and distributed to the different localities/ Residents' Welfare Associations/ Housing Societies alongwith an appeal which inter-alia will seek their co-operation to display the extract of the roll prominently for the benefit of the residents of that locality so that any person who is residing but is not a registered elector can take the necessary steps to enroll himself/ herself as well as members of his family.
- b) If a Polling Station includes more than one mohalla or residential colony, these meetings may be organized mohalla-wise or colony-wise and the electors' verification exercise in respect of that mohalla or colony may be completed in the meeting held in that mohalla or colony. If the area of any polling station is large and there is only one mohalla or colony, the mohalla or the colony, as the case may be, be divided into convenient parts at the discretion of the ERO concerned and the meetings may be organized in such parts of the mohalla or colony.
- c) If the mohalla or colony or ward or any part thereof, does not have any Ward Sabha or RWA or any such body, the ERO concerned may choose a prominent non-political citizen, working or retired government officer, NGO or a professional like doctor etc. residing in the locality, to chair the meetings and help the exercise to be completed. In case of residential colonies of govt. or semi govt. bodies, the staff responsible for maintenance of these colonies, may be actively involved in this exercise.
- d) The Electoral Registration Officer shall, in consultation with the Ward Sabhas/RWAs etc. concerned, decide the place, date and time for holding the meetings in such a way that the involvement of the people is assured. All such meetings shall be chaired by the member/office bearer of the Ward Sabha/RWA

etc. concerned in the presence of an official designated to be present at the meeting. Here also, the procedure suggested in the preceding paragraphs for receipt and disposal of claims and objections under rules 16 to 20 and for *suo motu* action under rule 21 and 21A of the R.E. Rules, 1960 will have to be followed.

3.8.4. Minutes of the meetings:

The proceedings of the meetings in rural as well as the urban areas, referred to in the preceding paragraphs have to be meticulously recorded/minutes and a copy of the same should be forwarded to the Electoral Registration Officer who may take its help while disposing of the claims and objections received. These meetings may begin with the message from the Electoral Registration Officer/ District Election Officer/ Chief Electoral Officer regarding the responsibility of the members of the Gaon Sabha/ Samiti/ Association etc. in truthfully carrying out this exercise.

The EROs/DEOs shall also attend some of the meetings in rural and urban areas with a view to improve the quality of revision exercise.

4.1. AVAILABILITY OF BLANK FORMS

The Statutory Forms 6, 7, 8 and 8A appended to the Registration of Electors Rules, 1960 have been amended vide Ministry of Law and Justice Notification dated 18th August, 2003 along with certain other minor amendments in the Rules. A copy of the Notification has already been circulated vide Commission's letter No.3/2/2002/J.S.II dated 25th August, 2003.

Form 8B has been deleted. The revised Form 7 will now be used for filing objection to the inclusion of a name in the draft electoral roll between the period allowed for filing claims and objections during revision of rolls and also for deletion of entry after the final publication of rolls.

The use of the amended Forms shall be for the following purposes :-

FORM-6 - for inclusion of name for the first time *and* also for inclusion of name of a person already enrolled in a constituency for inclusion of name in another constituency.

FORM-7 - for objecting inclusion of name in the draft roll and also seeking deletion of name included in the final roll.

FORM-8 - for correction to particulars entered in the roll. This form can be used after draft publication as well as final publication.

FORM-8A - for transposition of entry in any other part of the roll of the same constituency. This form can be used after draft publication as well as after final publication. (Prior to the amendment this Form could be used only after final publication of rolls during the process of continuous updation).

FORM-8B has since been repealed.

Blank forms for addition, deletion, correction & transposition in the draft electoral roll should be available in all the locations where the draft Rolls are displayed so that these can be distributed in advance of the campaign dates to the concerned persons. Adequate number of forms may, therefore, be printed for this purpose.

It is not necessary to use only Forms supplied by the registration authorities. Forms

downloaded from the Election Commission website, cyclostyled, hand written or privately printed can also be used for submitting application for inclusion/deletion etc so long as they conform to the statutory Forms. However, these Forms should be on white paper of A-4 size and should not contain the name/symbol or any distinguishing mark of any political party/organization etc. This should be made clear during publicity.

4.2. On line Forms

The Commission has taken up a pilot project to provide facility to file claims and objections on line through Internet. Necessary guidelines, in this regard, shall be sent to the CEO before the date fixed for draft publication of the roll.

4.3 Manuscript for supplements

Preparation of manuscript for addition (Form 6), deletion (Form 7), modification (Form 8) and transposition (Form 8A) should be meticulously done. Data entry for all such electors should be done meticulously and checklist should be printed. These check list should also be compared with the manuscript for such supplements and necessary corrections should be made wherever required.

5.1 ARRANGEMENTS AT THE DESIGNATED LOCATIONS

(a) Staff

The draft roll will be published at the designated locations and will be available with a government official designated for the purpose, who will make the draft roll available to the public for inspection and receive claims and objections. These officials shall also participate in the meetings stated above, collect the minutes of the meetings and also the claims and objections received during these meetings. Schedule of meetings to be held in the designated area shall be displayed at the designated locations for information of the public.

In order to provide prompt and efficient service to the electors, adequate number of staff should be mobilised and counters set up. The DEOs/EROs and Supervisory Officers shall ensure that all Designated Locations remain functional with full complement of staff. Strict action be taken against such officials who are found to be guilty of dereliction of duty.

Further, Control Rooms and help desks should be fully functional during the period of filing of claims and objections. It shall be further ensured that the officials at all designated locations are fully conversant with the duties to be performed and shall respond to public queries promptly.

5.2. Assistance to Electors

Electors who wish to complete forms can be assisted to ensure completeness and consistency of the Forms. There should be adequate space at each designated location for the electors to sit and complete the forms.

5.3. Acknowledgments

The completed forms should be accepted and proper acknowledgments printed on the lower part of the forms should be immediately issued.

5.4. Receiving forms

Forms 6, 7, 8 and 8A shall be received on all working days in the offices of EROs/AEROs and designated locations including area Post Offices from the date of draft publication till the period specified for the purpose. Acknowledgment for receipt of Application printed below each Form should be filled up, detached and handed over to each applicant

compulsorily. Applications in bulk should not be accepted at Post Offices and at any other designated locations except at the offices of EROs/AEROs only by the RWAs/office bearers of political parties/ Mohalla Sudhar Samiti/JJ Sudhar Samiti office bearers etc. stated in the following para.

The above Forms shall also be received in the meetings of the rural and urban elected bodies by the Lekhpal for rural bodies and the government officer deployed to be present in the meeting for the urban bodies on the date(s) of meeting.

5.5. Receipt of Claims and Objections in bulk

Ordinarily, the claimant concerned should submit each claim in Form-6 for inclusion of name in the electoral roll individually. However, such claim forms in respect of the members of the same household may be allowed to be filed by one person of the same household at all designated locations, if so authorized by the claimants in their claim forms in the appropriate column provided for the purpose.

(A) Therefore, claim application should not be received by the ERO and designated officers in bulk. The above instructions will, however, be subject to the following exceptions:-

- (i) The claim applications may be received in bulk only at the offices of EROs/AEROs pertaining to more than one household, if they are duly forwarded by the President or Secretary of a Residents Welfare Association (RWA) etc. and the President/ Secretary of these organizations forwards these applications on its letter head along with a complete list of the claim applications being forwarded therewith, and the said list is duly authenticated by the said President/ Secretary.
- (ii) The same will hold good in the case of applications forwarded by the Executive Officer (by whatever name called) of the Gaon Sabha.
- (iii) The President/Secretary of a recognized political party to whom the copies of the electoral rolls have been furnished under the provisions of the Registration of Electors Rule, 1960, may also follow the above procedure in the presentation of claim applications in bulk.

(B). (i) Objections in Form-7, seeking deletion of entries from the electoral rolls should also, normally, be filed by the objectors concerned individually. An objector should, ordinarily, be permitted to file objections in Form-7 pertaining to the members of the same household.

(ii) The instructions contained in sub-paras 1(i), (ii) and (iii) above will apply *mutatis-mutandis* in relation to submission of objections in Form-7 by the RWAs etc., Gaon Sabhas and recognized political parties, as they apply in relation to submission of claim applications in Form-6 by them.

(iii) If any person, other than the aforementioned office bearer of an RWA etc. or Gaon Sabha or recognized political party, wishes to submit objections in Form-7 in respect of more than seven persons, either belonging to the same household or to different households, such person should be asked to submit a complete list, duly authenticated by him, of each objection in Form-7 being submitted by him. In addition, he should be asked to submit an affidavit duly sworn before a Magistrate of the first class or a Notary Public or a Commissioner

of Oaths, verifying the list of objections being submitted by him.

(C) In all cases, where the claims and objections are being submitted in bulk by any person or an office bearer of a Resident's Welfare Association, Gaon Sabha or a recognized political party etc., as the case may be, he may be asked to make a statement in his forwarding letter that he is aware of the provisions of Section 31 of the Representation of the People Act, 1950, under which the making of a statement or declaration which is false and which the person making that statement/declaration either knows or believes to be false or does not believe to be true is a penal offence and vouch for particulars like name, father's name, address and genuineness of the applicant as given in the prescribed list duly authenticated by him. The ERO will dispose off the genuine applications as per the law. The Commission has also prescribed the format of these forwarding letters and the list (**annexed as IR-2005-09 & IR-2005-09A**) in which the office bearers of RWAs etc. and Gaon Sabhas and recognised National and State Political Parties should forward bulk applications. All applications received as aforesaid in bulk should be assigned suitable numbers in such a fashion that any time later, it should be possible to trace the persons/office bearers who submitted them so that responsibility for filing a wrong application can be fixed at a later date, if necessary.

It has been observed that bulk applications filed by political parties etc. are rejected on technical grounds such as non-submission along with the application prescribed for submitting the bulk Forms or the forwarding application is unsigned or not signed by the authorized persons. Due to this many applications of genuine eligible electors filed in bulk with such applications remain to be considered. The genuine persons whose Forms are collected remain unaware of rejection of their applications due to above reason till they go to the polling stations during elections. Therefore, while giving publicity, the political parties in particular and other organization shall be advised accordingly. They may be educated about proper use of each Form and also how to fill them so that they get the incomplete Forms, if any, completed before submission.

(D) It is hereby clarified that the concession to file claims and objections in bulk will apply only during the period for filing claims and objections fixed by the Commission at the time of this revision exercise of electoral rolls. This facility will *not be available on a permanent basis* at any other time. Similarly individuals desiring to file bulk applications alongwith an affidavit duly sworn before a Magistrate of the first class or a Notary Public or a Commissioner of Oaths can do so only during the period fixed for filing claims and objections.

(E) The purport and intention of the Commission to allow filing of applications for claims and objections in bulk during the annual revision is to provide an opportunity to the recognized Political parties etc. to seriously participate in the process of revision of electoral rolls at the appropriate time. The general tendency is to highlight omissions and commissions in the electoral rolls prior to the general elections. The Commission desires to enlist their cooperation now itself.

(F) The above concession may be highlighted at the time of the publicity to be given for revision of electoral rolls. The state units of the recognised political parties may be informed of the instructions in writing whereas the same should be publicised for the benefit of the RWAs and Gaon Sabha etc. during reading out of rolls in the meetings.

6.1. PRESCRIBED LISTS

The relevant lists as prescribed in Forms 9, 10 and 11 under the Registration of Electors Rules, 1960 should be filled up by the staff from the details filled in the relevant forms (6, 7, and 8). A summary report should also be prepared with totals of each of the lists corresponding to different forms.

It has been observed by the Commission that the EROs have not been maintaining, in duplicate, the lists in Form 9, 10 and 11, entering therein the particulars of every claim or objection as and when they are received by them and that they have not been exhibiting one copy of such lists on the notice board in their office. The maintenance of such lists is mandatory under the provisions of Rule 16 of the Registration of Electors Rules, 1960. All the DEOs shall ensure that these lists are properly prepared, in duplicate, and the EROs concerned, without fail, exhibits one copy each of such lists on the notice board. The Commission will view any violation of these provisions of the Rules seriously.

7.1. APPLICATION FOR ADDITIONS OF NAMES

In case of additions, the elections officials accepting the applications for inclusion of names should be instructed to conduct a preliminary enquiry right at the time acceptance. The preliminary enquiry for various categories should be on the following lines:

- (i) In the case of applicants in the age group 18-20, the name and relationship should be checked with respect to the applicants family members already enrolled with the same address. Particular care should be taken that underage applicants do not get enrolled.
- (ii) In the case of applicants above the age of 20 who are applying for enrollment for the first time, the circumstances because of which they could not be registered during previous revisions should be ascertained. The facts should be briefly recorded on Form-6. A detailed enquiry should be got done in all such cases at the time of disposal of claims and objections.
- (iii) In the case of applicants who have shifted their place of residence after the enumeration work and were enrolled in the draft roll of another part of the same constituency/ other constituencies, the full details of the previous address and of earlier rolls and EPIC, if issued, to the elector, must be filled in by the applicant in Form 8A/6, respectively. As per proviso to Section 23(2) of the R.P. Act, 1950 it is the duty of the ERO who receives the applications in Form-6 to dispose of the applications on merit and after proper verification, and after necessary enquiry, where called for, and if the name is found qualified for inclusion, the same shall be included in the electoral roll. The ERO then shall inform the concerned ERO of the place of previous enrollment in the draft rolls to take steps to delete the relevant entries from the previous place. Failure to furnish the details

entered in the draft rolls and EPIC due to ignorance would not be a ground for non-acceptance of applications.

- (iv) The ERO of the constituency in which the applicant has already been enrolled in the draft roll or claims to have been enrolled should, immediately on receipt of information from the other ERO verify whether the person has been enrolled at the address given and if so enrolled, take action to delete the entry from the roll and communicate a copy of his order to the ERO of the constituency where the person has been subsequently enrolled.

- (v) It is also clarified that the follow up action for deletion of such entries in the other constituency should be administratively followed up, preferably in a specified time frame. Though no uniform time can be fixed for this purpose, however, it is desired that all such cases should be disposed of within 30 days from the date of disposal of the application by the ERO of the constituency where the elector's name has now been included.

7.2. SUPERVISION

A sector Officer to be designated as such and an AERO should attend as many meetings of Gaon Sabhas/RWAs etc. as possible for them and also supervise a group of such designated locations for purposes of overseeing the revision process.

8. VERIFICATION BY ELECTORAL REGISTRATION OFFICERS

- (i) The essential conditions for registration of a person in the electoral roll under the Constitution of India, the Representation of the People Act, 1950 and the Registration of Electors Rules, 1960 are that (i) he must be a citizen of India, (ii) he must have attained the age of 18 years as on the qualifying date (01-01-2005), and (iii) he must be an ordinary resident of the place where he is to be enrolled as an elector.
- (ii) The Electoral Registration Officers should ensure, as far as possible, that only the names of Indian citizens are borne on the electoral rolls. But basically it is not for the Electoral Registration Officers to determine whether a particular person is a citizen of India or not. This determination is to be made by the authorities vested with this responsibility under the Citizenship Act, 1955, The Foreigners Act, 1946, and the Illegal Migrants (Determination by Tribunals) Act, 1983. However, the Electoral Registration Officer has to decide, for the limited purpose of preparation/revision of the electoral roll, whether a person is eligible for inclusion of his name in the electoral roll or not on the ground of citizenship, as the citizenship of India is an essential condition for such registration.
- (iii) As per the existing law, the following persons are to be treated as citizens of India for the purposes of the present revision of electoral rolls:-
 - (a) Persons who are originally inhabitants of Assam and their children and descendants, who are citizens of India ab initio;

- (b) Persons who are originally inhabitants of other States/Union Territories of India and have migrated to Assam for purposes of trade, business, etc. and their children and their descendants, who are also citizens of India ab initio;
- (c) Persons who migrated to Assam from Bangladesh before 1.01.1966, including those whose names are borne on the electoral rolls used for the general elections to the House of the People from Assam in 1967 which were prepared with reference to 1.01.1966 as the qualifying date (vide Section 6A (2) of the Citizenship Act, 1955, as amended by the Citizenship (Amendment) Act, 1985);
- (d) Persons who migrated to Assam from Bangladesh between 1.01.1966 and 24.03.1971 (inclusive), **but only after the expiry of 10 years from the date of their detection as foreigners** by Foreigners Tribunals set up under the Foreigners Act, 1946 and the Foreigners (Tribunals) Order, 1964 (vide Section 6A (5) of the Citizenship Act);
- (e) Persons who are born in India before 1-7-1987, irrespective of whether their parents are citizens of India or not (vide Section 3 (i) (a) of the Citizenship Act);
- (f) Persons granted citizenship by the Central Government under the Citizenship Act, 1955 and carrying certificates of citizenship.

Note: Persons who have migrated to Assam from Bangladesh on or after 25-03-1971 will be treated as illegal migrants.

8.1. The draft roll, shall consist of two categories of persons:-

- (a) Those electors whose names appear in the existing electoral rolls prepared in 1997 and further revised with reference to 01-01-2004 as the qualifying date; and
- (b) Those electors whose names do not find a place in the said existing rolls revised with reference to 1.01.2004 as the qualifying date.

In view of the Supreme Court judgments cited in the earlier paragraphs, these two categories of enumerated persons will necessarily have to be treated differently in so far as consequential action to finalise the electoral rolls is concerned.

8.2. In respect of persons mentioned in para 8.1(b) above, i.e., persons who have been enumerated and whose names are included in the published draft rolls, but whose names do not find place in the existing rolls revised with reference to 1.01.2004 as the qualifying date, these can be further sub-divided into six categories:-

- (i) Persons who have attained the age of 18 years as on the 1st January, 2005;
- (ii) Persons enrolled in other constituencies, within the State who have shifted to the constituency;
- (iii) Persons who have entered Assam from Bangladesh between 1.1.1966 and 24.3.1971 and detected to be foreigners by the Foreigners Tribunals under the Foreigners Act, 1946, but have completed a period of ten years from the date of such detection;
- (iv) Persons who have migrated to Assam from outside the state after the last revision of rolls;

- (v) Persons whose names have been deleted from the previous rolls on the ground of non-citizenship;
- (vi) Persons whose names were not included in the existing rolls on any other ground.

8.3. So far as person mentioned at 8.2 (i) & (ii) above (who have attained the age of 18 years as on 1st January, 2005) are concerned, their names may be straightaway included in the final rolls, provided there is linkage through father/mother to the existing rolls. In case no such linkage can be established, the Electoral Registration Officer shall cause a local verification to be made as prescribed hereunder in the forthcoming paragraphs.

8.4. In the case of persons mentioned at 8.2.(iii) above (who have entered Assam from Bangladesh between 1.1.1966 and 24.3.1971 and have completed a period of ten years from the date of their detection as foreigner), their names may also be included straight away in the final roll, as per provisions contained in Section 6A(5) of the Citizenship Act, 1955.

8.5. In all other cases of persons mentioned in para 8.1(b) above, the Electoral Registration Officer shall cause a local verification to be made by local officers. The local officers whose services the Electoral Registration Officer may use in this regard should have the prior approval of the Chief Electoral Officer. In no case, Teachers will be appointed as Local Verification Officers for this purpose. Nor should any officer who was actually engaged in the physical enumeration work in that area be engaged for this purpose.

8.6. The Local Verification Officer will conduct the verification by making an on-the-spot visit and the person concerned may adduce in support of his claim as citizen of India, any one or more of the following documents of evidentiary value under the Indian Evidence Act-

- (i) Certified copy/extract of electoral rolls of 1997 or any previous year;
- (ii) Patta (land holding record);
- (iii) Rent receipt issued by any revenue authority;
- (iv) Certified copy of entry in N.R.C (National Register for Citizenship);
- (v) Birth certificate certifying place and date of birth issued by the competent authority under the Registration of Births and Deaths Act, 1969 and Assam Registration of Births and Deaths Rules, 1978;
- (vi) Citizenship certificate issued by any competent authority in the State of Assam;
- (vii) Citizenship certificate issued from outside the State (which all should be got verified from the issuing authority);
- (viii) Refugee registration certificate;
- (ix) Passport issued by Government of India;
- (x) Insurance policy;
- (xi) Any license issued by any Government authority (other than ration cards);
- (xii) Document showing service/employment under Government/Public Sector Undertakings;
- (xiii) Certificate issued by the Secretary of the Village Panchayat countersigned by the local revenue official in respect of females who have migrated to other villages after marriage;
- (xiv) Any other document relevant and admissible under the Indian Evidence Act that the Electoral Registration Officer may consider fit to dwell upon to make up his mind on the question of citizenship.

8.7. After due verification as mentioned above and of the documentary evidence adduced during such verification, the Local Verification Officer shall submit his report in the format at **Annexure 'A'**

8.8 The Electoral Registration Officer shall, on receipt of the verification reports from the Local Verification Officers, consider the same. Where he is satisfied, on such report and such other material/information as may be available to him, about the eligibility of a person, he shall allow his name to continue on the roll and include it in the final roll. Where, however, he is not so satisfied and has reasonable doubt, about the citizenship of any person, he shall refer all such doubtful cases to the competent authority under the Illegal Migrants (Determination by Tribunals) Act, 1983 or the Foreigners Act, 1946, as the case may be. For the convenience of the Electoral Registration Officer, the Commission has devised a proforma (**Annexure 'B'**) for making such reference, which shall be adopted by all the Electoral Registration Officers. While making such a reference, the Electoral Registration Officer shall also furnish to the Competent authority all documentary evidence collected during the process of verification (including the local verification report) pertaining to the person concerned, and also inform the person concerned of his case having been referred by him to the competent authority.

8.9 After the Electoral registration Officer has referred the case of a person, as aforesaid, he shall wait for the decision of the relevant Tribunal in relation to that person and act accordingly to such decisions.

8.10 Where the relevant Tribunal decides that any such person is not a citizen of India, the Electoral Registration Officer shall proceed under rule 21A of the Registration of Electors Rules, 1960 to have the name of such person deleted from the electoral roll, before it is finally published. The Electoral Registration Officer shall issue notice as required under the proviso to the said rule 21A of the Registration of Electors Rules, 1960 to the individual concerned in the prescribed format (Please see Para 16 of Chapter V- Claims and Objections- of the Hand Book for Electoral Registration Officers).

8.11 The Electoral Registration Officer shall keep the Commission informed from time to time about disposal of above doubtful cases by the Tribunals, to enable the Commission to decide about the date of final publication of electoral roll of the constituency concerned. No Electoral registration Officer shall finally publish the roll till he receives a written clearance from the Commission to that effect.

9. DISPOSAL OF CLAIMS AND OBJECTIONS

- (i) It shall be the duty of the Electoral registration Officer to ensure that each and every claim and objection received in Form 6, Form 7 and Form 8 is duly disposed of, fully in accordance with law and the directions and instructions of the Commission.
- (ii) The Electoral Registration Officer must personally scrutinize each and every claim application meticulously and ensure that it is complete in all respects. In the light of provision of Section 13C of the Representation of the People Act, 1950, the Commission has no objection to the disposal of claims and

objections by Assistant Electoral Registration Officers. However, such delegation of powers to the Assistant Electoral Registration Officer shall not absolve the Electoral Registration Officer of his responsibilities of ensuring a defect –free electoral roll.

- (iii) No material column in the claim application (Form 6) requiring the applicant to indicate his name in full; his father's/mother's/husband's name and particulars of his place of residence should be left blank by the applicant. All the declarations as prescribed in Form 6 should be complete in all respect and, in particular the column (iv). If a claimant states in column (iv) of the declaration that his name may have been included in some other roll, full address of his previous residence must be given in that declaration.
- (iv) While disposing of a claim or an objection, the Electoral Registration Officer must bear in mind the dictate of the Hon'ble Supreme Court in its judgments referred to in para 3.3 above.
- (v) The Electoral Registration Officer holding the enquiry shall bear in mind the guidelines laid down by **the Hon'ble Supreme Court in the case of Lal Babu Hussain (Supra)**. These guidelines are:-
 - (a) The enquiry being quasi-judicial in nature, the Electoral Registration Officer must entertain all such evidence, documentary or otherwise, as the concerned affected person may like to tender in evidence and its evidentiary value assessed and applied in decision-making. The Electoral registration Officer shall disclose all such material evidence on which he proposes to place reliance, so that the concerned person has had a reasonable opportunity of rebutting such material evidence. The concerned person, it must always be remembered, must have a reasonable opportunity of being heard.
 - (b) 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.
 - (c) Before taking a final decision in the matter, the Officer concerned will bear in mind the provisions of the Constitution of India, the Citizenship Act, 1955, the Foreigners Act, 1946 and the Illegal Migrants (Determination by Tribunals) Act, 1983 and all related provisions having a bearing on the question of citizenship and then pass an appropriate speaking order. It must be remembered that there is a provision for appeal against the decision of the Electoral Registration Officer.
 - (d) If any person whose citizenship is suspected is shown to have been included in the existing Electoral Roll, the Electoral Registration Officer or any other officer inquiring into the matter shall bear in mind that the entire gamut for inclusion of the name in the electoral roll must have been undertaken and hence adequate probative value be attached to that factor before issuance of notice and in subsequent proceedings.

- (e) These guidelines not being exhaustive, the Officers concerned must, where special situation arise, conduct themselves fairly and in a manner consistent with the principles of natural justice and should not appear to be acting on any pre-conceived notions.
- (f) The onus of proof of citizenship shall 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 Electoral Registration Officer would be justified in requiring the concerned person to show evidence that he is a citizen of India. (Some of the documents that could be adduced by the person concerned in support of his claim of citizenship are enumerated in para 8.6 herein above. It must, however, be borne in mind that the list of abovementioned documents is only illustrative and not exhaustive).
- (g) Any other documents having a bearing on the question of citizenship should also be entertained and evaluated.
- (vi) The Electoral registration Officer should also keep in mind that a certificate issued by village headman, panchayat president, etc, to the effect that person is a citizen of India is not by itself a reliable documentary evidence as conclusive proof of citizenship.
- (vii) In the case of married women, who change their residence as a result of marriage and who cannot produce documentary evidence as proof of citizenship, but who are otherwise genuine Indian citizen eligible for registration as voters, the following documents, but not restricted thereto, may also be accepted by the Electoral registration Officer at the time of disposal of claims and objections:-
 - (a) Proof of being registered as voter as an unmarried girl, if her name was registered;
 - (b) Proof of marriage wherever possible;
 - (c) Certificate issued by Secretary of the village Panchayat countersigned by the local revenue Official.
- (viii)** 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 who issued those certificates. This is necessary as there is reason to suspect that some of these certificates are bogus or not genuine.
- (ix) 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 lie on the objector. It shall be ensured that such onus is fully discharged in accordance with law.
- (x) Whenever the Electoral Registration Officer, after due enquiry in relation to a claim (in Form 6) or an objection (in Form 7), has a reasonable doubt about the citizenship status of the claimant or person objected to (whose name is already included in the draft roll), he shall refer the case of every such person

to the Competent Authority under the provisions of the Foreigners Act, 1946 or the Illegal Migrants (determination by Tribunal) Act, 1983, as the case may be, in the prescribed proforma (Annexure C in the case of claim applications in Form 6 and Annexure D in the case of objections in Form 7), like other doubtful cases referred to in para 8.8 herein above. He shall further proceed in relation to such persons in the same manner as directed in paras 8.9 to 8.11. and shall not finally publish the electoral roll, until and unless he receives a written clearance from the Commission to that effect.

- (xi) Whenever an Electoral Registration Officer in doubt in regard to the qualifying age or place of ordinary residence of a claimant, he shall decide that question with reference to, but not restricted to, the birth certificate, school or college certificate, passport, baptism certificate, telephone connection, LPG connection, Bank account, post office account, life insurance policy, records of service under the government or public sector undertakings, etc., having a bearing on that question.
- (xii) In all such cases where ERO has referred to the respective Tribunals under para 8.8 and para 9 (x) and cases are still pending with the concerned Tribunals till the final publication of electoral rolls, their names shall be included in the final electoral rolls provisionally and the letter 'D' may be indicated against each such names to denote that their citizenship status is doubtful/disputed. Their names shall either be deleted or retained in the electoral rolls by the EROs concerned, only after receipt of decisions from the appropriate Tribunals to whom such cases were referred.

10. FINAL PUBLICATION OF ELECTORAL ROLLS

The electoral roll shall be finally published on the date fixed for the purpose by the Commission. Such publication shall take place only after obtaining a prior written clearance from the Commission in respect of each assembly constituency separately and any publication in the absence of such clearance will be null and void. For the purpose, the Commission has already prescribed a standard proforma. The Electoral Registration Officer should send the proforma duly filled in through the Chief Electoral Officer for obtaining the clearance of the Commission.

- (i) Copies of the finally published rolls should be placed for inspection at all the locations, where the draft rolls have been made available, for a limited period of one week for greater accessibility of the final rolls to the public. Designated officers who would be custodian of the roll and responsible for assisting the public to verify their entries in the finally published roll shall be appointed for each such location. These officers shall be paid an honorarium of Rs.200/-only for the purpose. In addition, copies of the rolls can be displayed at various other public locations like Rural Libraries, Panchayat Bhavans, Resident Welfare Associations and any other important locations depending on local conditions. This would eliminate the genuine grievances of the electors, at large, about non-availability of final rolls at a nearby location for verification of entries and increase their level of

involvement in clearing the electoral roll.

- (ii) The number of copies to be printed may be assessed by the CEO keeping in view the requirement for elections if, due next year. The copies required by the State Election Commission and future revisions of electoral rolls should also be taken into account. On the basis of the total requirement, the final print numbers should be decided by the CEO.
- (iii) Simultaneously, four copies of the archival and back up copy of CD-ROM (AB) as prescribed under the guidelines of the Commission for computerization of rolls, must be produced. Two copies are to be retained by the DEO and two by the CEO for purpose record and future reference.

11. SUPPLY OF COPIES OF ELECTORAL ROLLS

Rules 11 and 22 of the R.E. Rules, 1960, provide that the ERO shall supply free of cost to every political party for which a symbol has been exclusively reserved in the State, two copies of each separate part of the electoral roll immediately after draft publication and again after final publication. Wide publicity about availability of the electoral rolls in CD-ROM should be given. **The political parties while being given copies of draft roll should be requested in writing to verify the rolls and bring to the notice of DEO/ERO the shortcomings, if any, within a specified time.**

MISCELLANEOUS ISSUES

12. Help Desks & Control Rooms

A large number of people are not aware of the assembly constituency to which they belong and the polling station to which they are tagged. This is particularly true for metros and large urban areas and also for big villages. Complete list of towns, villages, localities and areas as listed in the Electoral Roll for each assembly constituency should, therefore, be printed separately in booklets. These lists can be utilized to provide information to electors and to answer queries to facilitate filing of claims & objections by them correctly and submit the same to the concerned Electoral Registration Officer.

The Chief Electoral Officers should set up a Control Room during the period fixed for filing claims & objections after publication of the draft roll and ensure that these are manned during office hours in the normal working days and for such extended period as decided by the concerned Chief Electoral Officers. Adequate staff should be mobilized for this purpose. Similarly, at the district level and the EROs' level, suitable Control Rooms have to be put in place.

In the Control Rooms, Help-Desk facility to answer queries, particularly regarding he designated locations, dated fixed for reading out of the electoral roll in different localities and also links of particular area to the relevant polling station and Assembly Constituency should be provided. At the State Headquarters and the district level, as far as possible, such Help-Desks should utilize the computer date base of the Control Tables to handle queries. The persons manning the Help-Desk should be able to give prompt answer to queries using the relevant software. It should be ensured that at least the printed booklets containing this

information are available in the control room and properly flagged and indexed for providing prompt answers to queries.

13. Record Keeping

The EROs will be personally responsible for the proper maintenance of all records and their safety. District Electoral Officers will supervise and ensure that appropriate arrangements have been made in this regard. When an ERO is transferred and a new incumbent joins, the outgoing ERO must explain the arrangements to his successor. When the post designated as the ERO is modified and a new post is designated as ERO, thorough and comprehensive arrangements for handing over and taking over the records from one office to the other must be made. The Commission in this regard will view any slackness very seriously and the concerned officer will be liable for suitable action. Custodians of records must be designated as such and complete registers must be maintained as required under standard record keeping procedure of the concerned State/UT government.

14. Reports

The Commission has prescribed the following proforma for collection of information about this revision:

Form ID-IR-2005-03

Immediately after updation of the electoral roll database on the basis of manuscript prepared from the enumeration pads and existing part of the electoral roll in the manner outlined before, a summary of the draft roll in Form ID-IR-2005-03 should be forwarded to the Commission within a week from the draft publication.

Form ID-IR-2005-04

This Report is to be submitted for each Assembly Constituency by the concerned Electoral Registration Officer after completion of the period for filing claims and objections. EROs have to cover all applications received from all the Polling Stations including the offices of the EROs/AEROs, Post Offices and other rural and urban bodies

Form ID-IR-2005-05:

After scrutiny of the data received from EROs, Chief Electoral Officer should forward to the Commission a statement in the format in respect of such constituencies in the State where there is major deviation in the number of Claims in Form-6 and /or objections in Form-7 from the average number of forms received in the State. For example, if the State average is 2%, all cases where the figure for a constituency is 3% or more, these have to be scrutinized. The Statement in this Form should reach the Commission within 7 days after the last date for filing claims and objections. If the information is "nil", after filling up the relevant data in the columns (i) to (v), they should mention "nil" under columns 1 to 7 relating to constituency details.

Form ID-IR-2005-06

A constituency wise report about total number of applications received for inclusion and deletion of names in the State in Form ID-IR-2005-06 may be furnished within seven days from the last date receiving claims and objections.

Form ID-IR-2005-07

The constituency wise report on disposal of applications received in the State and suo moto additions and deletion cases under rule 21 and 21A should be forwarded to the Commission in Form ID-IR-2005-07 within seven days after disposal of all claims and

objections.

Form ID-IR-2005-08

Report of constituency wise date of electors in final roll, both general and service voters (with men/women breakup) should be furnished within a week after final publication in Form ID:IR-2005-08.

The CEO has also to send following consolidated reports to the Commission:-

- (i) Confirming commencement of the process of house-to-house enumeration on the appointed date.
- (ii) Confirming completion of the process of house-to house enumeration.
- (iii) Confirming draft publication at designated locations in all constituencies by 1700 hours on the date of draft publication.
- (iv) Confirmation of final publication by 1700 hours on the date of final publication.

DEOs shall prepare their reports in the prescribed forms in respect of the Assembly Constituencies falling in their districts and sent to the CEOs who shall compile the information for the whole state and forward it to the Commission.

ALL THE ABOVE REPORTS SHOULD BE ADDRESSED TO THE SECRETARY IN THE COMMISSION WHO IS IN CHARGE OF ASSAM.

15. Special efforts to enroll women electors

Special efforts have to be made by all concerned to ensure that women electors are enrolled and included in the Electoral Rolls. Sometimes unmarried are enrolled and included in the Electoral Rolls for daughters, new brides and even widows are left out from the Electoral Rolls for various reasons. Concerted efforts should be made to create awareness for full inclusion of all eligible women electors. The field staff may be sensitised on this aspect so that they too can make special efforts for this purpose. Women's organizations, and local NGOs as well as political parties should be encouraged to make voluntary efforts to ensure that no eligible woman voter is left out from the rolls during this current revision. Wherever such organizations or NGOs are not available, local lady teacher or doctor or government servant or any other reputed lady may be involved so as to achieve the purpose of inclusion of all eligible women electors.

ANNEXURE- 'A'

FORMAT FOR VERIFICATION OFFICER'S REPORT

To

The Electoral Registration Officer for
.....assembly constituency.

Sir,

As desired by you, I have made necessary verification in respect of Shri/Smt./Ms.....
..... by making an on-the-spot visit. My verification reveals the following particulars in his/her case :-

1. Name :
2. Address :
3. Father's/Mother's/Husband's Name :
4. Date of Birth :
5. Place of Birth :

6. Whether registered as an elector of any constituency in India : Yes/No
7. If so, Serial No. and part No. of the concerned electoral rolls, together with constituency Number, Name and the State :
State :-
No. and Name of Constituency :-
Part No. :-
Sl. No. :-
8. Whether Father is registered as an Elector of any constituency in India : Yes/No
9. If so, serial no. and part no. of the concerned electoral roll, together with constituency number, Name and the State:
State :-
No. and Name of Constituency :-
Part No. :-
Sl. No. :-
10. Whether Mother is registered as an Elector of any constituency in India : Yes/No
11. If so, serial no and part no. of the concerned electoral roll, together with constituency number, Name and the State :
State :-
No. and Name of Constituency :-
Part No. :-
Sl. No. :-
12. Mother tongue :
13. Inquiry Officers' assessment on the dialect spoken.....
14. Documentary evidence produced:-
 - *(i) Certified copy/extract of electoral rolls of 1966 or any previous year :
 - *(ii) Patta (land holding record) :
Year.....
Name of issuing authority
 - *(iii) Rent receipt issued by any revenue authority :
Year.....
Name of issuing authority
 - *(iv) certified copy of entry in N.R.C. (National Register for Citizenships);
 - *(v) Birth certificate, issued by competent authority under the provision of the Registration of Births and Deaths Act, 1969 and the Assam Registration of Births and Deaths Rules, 1978, showing:
Place of birth :-
Date of birth :-
Date of Issue :-
Name of issuing authority :-

State :-

- *(vi) Citizenship certificate issued by any competent authority in the State of Assam :
Date of issue
Name of issuing authority
- *(vii) Citizenship certificate issued from outside the State (which should be got verified from the issuing authority) :
Date of issue
Name of issuing authority
- *(viii) Refugee registration certificate :
Date of issue
Name of issuing authority
- *(ix) Passport issued by Govt. of India :
Date of issue
Name of issuing authority
- *(x) Insurance Policy :
Date of issue
Name of issuing authority
- *(xi) Any license issued by any Govt.. authority (other than ration cards) ;
(Specify nature of license) :-
Date of issue
Name of issuing authority
- *(xii) Government/Public Sector Undertaking service records (specify documents produced).....
- *(xiii) Certificate issued by the Secretary of the village Panchayat countersigned by the local revenue official in respect of females who have migrated to other villages after marriage:
Date of issue
Name of issuing authority
- *(xiv) Any other document relevant and admissible under the Indian Evidence Act (please specify documents produced)

15. Whether migrated into Assam : Yes/No

16. If yes,

- (i) Place from where migrated :-
State/Country
- (ii) whether migrated :-
 - * (a) before 1.1.1966
 - * (b) between 1.1.1966 and 24.3.1971
 - * (c) on or after 25.3.1971.

Place :

Date :

signature of the Local
verification officer
(with full name and designation)

*strike out whichever is not applicable.

ANNEXURE-'B'

Format for making reference to the Competent Authority
(in case of suo motu local verification)

Office of the Electoral Registration Officer for
..... Assembly Constituency.

No.

Dated:

WHEREAS, the Election Commission of India has ordered intensive revision of electoral rolls for the Assembly Constituency in Assam with reference to 01-01-2005 as the qualifying date; and

2. Whereas, house-to-house enumeration was done during the period from 2nd August, 2004 to 3rd September, 2004; and

3. Whereas, the name of Shri/Smt/Ms..... son/daughter/wife of Shri who has been declared to be an Indian Citizen and also an ordinary resident of (address) has been enumerated for inclusion in the draft electoral roll; and

4. Whereas, the electoral roll of the said Constituency was published in draft on..... 2004, including therein the name of the said Shri/Smt/Ms.....; and

5. Whereas, I, the Electoral Registration Officer for the said Assembly Constituency, having doubt about the citizenship of the said person, got the matter verified by an on-the spot local verification; and

6. Whereas, on consideration the report of such verification, I have reasonable doubt that he/she is not a citizen of India.

7. Now, therefore, the matter is forwarded to..... (Competent Authority) under the Illegal Migrants (Determination by Tribunals) Act, 1983/ The Foreigners Act, 1946 and Rules made thereunder, for deciding the question whether the said Shri/Smt/Ms..... is a citizen of India or not. The following documents on the basis of which the aforesaid doubt has arisen are also enclosed herewith.

1.

2.

3.

Signature of the E.R.O.

To

The Competent Authority,

Format for making reference to the Competent Authority
(in case of claim application in Form-6)

Office of the Electoral Registration Officer for
..... Assembly Constituency.

No.

Dated:

WHEREAS, the Election Commission of India has ordered intensive revision of electoral rolls for the Assembly Constituency in Assam with reference to 01-01-2005 as the qualifying date; and

2. Whereas, house-to-house enumeration was done during the period from 2nd August, 2004 to 3rd September, 2004; and

3. Whereas, the electoral roll of the said Constituency was published in draft on.....
.....2004,; and

4. Whereas, I, the Electoral Registration Officer for the said Assembly Constituency, have received a claim application in Form-6 for inclusion of name of Shri/Smt./Ms.....
.....of.....(address) in the electoral roll for the said assembly constituency (a copy of which is enclosed); and

5. Whereas, on inquiry in relation to the said claim in IForm-6 conducted by me in accordance with the provisions of the Registration of Electors Rules, 1960, I have reasonable doubt that he/she is not a citizen of India;

6. Now, therefore, the matter is forwarded to..... (Competent Authority) under the Illegal Migrants (Determination by Tribunals) Act, 1983/ The Foreigners Act, 1946 and Rules made thereunder, for deciding the question whether the said Shri/Smt/Ms..... is a citizen of India or not. The following documents on the basis of which the aforesaid doubt has arisen are also enclosed herewith.

1.

2.

3.

Signature of the E.R.O.

To

The Competent Authority,

Format for making reference to the Competent Authority
(in case of objection in Form-7)

Office of the Electoral Registration Officer for
..... Assembly Constituency.

No.

Dated:

WHEREAS, the Election Commission of India has ordered intensive revision of electoral rolls for the Assembly Constituency in Assam with reference to 01-01-2005 as the qualifying date; and

2. Whereas, house-to-house enumeration was done during the period from 2nd August, 2004 to 3rd September, 2004; and

3. Whereas, the name of Shri/Smt/Ms..... son/daughter/wife of Shri who has been declared to be an Indian Citizen and also an ordinary resident of (address) has been enumerated for inclusion in the draft electoral roll; and

4. Whereas, the electoral roll of the said Constituency was published in draft on..... 2004, including therein the name of the said Shri/Smt/Ms.....; and

5. Whereas, I, the Electoral Registration Officer for the said Assembly Constituency, have received an objection in Form-7 against his/her citizenship status, a copy of which is enclosed; and

6. Whereas, on enquiry in relation to the said objection, conducted by me in accordance of the provisions of the Registration of Electors Rules, 1960, I have reasonable doubt that he/she is not a citizen of India;

7. Now, therefore, the matter is forwarded to..... (Competent Authority) under the Illegal Migrants (Determination by Tribunals) Act, 1983/ The Foreigners Act, 1946 and Rules made thereunder, for deciding the question whether the said Shri/Smt/Ms..... is a citizen of India or not. The following documents on the basis of which the aforesaid doubt has arisen are also enclosed herewith.

1.

2.

3.

Signature of the E.R.O.

To

The Competent Authority,

**LIST OF FORMS ENCLOSED WITH GUIDELINES FOR INTENSIVE
REVISION W.R.T. 01-01-2005 AS QUALIFYING DATE**

S.NO	FORM ID:	BRIEF DESCRIPTION
1.	IR-2005-01	Identity Card for Enumerator/Supervisor
2.	IR-2005-02	Electoral Card
3.	Form 4	Letter of Request
4.	IR-2005-03	Summary of Draft Electoral Rolls
5.	IR-2005-04	Summary Report (For Assembly Constituency)
6.	IR-2005-05	Report of Large Scale Applications Received in the Constituencies
7.	IR-2005-06	Constituency-wise report of applications received
8.	IR-2005-07	Constituency-wise Report of Disposal of Application Received
9.	IR-2005-08	Constituency-wise Report of Electors in Final Roll
10.	IR-2005-09	Format for submitting applications in bulk for inclusion of names
11.	IR-2005-09A	Format for submitting applications in bulk for deletion of names from the rolls.
12.	Form 11A	List of Applications for transposition of entry in Electoral Roll received in Form 8A

Form : IR-2005-01

IDENTITY CARD FOR ENUMERATORS & SUPERVISORS

ELECTION COMMISSION OF INDIA IDENTITY CARD FOR ENUMERATOR /SUPERVISOR	
Shri/Smt. Whose specimen signature is given below has been appointed as an Enumerator / Supervisor for the Intensive Revision of Rolls, 2005 in respect of Constituency.	
Specimen Signature of Enumerator / Supervisor	Signature Electoral Registration Officer SEAL

Form : IR-2005-02

ELECTORAL CARD

Book No..... Serial No.....
 No. and Name of the Assembly Constituency.....

Part No..... Section No..... Segment No.....
Polling Station No.

In Rural Areas the details like House No./House Name, Village, Post Office, Tehsil, Police Station, Pin Code, District etc. shall be covered.

In Urban areas the details like House No. /House Name, Gali No., Municipal Block, Municipal Ward No., Locality Name, Street Name, Post Office, Town/City/ Metro, Police Station, Pin Code, District shall be covered.

COMPLETE POSTAL ADDRESS

.....
.....
.....

NAMES AND DETAILS OF ADULT CITIZENS ORDINARILY RESIDING AT ABOVE ADDRESS

Sl. No	House No.	Name of Citizen	Relationship	Name of Relation	Sex	Age	EPIC No.

(Total Number of Adult Citizens (IN WORDS)).....

I..... have read the Declaration overleaf/the Declaration overleaf has been read out and explained to me and I hereby affix my signature/thumb impressions in confirmation thereof.

Signature of Enumerator

PIN-----

DATE:-----

Signature/Thumb impression of the

Head of the family or any Senior adult member

NOTICE

Please check the relevant part of the draft roll inviting claims and objections. In case of member of the family enumerated in this card not finding his/her name in the said draft roll, he/she should file a claim under the law in Form-6 for his/her inclusion.

DECLARATION

I solemnly declare that all the persons whose particulars are mentioned overleaf are citizens of India, are the age of 18 years or above on the qualifying date and are ordinarily residence at the given address.

I further solemnly declare that the particulars of the said persons as furnished by me are true to the best of my knowledge and belief and that none of the said persons has been included in the electoral rolls of any other Constituency or more than once in this Constituency.

I am also aware that making any statement or declaration in connection with the inclusion or exclusion of any entry in or from the electoral roll which is false or which I either know or believe to be false or do not believe to be true is punishable with imprisonment for a term which may extend to one year or with fine, or with both, under section 31 of the Representation of the People Act 1950.

THE REGISTRATION OF ELECTORS RULES, 1960

FORM 4

(See rule 8)

Letter of request

Place.....

Date.....

To

The occupant of.....

Sir/Madam,

The preparation of the electoral roll for the Assembly Constituency in which you are residing has been taken in hand. It will greatly facilitate my work if you will kindly complete the statement below after reading the attached instruction and hand it over to my assistant who will call for it.

Electoral Registration Officer of the.....

.....
Assembly Constituency

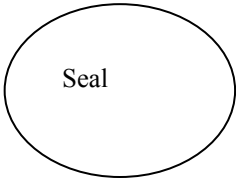
STATEMENT

Names and particulars of adult citizens ordinarily residing in the above premises

Name of citizen	Particulars as to	Age on 1st January
2005	Father or Mother or Husband	
1.		
2.		
3.		
4.		
5.		
etc.		
		Signature.....
		Date.....

INSTRUCTIONS

- Enter the names of all persons who have completed 18 years of age on or before the 1st of January of this year and who are ordinarily residing in the premises.
- Only the names of those who are citizens of India should be entered.
- Enter against Serial No. 1 in the first column, the name of the head or other senior member of the family, provided he or she has the qualifications mentioned in paragraphs 1 and 2 above.
- "Ordinarily residing" does not mean that the person should be actually in the house when you are filling in the form. The persons who normally live in the house should be included even though they may be temporarily absent, e.g., on a journey or on business or in hospital. On the other hand, a guest or visitor, who normally lives elsewhere but happens to be in the house at the time should not be included.
- All ordinary residents of the house should be included, whether they are members of the family or not. But do not enter the name of any person who is a member of the Armed Forces of India or is employed under the Government of India in a post outside India or the name of such person's wife if she ordinarily resides with him.
- In the case of every male citizen, enter in the second column the name of his father preceded by the words "son of"
- In the case of every female citizen, enter in the second column—
 - the name of the husband preceded by the words "wife of", if she be married;
 - the name of the late husband preceded by the words "widow of", if she be a widow; and
 - the name of the [Father or Mother] preceded by the words "daughter of", if she be unmarried.
- In the third column, enter the age of the citizen as accurately as possible, giving only the number of complete years and ignoring the months.

ELECTION COMMISSION OF INDIA			FORM ID
SUMMARY REPORT (For each AC) (To be submitted by each ERO to the DEO & CEO concerned in case of Union Territories)			IR-2005-04
		INTENSIVE REVISION, 2005	
State / UT Name :			
AC@ No. :		Name :	
Application Type & No. of Applications Received at all Polling Station in the Assembly Constituency (including those received directly in the office of ERO)			
Period of Receipt	From Date :		To Date :
Type of Form	Total No. of Forms received during the Period for the AC@		Remarks (if any)
	From Individual	In Bulk	
Form 6 [£]			
Form 7 ^{\$}			
Form 8 [#]			
Form 8 A *			
Total of all Forms for All Days			
Place :		Signature of	
Date :		Electoral Registration Officer	
NAME OF OFFICER :			
Note : One Summary Report-2 is to be submitted for each Assembly Constituency (Parliamentary Constituency in case of UT without Assembly) by the concerned Electoral Registration Officer after completion of the period during which applications can be received anywhere in the Constituency as per schedule specified by the Commission in the order pertaining to the Revision.			

- £ Should be equal to be last (highest) number in LIST in Form 9 for the Last Date of Receipt
 \$ Should be equal to be last (highest) number in LIST in Form 10 for the Last Date of Receipt
 # Should be equal to be last (highest) number in LIST in Form 11 for the Last Date of Receipt
 * Should be equal to be last (highest) number in LIST in Form 11A for the Last Date of Receipt
 @ PC in case of UTs without Assembly

ELECTION COMMISSION OF INDIA Constituency-wise report of electors in the final roll -2005							FORM ID: IR-2005-08	
Name of State					Date of Final Publication			
TOTAL NUMBER OF ELECTORS IN THE FINAL ROLL :								
Constituency		GENERAL ELECTORS			SERVICE ELECTORS			
No.	Name	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	GRAND TOTAL (COL.5+8)
1	2	3	4	5	6	7	8	9
Total or Sub-total								

SIGNATURE OF CHIEF ELECTORAL OFFICER

Form : IR-2005-09

Format for submitting applications in bulk for inclusion of names in the electoral rolls.Letterhead of recognised Political Party **or** Residents Welfare Association **or** Gaon Sabha

To

The Electoral Registration Officer,
 _____ Assembly constituency
 _____ (Name of the State)

Subject : Revision of electoral rolls w.r.t. 01-01-20__ as the qualifying date.

Sir,

I am forwarding herewith _____ (total No.) original claim applications in **Form 6**, submitted by the citizens of India ordinarily residing at the address mentioned in each application and who according to the best of my knowledge and belief are not disqualified for registration in the electoral rolls, for inclusion in the relevant part of the electoral roll.

I am also enclosing a complete list (as per the prescribed Proforma) of the _____ (total no.) claim applications being forwarded herewith and the same is duly authenticated by me on each page.

I further submit that I am aware of the provisions of Section 31 of the Representation of the People Act, 1950, under which the making of a statement or declaration which is false and which the person making that statement/declaration either knows or believes to be false or does not believe to be true is a penal offence, and that I shall be liable for penal action for any false statement or declaration in the Forms being forwarded herewith.

Yours faithfully,

Dated :

(Name in full)
 President/Secretary
 Name of the recognised Political Party/
 Residents Welfare Association or
 Executive Officer (by whatever name called)
 of the Gaon Sabha/Village Council etc.

**FORMAT OF THE LIST OF APPLICATIONS FOR INCLUSION OF NAMES FILED
IN BULK BY RECOGNISED POLITICAL PARTIES / RESIDENT WELFARE
ASSOCIATION / GAON SABHA / VILLAGE COUNCIL**

[illegible]

Form : IR-2005-09A**Format for submitting applications in bulk for deletion of names from the electoral rolls.****Letterhead of recognised Political Party or Residents Welfare Association or Gaon Sabha**

To

The Electoral Registration Officer,
 _____ Assembly constituency
 _____ (Name of the State)

Subject : Revision of electoral rolls w.r.t. 01-01-20____ as the qualifying date.

Sir,

I am forwarding herewith _____ (total No.) original objections in **Form 7** seeking deletion of entries from the electoral rolls in respect of persons who are either not ordinarily residents or dead or shifted filed by Objector(s) enrolled in that electoral roll.

I am also enclosing a complete list (as per the prescribed Proforma) of the _____ (total no.) objections being forwarded herewith and the same is duly authenticated by me on each page.

I further submit that I am aware of the provisions of Section 31 of the Representation of the People Act, 1950, under which the making of a statement or declaration which is false and which the person making that statement/declaration either knows or believes to be false or does not believe to be true is a penal offence, and that I shall be liable for penal action for any false statement or declaration in the Forms being forwarded herewith.

Yours faithfully,

Dated :

(Name in full)
 President/Secretary
 Name of the recognised Political Party/
 Residents Welfare Association or
 Executive Officer (by whatever name called)
 of the Gaon Sabha/Village Council etc.

FORMAT OF THE LIST OF OBJECTIONS TO ENTRIES IN THE ELECTORAL ROLL FILED IN BULK BY RECOGNISED POLITICAL PARTIES / RESIDENT WELFARE ASSOCIATION / GAON SABHA / VILLAGE COUNCIL

[illegible]

[illegible]

Signature of the Chief Electoral Officer

REPORT FROM CEO TO ECI		ELECTION COMMISSION OF INDIA Report of Large scale Applications Received in the Constituencies				FORM ID IR-2005-05	
INTENSIVE REVISION, 2005							
State Name:					DATE OF REPORT:		
(i) Total Electors in the Draft rolls in the State							
(ii) Total No. of Forms-6 filed in the State :				(iii) Average of Form 6 filed per Constituency:			
(iv) Total No. of Forms-7 filed in the State :				(v) Average of Forms 7 filed per Constituency :			
DATA OF CONSTITUENCIES WITH MAJOR DEVIATIONS IN THE NUMBER OF APPLICATIONS FILED COMPARED TO THE STATE AVERAGE							
No. & Name of Assembly Constituency	Total No. of Electors in the Draft Roll of the Constituency	FORM-6 FILED		FORM - 7 FILED		REMARKS	
		TOTAL	Percentage of deviation compared to State average	TOTAL	Percentage of deviation compared to State average		
1	2	3	4	5	6	7	

Date:

Signature of Chief Electoral Officer

ELECTION COMMISSION OF INDIA Constituency-Wise Report of Applications Received in the State INTENSIVE REVISION, 2005 - TOTAL NUMBER OF APPLICATIONS RECEIVED						FORM ID		
						IR-2005-06		
State Name:						Consolidated Statement at the end of the period for filing Claims & objections on		
TOTAL ELECTORS IN THE DRAFT ROLLS FOR THE STATE :								
Constituency		Total No. of Electors in the Draft Rolls of the Constituency	FORM-6 FILED			FORM-7 FILED		
No	Name		At Designated Locations	At the offices of ERO/AEROs for the entire period	TOTAL FORMS-6 RECEIVED	At Designated Locations	At the offices of ERO/AEROs for the entire period	TOTAL FORMS-7 RECEIVED
1	2	3	4	5	6	7	8	9

Date:

Signature of Chief Electoral Officer

ELECTION COMMISSION OF INDIA												FORM ID		396
Constituency-Wise Report of Disposal of Applications Received in the State												IR-2005-07		

INTENSIVE REVISION, 2005

State Name:								Consolidated Statement at the end of the period for disposal of Claims & Objections on						

TOTAL ELECTORS IN THE DRAFT ROLLS FOR THE STATE :

Constituency		Total No. of Electors in the Draft Roll of the Constituency	TOTAL CLAIMS IN FORM 6			Inclusion under rule 21	Total Admitted (Col.5+7)	TOTAL OBJECTIONS IN FORM 7			Deletion under rule 21-A	Total Deletion (Col. 10 +12)	Net Addition (Col 8-13)	%Age Of increase (+) Or decrease (-)
No.	Name		Lodged	Admitted	Rejected			Lodged	Admitted	Rejected				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Total or Sub-total C/F														

Date:

Signature of Chief Electoral Officer

FORM -EC 11A

Designated location identity (where applications have been received)		List of applications for transposition of electoral roll Received in Form - 8A			
		Constituency (Assembly [£] Parliamentary Constituency			
1. List number[@]		2. Period of receipt of applications (covered in this list)			
3. Place of hearing*					
Serial number[§] of application	Date of receipt	Details of applicant (As given in Part V of Form 8A)	Details of person whose entry		
			Name of person whose entry is to be transposed	Part/Serial no. of roll in which name is included	
1	2	3	4	5	

£ 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

Date
desig

Preshant Bhusan
 (TRUE COPY)

Election Commission's letter No.23/ER-Intensive/2004-PLN-II, dated 19.06.2004 addressed to the Chief Electoral Officer, Jammu and Kashmir, Srinagar

Subject: **Intensive Revision of Electoral Rolls w.r.t. 01-01-2005 as qualifying date.**

In continuation of Commission's letter of even number dated 2nd June, 2004 communicating the programme of Intensive Revision of Electoral Rolls I am directed to forward herewith the detailed guidelines to be followed for the revision.

Kindly acknowledged the receipt.

INTENSIVE REVISION OF ELECTORAL ROLLS IN JAMMU & KASHMIR WITH REFERENCE TO 01-01-2005 AS QUALIFYING DATE.

Guidelines

1. Legal Framework:

In Jammu & Kashmir there, are separate electoral rolls for Assembly Constituencies and Parliamentary Constituencies. The rolls for Assembly Constituencies are prepared under the Constitution of Jammu & Kashmir and Jammu & Kashmir Representation of the People Act, 1957 and the Jammu & Kashmir Registration of Electors Rules, 1966. The rolls of Parliamentary Constituencies in Jammu & Kashmir are prepared under the Constitution of India and the Representation of the People Act, 1950, and the Registration of Electors Rules, 1960.

1.1. Electoral Rolls for Assembly Constituencies:

1.1.1. The Constitution of Jammu & Kashmir

Section 138 of the Constitution of Jammu & Kashmir provides that the superintendence, direction and control of the preparation of electoral rolls for, and the conduct of, elections to the either House of State Legislature shall vest in the Election Commission of India.

1.1.2. Qualifications for registration of elector

Section 140 of the Constitution of Jammu & Kashmir provides that the elections to the Legislative Assembly shall be on the basis of adult suffrage; that is to say, every person who is a permanent resident of the State and who is not less than eighteen years of age on such date as may be fixed in that behalf by or under any law made by the Legislature and is not otherwise disqualified under this Constitution or any law made by the 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 such election.

The permanent residence of the State of Jammu & Kashmir which is an essential requirement to be registered as elector in the assembly constituency has been defined in Part III of the Constitution of the Jammu & Kashmir. The relevant extracts are given below:-

Permanent residence:- (1) Every person who is, or is deemed to be a citizen of India under the provisions of the Constitution of India shall be a permanent resident of the State, if on the fourteenth day of May, 1954 :-

- (a) he was a State Subject of Class I or of Class II; or
 - (b) having lawfully acquired immovable property in the State, he has been ordinarily resident in the State for not less than ten years prior to that date.
- (2) Any person who, before the fourteenth day of May, 1954, was a State Subject of Class I or of Class II and who, having migrated after the first day of March, 1947, to the territory now included in Pakistan returns to the State under a permit for resettlement in the State or for permanent return issued by or under the authority of any law made by the State Legislature shall on such return be a permanent resident of the State.
- (3) In the section, the expression "State Subject of Class I or of Class II" shall have the same meaning as in State Notification No.I-L/84 dated 20th April, 1927 read with State Notification No.13-L/1989 dated 27th June, 1932.

1.1.3. Jammu & Kashmir Representation of People Act, 1957

Section 11 of the Jammu & Kashmir Representation of the People Act, 1957 provides that :-

Electoral roll for every constituency:- For every constituency there shall be an electoral roll which shall be prepared in accordance with the provisions of this Act under the superintendence, direction and control of the Election Commission.

Section 12 of the said Act prescribes the disqualifications for registration in an electoral roll which reads as under :-

Disqualifications for registration in an electoral roll:- (1) A person shall be disqualified for registration in an electoral roll if he :

- (a) is nor a citizen of India; or
 - (b) is not a permanent resident of the State as defined in Part III of the Constitution; or
 - (c) is of unsound mind and stands so declared by a competent court; or
 - (d) 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.
- (2) The name of any person who becomes so disqualified after registration shall forthwith be struck off the electoral roll in which it is included:

Provided that the name of any person struck off the electoral roll of a constituency by reason of a disqualification under clause (d) of sub-section (1) shall forthwith be reinstated in that roll if such disqualification is, during the period such roll is in force, removed under any law authorising such removal.

Section 17 of the Jammu & Kashmir Representation of the People Act, 1957 deals with the preparation & revision of electoral roll which reads as under:-

1.1.4. Preparation and revision of electoral roll:- (1) The electoral roll for each constituency shall be prepared in the prescribed manner by reference to the qualifying date and shall come into force immediately, upon its final publication in accordance with the rules made under this Act.

- (2) The said electoral roll ;
- (a) 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 Legislative Assembly of the State; and
 - (ii) before each bye-election to fill a casual vacancy in a seat allotted to the constituency; and
 - (b) shall be revised in any year in the prescribed manner by reference to the qualifying date if such revision has been directed by the Election Commission.

Provided that if the electoral roll is not revised as aforesaid, the validity or continued operation of the said electoral roll shall not thereby be affected.

- (3) Notwithstanding anything contained in sub-section (2), 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.

Provided that subject to the other provisions of this Act, 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.

1.1.5. Qualifying Date:

Section 10 of Jammu & Kashmir R. P. Act, 1957 provides;

Definitions - In this Part, unless the context otherwise requires;

- (a) "constituency" means an Assembly Constituency;
- (b) "qualifying date" in relation to the preparation or revision of every electoral roll under this Part, means the first day of January, the first day of April, the first day of July, the first day of October (as may be applicable) of the year in which it is so prepared or revised.

1.1.6. Jammu & Kashmir Registration of Electors Rules, 1966

The **Registration Of Electors Rules 1966**, framed under the said Act set out in detail the procedure to be followed in the preparation or revision of electoral rolls as well as the consideration and disposal of appeals arising out of non-inclusion or wrong inclusion of names in the rolls.

1.2. Electoral Roll for Parliamentary Constituencies:

The electoral rolls for Parliamentary Constituencies in Jammu & Kashmir as mentioned earlier are prepared under the Constitution of India and the provisions of Representation of the People Act, 1950 and the Registration of Electors Rules, 1960.

1.2.1. Constitution of India

Article 325 of the Constitution of India lays down that there shall be one general electoral roll for every territorial constituency for election to either House of Parliament or either House of the Legislature of a State and no person shall be ineligible for inclusion in any such roll for any such constituency on grounds only of religion, race, caste, sex or any of them.

Article 326 prescribes that election to the House of the People and State Legislative Assemblies shall be held on the basis of adult suffrage. Adult suffrage means every person who is a citizen of India and who is not less than 18 years of age on such date as may be fixed in that behalf by or under any law made by the appropriate legislature and is not otherwise disqualified, shall be registered as a voter at any such election.

1.2.2. Representation of the People Act, 1950

The Representation of the People Act, 1950 provides for the qualifications and disqualifications for registration in electoral rolls, the administrative machinery in the field for the proper preparation and revision of rolls and the manner in which the rolls should be prepared or revised.

Section 21 (1) of the Representation of the People Act, 1950 provides that the electoral roll for each constituency shall be prepared in the prescribed manner by reference to the qualifying date and shall come into force immediately upon its final publication in accordance with the rules made under this Act.

The '**qualifying date**' in this context has been defined in section 14(b) of the R. P. Act, 1950 to mean the first day of January of the year in which the electoral roll is prepared or revised.

Section 21(2) of the said Act provides that the said electoral rolls:

- (a) 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; and
 - (iii) shall be revised in any year in the prescribed manner by reference to the qualifying date if such revision has been directed by the Election Commission;

Provided that if the electoral roll is not revised as aforesaid, the validity or continued operation of the said roll shall not thereby be affected.

Section 21(3) of the said Act also provides that notwithstanding anything contained in sub-section (2), 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;

Provided that subject to the other provisions of this Act, 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.

1.2.3. Correction and inclusion of names in Electoral Rolls after Final Publication:

Section 22 of the R. P. Act, 1950 empowers the ERO for a constituency to take remedial action after giving the person concerned a reasonable opportunity of being heard in respect of the action proposed to be taken in relation to him, in the event of an entry in the finally published electoral roll being erroneous or defective, entry 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 deletion of the entry on account of death of a person or the person ceases to ordinarily reside in the constituency or is otherwise not entitled to be registered in that roll.

Section 23 provides for inclusion of names in electoral rolls after their final publication in accordance with the provisions of Act and the rules thereunder. However, no transposition or deletion of any entry shall be made under section 22 and no direction for the inclusion of a name in the electoral roll of a constituency shall be given under this section, after the last date for making nominations for an election in that constituency or in a parliamentary constituency within which that constituency is comprised and before the completion of that election.

1.2.4. Registration of Electors Rules 1960

The **Registration Of Electors Rules 1960**, framed under the said Act set out in detail the procedure to be followed in the preparation or revision of electoral rolls as well as the consideration and disposal of appeals arising out of non-inclusion or wrong inclusion of names in the rolls.

2. Background:

In 1967, the law provided for the first time for direct elections in the State of Jammu & Kashmir to fill the six seats allotted to that State in the House of the People. This involved the preparation of electoral rolls for each of the six parliamentary constituencies into which the State was divided. Under the Constitution of Jammu & Kashmir only permanent residents of the State were entitled to be registered in the electoral rolls for the assembly constituencies, other citizens of India ordinarily residing in the State were entitled to be registered as electors only for voting in parliamentary constituencies. With a view to having a common roll at the simultaneous general elections, the Commission issued instructions to the electoral registration officers of the State to enroll all citizens of India ordinarily resident in the State and to mark those who were not permanent residents of the State as defined in the Jammu & Kashmir Constitution and would vote only for the parliamentary elections.

The rolls in Jammu & Kashmir alongwith other parts of the country were revised under a general direction that about 40% of the roll should be intensively revised in 1965 and rest in 1966.

Thereafter, after the completion of Lok Sabha election in 1971, the intensive revision was ordered throughout the country including Jammu & Kashmir with 01-01-1971 as the qualifying date.

The intensive revision for the rolls of Lok Sabha and legislative assembly in Jammu & Kashmir was again ordered in 1975 with 01-01-1975 as the qualifying date.

The last intensive revision in Jammu & Kashmir was done in the year 1988. In 1989 a special intensive revision was done w.r.t.01-04-1989 as the qualifying date for inclusion of names of electors who had attained the age of 18 in that particular year. This was done because the age of citizen to be registered as an elector was reduced from 21 to 18 year in 1989.

Besides the intensive revision ordered by the Commission, as referred to above the summary revision was ordered in the intervening years. After 1989 Summary Revisions were ordered in Jammu & Kashmir in the years 1991, 1992, 1995, 1996, 1998, 2001, 2002, 2003 and 2004.

After a gap of about 15 years the intensive revision has been ordered by the Commission for the year 2005 with 01-01-2005 as qualifying date.

2.1. REVISION OF ELECTORAL ROLL IN 2004

The electoral rolls in respect of all States and Union Territories, except four assembly constituencies No. 14, 46, 49 & 50 of Arunachal Pradesh were summarily revised with reference to 01-01-2004 as the qualifying date. The date of final publication of rolls in respect of all the 35 States is as under :-

Sl.No.	Name of State	Date of Final publication
1.	Andhra Pradesh	20.01.2004
2.	Arunachal Pradesh (except AC No.14, 46, 49 & 50)	01.03.2004
3.	Assam	05.02.2004
4.	Bihar	28-02-2004
5.	Chhattisgarh	28-02-2004
6.	Goa	03.02.2004
7.	Gujarat	20.01.2004
	AC No.76-Jamalpur	28.02.2004
8.	Haryana	23.02.2004
9.	Himachal Pradesh	20.01.2004
10.	Jammu & Kashmir	06.03.2004
11.	Jharkhand	04-02-2004
	AC No.07, 10, 11 & 12 in Dumka District.	28.02.2004
12.	Karnataka	31.01.2004
13.	Kerala	10.02.2004
	AC No.105-Thiruvalla	28.02.2004
14.	Madhya Pradesh	28-02-2004
15.	Maharashtra	20.02.2004
16.	Manipur	20.01.2004
17.	Meghalaya	20.01.2004
18.	Mizoram	28.02.2004
19.	Nagaland	20.01.2004
20.	Orissa	31.01.2004
	In 86 ACs	26.02.2004
	In 37 ACs	01.03.2004
	In 24 ACs	10.03.2004
21.	Punjab	20-01-2004
22.	Rajasthan	08.03.2004
23.	Sikkim	05.02.2004

24.	Tamil Nadu	25.02.2004
25.	Tripura	28.02.2004
26.	Uttaranchal	20-01-2004
27.	Uttar Pradesh	20-03-2004
28.	West Bengal	04.02.2004
29.	A & N Islands	20.01.2004
30.	Chandigarh	20.01.2004
31.	Daman & Diu	20.01.2004
32.	Dadra Nagar Haveli	20.01.2004
33.	NCT of Delhi	08.03.2004
34.	Lakshadweep	20.01.2004
35.	Pondicherry	20.01.2004

3. THE PRESENT REVISION OF ELECTORAL ROLLS

The Commission has decided to order **intensive** revision of electoral rolls in the Northern Eastern States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura and the State of Jammu and Kashmir. The Commission has decided to undertake special summary revision w.r.t.01.01.2005 as qualifying date in all the remaining States/Union territories. In respect of the states of Arunachal Pradesh and Maharashtra, the intensive and special summary revision respectively will be taken up after the completion of general elections to their respective Legislative Assemblies to be held in the later part of 2004.

3.1. THE SCHEDULE OF INTENSIVE REVISION IN JAMMU & KASHMIR, 2005

S. No.	STAGES OF REVISION	PERIOD ALLOWED FOR EACH STAGE
1.	Preparatory work	01-07-2004(Thursday) to 01-08-2004 (Sunday)
2.	House-to-house enumeration	02-08-2004 (Monday) to 03-09-2004 (Friday)
3.	Preparation of manuscript, comparison of manuscript with relevant parts of the previous electoral roll of 2004, data entry of new electors and carrying out corrections, wherever necessary, in respect of electors already included in the data base, generation of check list, comparison thereof and printing of draft roll. Supply of electoral rolls and Forms 6, 7, 8 & 8A to area Post Offices.	04-09-2004 (Saturday) to 28-10-2004 (Thursday)
4.	Draft publication of rolls on	29-10-2004 (Friday)
5.	Period for filing of claims and objections and reading of relevant part/section of electoral roll in Gram Sabha / Urban Local Bodies and Resident Welfare Association Meetings etc.	Between 29-10-2004 (Friday) and 20-11-2004 (Saturday)
6.	Disposal of claims and objections by	13-12-2004 (Monday)
7.	Preparation and printing of supplements of Additions, deletions and corrections by	31-12-2004 (Friday)
8.	Final publication of Electoral Rolls on	03-01-2005 (Monday)

3.2. PRELIMINARY WORK BEFORE START OF ENUMERATION

3.2.1. Polling Station Areas - Maps and other details

The electoral roll shall be revised polling station wise and each part of the electoral roll shall cover the area falling within one polling station. In other words, the part number of the electoral roll and the polling station number shall be the same. Therefore, it is absolutely necessary that the list of villages/localities/sub-localities covered by a part of electoral roll is very clearly defined as a section in the part and tagged to the postal zone of the correspondence area. There shall be no scope for confusion and the enumerators should be clear about the area to be enumerated by him/her.

The ERO shall have each Polling Station Area surveyed in advance to ensure that all the residential units are included in the list of locations falling within the area. He shall also ensure that house numbers are assigned to each residential unit. Temporary constructions to which house numbers have not been assigned yet may also be surveyed for clear identification of polling areas in which they fall. Temporary collective numbers may be given to such clusters of temporary constructions, wherever necessary. The numbers allotted by Census Authorities, if available, may be adopted for enumeration purpose in these cases. Similarly Chulha numbers allotted to households in rural areas, the record of which is kept meticulously by the authorities, can be used to identify families, in place of house numbers. These collective numbers should indicate the exact repeat exact number of households in the clusters and will not in any way be treated as regularizing any irregular unauthorized occupation/irregular unauthorized encroachment.

In order to avoid the error of mixing of electors of one polling area with other and / or inclusion of same area in two or more polling stations, Sections falling within a particular Polling Station should be printed using the existing database of Control Tables and it should be compared with the extent of Polling Stations approved by the Commission, a copy of which is provided to the political parties.

Each enumerator shall be supplied with a list of house or Chulha numbers, as the case may be, alongwith a sketch map of the area which he is required to cover during enumeration. (It should be noted that all the polling station areas in an Assembly Constituency joined together constitute the constituency itself and no island should be left.) This is being provided to ensure that no areas are left out at the time of enumeration. A copy of this map should be safely preserved as the Commission is contemplating preparation of GIS maps for polling stations and Assembly Constituencies and these maps will be required at the time of preparation of the GIS maps.

The house numbering should, as far as possible, be the one adopted by the authorities for preparation of electoral rolls for local bodies. This would greatly help in adopting of the electoral data of assembly constituencies, for preparation of rolls for local bodies elections. In case the polling area does not have proper house numbering, dummy house numbers (as is assigned by Census authorities at the time of census) should be assigned to all the dwelling units in these areas. Normally such house numbering is done starting from North-West and ending in South-East as is done in numbering of plots of land by the revenue authorities. It must be ensured that there is no overlapping in the jurisdiction of enumerators.

3.3.2. Appointment of Enumerators and Supervisors

Under the provisions of sub-section (2) of section 8 of the Jammu & Kashmir Representation of the People Act, 1957, an Electoral Registration Officer is permitted to employ such persons as he thinks fit for the preparation and revision of the electoral rolls for the constituency.

Section 159 of the J&K R.P. Act, 1957 and Section 29 of the R. P. Act, 1950 provide that every local authority in a State shall make available to any Electoral Registration Officer such staff as may be necessary for the performance of any duties in connection with the preparation and revision of electoral rolls.

Enumerators are appointed to carry out enumeration of electors residing in each household in the area assigned to them one enumerator should be appointed for each part of the existing roll. Supervisors are to be appointed to oversee the work done by the enumerators. Normally, one supervisor shall be appointed to oversee the work of two Enumerators. However, there is no objection to appointment of one Supervisor for each Enumerator depending on the ground situation. Necessary planning may be done in advance to requisition the services of sufficient number of employees to be appointed as Enumerators and Supervisors.

Adequate numbers of Enumerators and Supervisors should also be appointed for enumeration of permanent residents of J & K who have temporarily migrated on or after 01-04-1989 to camps within Jammu & Kashmir as well as to other parts of the Country.

Each Enumerator and Supervisor should be given Identity Card (specimen **Annexed as IR-2005-01**) by the ERO, which should be displayed on their person while on duty.

3.2.3. Disciplinary action

As per provisions laid down in Section 9-A of the J & K R.P. Act, 1957 and Section 13CC of the R.P. Act, 1950 officers or staff employed in connection with the preparation, revision and correction of the electoral rolls for, and the conduct of, all elections shall be deemed to be on deputation to the Election Commission of India for the period during which they are so employed and such officers and staff shall, during that period, be subject to the control, superintendence and discipline of the Election Commission. The enumerators and supervisors are also covered by the above provision.

Enumerators and Supervisors shall further bear in mind the provisions of section 32 of the R.P. Act, 1950 and section 141 of the J & K R.P. Act, 1957 which envisage that if any person required 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 with imprisonment for a term which shall not be less than three months but which may extend to two years and with fine.

3.2.4. Code of conduct

Enumerators and Supervisors appointed for house to house enumeration/verification in connection with the Intensive Revision of the electoral rolls have a very vital role in the matter of preparation of correct and accurate electoral rolls. The Enumerators and Supervisors should remember that they are doing a vital public service and not any favour.

While on duty, they should have patience and exhibit good manners when dealing with the public. After reaching a house, they should greet the head of the family or senior adult member politely, explain their duty and ask for information using a very polite language.

3.2.5. Training of Enumerators and Supervisors

The District Election Officer (DEO)/Electoral Registration Officer (ERO) shall be organising comprehensive training classes covering all aspects of the Intensive revision for the enumerators and supervisors to clearly understand the job requirements and what they are expected to deliver in an efficient manner.

There may be a number of training classes and all enumerators and supervisors shall attend these training sessions without fail in order to have a very clear idea of their duties.

During the training sessions, copies of all Formats and Forms in which the data relating to electors is to be obtained should be supplied. Further thorough training will be provided as to the precautions to be taken for obtaining the information and the method to be used for filling up various columns of the Forms. All enumerators and supervisors should be advised to understand the procedure and ask detailed questions if they have any doubts. Unless the enumerators and supervisors have a clear and thorough knowledge of their duties, they will not be in a position to discharge their duties as required under law and will find it difficult to fill the required Forms. Ignorance or lack of training shall not be accepted as a defence in case of non compliance of the Commission's instruction on revision of rolls.

3.2.6. Printing of Electoral Cards

The format of the "**Electoral Card**" shall be in the form **Annexed as IR-2005-02**. The columns of the card are provided in accordance with the present format of the electoral roll. These cards should be printed and stitched in a book form. These books (enumeration pad) shall contain enumeration cards in duplicate and shall be serially machine numbered. The duplicate copy may be printed on a different coloured paper, to distinguish it clearly. The original copy and the duplicate copy should bear the same serial number and should have the printing properly aligned. The declaration to be signed by the Head/Senior adult member of the household should be printed on both the copies. Groups of one hundred cards should be stitched together in pads.

It is left to the discretion of the Chief Electoral Officer to decide whether the enumeration pads for the entire State should be printed centrally or by the District Election Officers.

4. HOUSE TO HOUSE ENUMERATION

4.1. Enumeration of persons staying within the limit of territorial constituencies of the State

4.1.1. Stationery to be supplied to the enumerator

The Enumerator will not be supplied with copy of any previous electoral rolls. He shall be supplied with a complete list of villages/localities alongwith a sketch map of the area under his/her jurisdiction.

Each enumerator will be supplied with the following materials :-

- a) **Enumeration Pad** containing enumeration forms (**Electoral Cards**);

- b) Sufficient number of new carbon papers;
- c) Good quality ball point pen;
- c) Stamp pad to get thumb impression of the illiterate electors;
- e) Adequate number of Form-4 appended to Registration of Electors Rules, 1960 & Form - 4 appended to the Jammu & Kashmir Registration of Electors Rules, 1966.

4.1.2. Enumeration of each household:

As mentioned herebefore, one enumerator is to be appointed for the area covered in each part of the existing electoral roll. However, separate Enumeration Pad containing Electoral Cards shall be compulsorily used if there are more than one Sections in that part i.e. separately identifiable localities like block, mohallas, villages, hamlets etc. On the cover page of each Enumeration Pad, the identity of the area/sub-area covered should be clearly written in capital letters.

When the enumerator visits a household, he will meet the *head of the household* or, in his absence, the *senior adult member* of that household. He shall enumerate the names of all such persons as are claimed to be adult Indian Citizens and are ordinarily residents, by the head/senior adult member of the household, in the enumeration pad provided to him by the Electoral Registration Officer for the purpose of such enumeration. He shall thereafter **classify** the enumerated citizens into two categories viz. (i) those Indian citizens who are **permanent resident of the State** as defined in Part-III of the Constitution of Jammu & Kashmir and mark the alphabets "**PR**" and (ii) who are Indian citizens ordinarily residing in the house but are **not permanent resident of the State** and mark the alphabets "**NPR**" in the REMARKS column of the Electoral Card. *It shall not repeat not be left blank even if all the persons enumerated are either only "PR" or "NPR".*

The Enumerator should clearly explain and bring home to the head or the senior adult member of the house hold that no person can be enrolled at more than one constituency and not more than once in the same constituency and that furnishing of any information which is false and which he/she knows or believes to be false or does not believe to be true, is an electoral offence. The persons furnishing such false information are liable for punishment with imprisonment for a term which may extend to one year or with fine or with both under section 31 of the Representation of the People Act, 1950 and section 140 A of the J & K R.P. Act, 1957.

The Enumerator should thereafter obtain the full signature of the head/senior adult member who furnished the information to him and if the head/senior adult member of the household is illiterate, the thumb impression of the person (left thumb impression in the case of male person and right thumb impression in the case of female member for the sake of uniformity) at the appropriate place on the right side of the Electoral Card. Below such thumb impression, the full name of the person affixing such thumb impression shall be mentioned legibly by the enumerator along with words 'LTI' or 'RTI' as the case may be.

The Enumerator should also append his signature thereafter on the Electoral Card with his name and date of enumeration. In no case the signature of either the senior/adult member of the household or that of the Enumerator should be blank in any of the Enumeration Card. In case the number of eligible members of a household is more than the

number of entries that can be accommodated in one Electoral Card, then the next card may be used to enumerate all the eligible persons. The signature of the head/senior member of the household may be obtained only in last of such Electoral Cards used for enumeration. It is not necessary to obtain the signature on each card.

If in any house/building, there is more than one family residing, each family should be enumerated separately, even if the house number is common. In no case should the name of members belonging to more than one family be included along with the names of members of another household in the same electoral card.

Every enumerator will personally visit each and every **household** in the polling area under his charge. During such visits if he finds any new house having come up which is not included in the list of house numbers given to him, he will include that house also by giving it a suitable auxiliary number. For instance, if between house numbers 33 and 34 a new inhabited structure has come up and the eligible electors of the household have not been enumerated, the enumerator will give 33A/33B/33C etc. as the auxiliary number for identification of the house and proceed to enumerate the eligible electors therein.

A specific day may be fixed for enumeration of electors living in a specific cluster of unnumbered temporary constructions referred to above. This day should be widely publicised in the area concerned and notified to all recognized political parties. The political parties should be invited to appoint one agent each to witness the process of enumeration in the said cluster.

The enumerator on the day of actual enumeration, accompanied by the supervisor should assign a temporary number, if no other number is assigned by local authorities, with chalk or such like instruments in front of each individual construction in the cluster and complete the enumeration in one go on the same day. No piecemeal enumeration of the cluster will be accepted.

Any such additional temporary constructions or clusters that come up after the process of enumeration should be dealt with during the process of disposal of claims and objections under Rule 21 and 21A of the Registration of Electors Rules, 1960 and Rule 21 and 21A of the J & K Registration of Electors Rules, 1966.

If any enumerator finds a particular house locked or that no adult member of the household is available at the time of his visit, he shall visit that house **at least three times** on different occasions and during different hours in the morning or evening when he may reasonably expect to find some adult person to be present/available in the house. If even after three such visits he is not able to meet any adult member of the household, he will make an entry to that effect against that house number in the List of house numbers provided. He should also prepare a separate list of all such households and furnish that list to his supervisor.

Where an enumerator reports to the Supervisor that a particular house has been found locked or no adult member of household is available in any house on his repeated visits, the Supervisor will himself visit that house and verify the fact. In case the house is found locked or no adult member of the household is available even at the time of the Supervisor's visit, he shall drop the **letter of request in Form 4** in the premises. He shall make another visit to that house after two or three days and collect Form 4, if somebody is present at the time of his subsequent visit. He shall keep a proper account of his visits to such houses.

4.1.3. Noting down the EPIC numbers in the electoral card.

The Electoral Photo Identity Cards have been issued to substantial number of electors. To synchronise the EPIC scheme with electoral roll, the opportunity of house-to-house enumeration shall be extensively utilised to note down the EPIC numbers against the name of the concerned persons in the Electoral Card. This would enable to focus on the residual electors to be issued with EPICs.

4.2. Enrolment of eligible permanent residents of the state of Jammu & Kashmir staying in camps or elsewhere away from their place of ordinary residence

In view of the circumstances prevailing in the State of Jammu & Kashmir, some residents of Kashmir Valley have temporarily migrated on or after 01-04-1989 to camps within Jammu and Kashmir as well as to other parts of the Country. These persons shall be treated as ordinary residents of the places at which they would have been ordinarily residing but for their temporary migration. The other members of their household who shall be above 18 years of age on the 1st January 2004 should also be enrolled in the same part of the roll of the assembly constituency.

To enumerate migrant residents staying in camps located in various parts of the country, the officers in-charge of such camps already appointed as Assistant Electoral Registration Officers vide Notification No.429/J&K/LA/2002 (1) dated 20th August, 2002, shall take all necessary action. They shall engage such number of enumerators as may be necessary to enumerate the adult members of each household. The camp commandants of various migrant camps should be associated with the process of revision.

Wide publicity may be given in concerned areas, as was done prior to the last general election to the State Assembly, that the electoral rolls of all the assembly constituencies of the State of Jammu & Kashmir are being prepared afresh, and that the residents of the Kashmir Valley who have temporarily migrated, on or after 01-04-1989, to camps within Jammu and Kashmir or to other parts of the Country and other members of their household who qualify for registration for the first time with reference to the qualifying date, shall be treated as ordinary residents of the places at which they would have been ordinarily residing but for their temporary migration, and are eligible to be enumerated as electors. For this purpose they shall cooperate with the officer(s) appointed as Enumerator(s) during their visit to the camps/households.

When the enumerator visits a household in these camps, he will meet the *head of the household* or, in his absence, the *senior adult member* of that household. He shall first ascertain the particulars of the assembly constituency under the extent of which his permanent residence falls. It is not necessary to use a separate Electoral Card pad for each assembly constituency. Same pad can be used for enumerating persons belonging to various constituencies living in that camp. The Enumerator shall write down the no. & name of the assembly constituency at the appropriate place on the top of the Electoral Card. Only thereafter he should enumerate the names of all such persons as are claimed to be adult Indian Citizens and are ordinarily residents, by the head/senior adult member of the household, in the enumeration pad provided to him by the Electoral Registration Officer for the purpose of such enumeration.

Any person who is not a **permanent** resident of the State of Jammu & Kashmir as defined in Part III of the Constitution of Jammu & Kashmir, shall not be enumerated even if found staying with permanent residents of any household living in camps. The Enumerator after following the procedure for enumeration shall hand over the duplicate copy of the Electoral Card to the head/senior member of the household. The enumerator shall, then, prepare a manuscript Assembly Constituency wise with the help of the enumeration cards and handover the manuscript so prepared alongwith the enumeration cards to the AERO. He will keep one copy of the manuscript with him for his record.

The AEROs should then verify that all the names given in the manuscript are registered as migrants and try to ensure that all migrants are enrolled and for that they should verify/cross check all the records available with them with the total number of enumerated persons. The segregated electoral cards of each constituency alongwith the manuscript shall be forwarded to the concerned Electoral Registration Officers. The concerned EROs shall acknowledge the receipt of the manuscript.

Such of the electors as are staying outside the Camps may furnish their particulars in Form 4 and send the same to the ERO concerned. For this purpose, necessary action may be taken to give advertisements in various National news Papers publishing therein Form 4 and requesting the migrants of Kashmir Valley to furnish their particulars to the ERO concerned to enable him to include his and other family members' names in the rolls after necessary verification. Further, if the officer in charge of any relief camp has the addresses of eligible migrant citizens, he may send to them Form 4 along with a copy of the revision programme and self-addressed envelope to enable them to fill up the same and send the duly filled in Form 4 to the ERO concerned for inclusion of his name and his family members' names in the rolls. Kashmiri Samiti, Delhi, a Nodal Agency, recognised by the Govt. of India and Delhi Govt. and other NGOs may also be supplied with sufficient number of requisite forms and also the revision programme. Electors living in camps or outside away from their place of ordinary residence shall send their forms to the relief Commissioner, migrants, who will record the status of their being registered as migrant, prepare a list of such names and send the same to the concerned ERO alongwith the forms. The relief Commissioner, migrants will also indicate postal address of each family so that the same can be sent to the DEO in whose jurisdiction these migrants reside who in turn will take steps to delete names entered in the roll in this DEO's jurisdiction. In case of migrants living in camps, camp wise list shall have to be provided to the DEO in whose jurisdiction the camp is situated.

5. PREPARATION OF MANUSCRIPT

As soon as the enumerator completes an enumeration pad, the work of preparing the list of persons enumerated, as per the enumeration pad shall be started. It shall not be necessary to wait for the enumeration of the entire polling area to be completed before the work of such preparation of the list of enumerated persons is taken up.

Separate list should be prepared for each identifiable area covered in one part of the electoral roll. Like in rural areas if there are more than one village in a part then separate list should be prepared for each village or patti. Similarly if there are more than one identifiable localities like mohalla, block, society, apartment etc. in a part of an urban area,

separate list for each such segment shall be prepared. This will facilitate reading out of the rolls separately in different villages/ localities/sub-localities.

The proforma to be used for preparing the list of enumerated persons (manuscript) shall be the same as that of the Electoral Card with an additional column to show the '**Sl. No. in the Existing roll**'. The Enumerator will prepare the manuscript from the names of enumerated persons in the Electoral Cards. He shall not fill up the additional last column, as he will not be provided with relevant part of the previous electoral roll.

Immediately after a polling area has been completely enumerated and all the enumeration pads in respect of that area have been received and lists of persons enumerated therein prepared, all such lists shall be consolidated and arranged house-number wise starting with the first house and ending with the last house in that polling area. All such lists shall be prepared in quadruplicate (four copies) polling station-wise.

5.1. Preparation of manuscript in respect of persons residing in camps:

The enumeration cards in respect of persons enumerated in the camps furnished by the designated AEROs of the camps, shall be first segregated as per polling station areas. Thereafter, list of persons in respect of each part/ polling station should be prepared, verified as described in the preceding paragraph and the names included at the appropriate place according to house member in the relevant part.

5.2. Preparation of manuscript in respect of persons who are Non-State subject:

The list of persons who are not **permanent residents of the State** but are ordinary residents and qualify for registration in the electoral rolls of Parliamentary Constituencies of Jammu & Kashmir prepared under the Constitution of India and the Representation of the People Act, 1950, against whom the alphabet "**NPR**" is indicated in Remarks column of the electoral card shall be prepared separately. The manuscript containing PRs for the concerned part may be marked with red ink as NPR enclosed or no NPR enclosed so that NPR list is not missed out at the time of data entry.

6. DUTIES OF THE SUPERVISOR

Every Supervisor shall personally check and ensure every day that the enumerators under his charge are visiting the households in the polling areas assigned to them and performing their functions properly and strictly in accordance with the Commission's instructions. For this purpose, the Supervisors should make daily visits to the areas under their charge.

As soon as an enumerator has returned a Enumeration Pad, duly filled, to a Supervisor, alongwith the manuscript of enumerated persons, he shall personally check each and every Electoral Card serial wise in the enumeration pad and verify that it contains all the pages which it is supposed to contain and that all 'Electoral Card' have been properly filled in and duly completed in all respects and that no column has been left blank.

The Supervisors shall be provided with the previous electoral roll of the corresponding area covered by the Enumeration Cards in respect of a polling station area. As soon as the manuscript in respect of a polling area is handed over by the Enumerator alongwith the enumeration pad containing the original 'Electoral Cards', the Supervisor will

prepare a list showing the serial number of the Enumeration Cards used to cover a polling station area vis-à-vis corresponding existing electoral roll. The unused number of electoral cards in a enumeration pad should also be noted by him.

He shall then **compare** the entries house number-wise with the corresponding entries in respect of each household in the previous electoral roll of assembly/parliamentary constituency in the following manner: -

- (i) In case of such persons whose names do not appear in the previous electoral roll, he shall indicate the word "**New**" in the last column of the manuscript. In case the names in the manuscript appear in the previous electoral roll, the serial No. of such elector (in the previous electoral roll) shall be entered in the last column mentioned above. He shall also mark the entry in old roll with red ink indicating the serial number on which the elector is shown in the manuscript;
- (ii) He shall correct the entries in the printed copy of the electoral roll from the manuscript wherever necessary and also tick (✓) the entries checked;
- (iii) Score the entries in the printed electoral roll that do not appear in the manuscript to indicate **missing voters** i.e. dead/shifted.

All these indications should be marked with **red ink**.

In order to ensure that the enumerators have done their work properly, every Supervisor should make random checking of not less than 25% of the households covered by the enumerators. During such checking, they should check the entries made in the original of the 'Electoral Card' in the enumeration pad with the duplicate supplied to the household and must satisfy that the entries in both the original and duplicate cards are identical in all respects. He should countersign the original Electoral Cards verified with Name and date.

During his visit to the households for checking, the Supervisor will also check and satisfy himself that the entries made in the 'Electoral Card' are of persons of the age of eighteen years or above as on the qualifying date and are actually ordinarily resident in that household. He should also verify that the 'Electoral Card' issued to the head of the household and its original in the enumeration pad bears the actual signature/thumb impression of the head of the household or senior adult member of the household and that of the enumerator and the entries have been correctly made on the basis of the information furnished by the head/senior adult member of the household.

He should also bring the penal provisions of section 31 of the Representation of the People Act, 1950 and section 140A of the J & K R. P. Act, 1957 about making any false statement relating to inclusion or exclusion of any name to the notice of the head/senior adult member of the household when he makes the enquiry during his checking.

If during his checking, he finds that the name of any person not qualified for registration on the ground of *age or ordinary residence*, has been wrongly enumerated and

included in Electoral Card he shall delete every such name under his full signature with date indicating briefly the reason for such deletion.

Similarly, if a supervisor finds during his sample checking that any name of a member of the household which should have been included in the 'Electoral Card' has been left out for any reason, he will include that name in the 'Electoral Card' supplied to the household under his full name and signature with a suitable endorsement indicating the reason for such inclusion and exactly similar entries will be made by the Supervisor in the original of the 'Electoral Card' and also in the list of enumerated persons.

Where, on his checking as aforesaid, any Supervisor finds that there are large number of wrongful inclusions or wrongful exclusions of names in the 'Electoral Cards' issued by a particular enumerator, he should undertake 100% verification of all the household enumerated by the said enumerator.

Such enumerator shall forthwith be removed from the job of enumeration and a report shall be made by the Supervisor to the Electoral Registration Officer for disciplinary action against the delinquent enumerator.

Where an enumerator reports to the Supervisor that a particular house has been found locked or no adult member of household is available in any house on his repeated visits, the Supervisor will himself visit that house and verify the fact. In case the house is found locked or no adult member of the household is available even at the time of the Supervisor's visit, he shall drop the letter of request in Form 4 appended to the J & K Registration of Electors Rules, 1966 for Permanent Residents and Form 4 appended to Registration of Electors Rules, 1960 for Non Permanent Residents, as the case may be, in the premises. He shall make another visit to that house after two or three days and collect Form 4, if somebody is present at the time of his subsequent visit. He shall keep a proper account of his visits to such houses.

As soon as a supervisor has completed his random checking as aforesaid, in respect of the households enumerated, he shall deposit forthwith the verified 'Enumeration Pad' and the manuscript after filling the last column as explained above, and the corrected copy of the previous roll provided to him with the Electoral Registration Officer. Before depositing the verified 'Enumeration Pad' and the manuscript, he shall give a certificate that he has conducted the required supervisory checks mentioning specifically the number of house/households visited and checked by him.

During supervisory checks, the Supervisor shall, apart from verifying specific instances indicated above, also make a similar endorsement in any new cases which are noticed by him where he has doubts about the information furnished. He shall make necessary corrections in the manuscript as may be necessary after verification by him.

He should compulsorily verify all the entries in the list of missing voters prepared by him after comparing with the list of enumerated persons and the existing part of the roll.

7. CHECKS BY SENIOR OFFICERS

Apart from the checks by Supervisors of the work done by the enumerators under their charge, supervisory checks shall also be made during the period of enumeration by the Assistant Electoral Registration Officers, Electoral Registration Officers, District Election Officers, and Chief Electoral Officer. The minimum percentage of checking to be done by

each of them by visits to the households shall not be less than the following. (This is only a lower limit. The actual should be higher).

Assistant Electoral Registration Officers	12%
Electoral Registration Officers	05%
District Election Officers	02%

The household checked by the senior officials should by and large be mutually exclusive. The official checking the household should also check the entries in the duplicate copy of the Electoral Card available with the household and sign and affix his name and date of checking.

The Chief Electoral Officer will conduct random checking and also satisfy himself that all the instructions are being scrupulously and correctly followed.

The supervisory checking by the AEROs, EROs and DEOs shall not be confined to visits to households, but shall include checking that no pockets have been completely left out or enumerated more than once in the constituency during enumeration and that no area or pocket of another constituency has been included in the enumeration for the constituency under checking. On the border areas of the constituency, it shall be particularly ensured that no area belonging to one constituency has been allowed to be included in the enumeration of another constituency. They shall certify that these aspects have been specially checked by them during their supervisory visits. The previous rolls may be used for conducting supervisory checks.

In case of migrant residents such checking should be done by the designated AEROS.

8. PRINTING OF DRAFT ROLL

8.1. Updation of existing database

The updation of the existing computerised database shall be carried out on the basis of input of house-to-house enumeration of persons living in their house in the State as well as migrants living in camps enumerated through the Designated AEROs of the Camps.

The first activity shall start as soon as the manuscript and corresponding part of the previous electoral roll compared by the Supervisor is received in the office of the Electoral Registration Officer. The work of updating the existing electoral roll database with reference to the information collected shall be the first step.

The data entry operators should take the following actions to update the existing electoral roll database: -

- (i) Carry out the corrections in the respective fields to incorporate modifications indicated with red ink in the printed copy of the previous roll provided to the supervisor in respect of the entries already available in the database;
- (ii) Delete the entries of missing voters i.e. dead/shifted voters from the separate verified list of such missing voters provided by the supervisor. These deleted names should be saved in another file (deletion file) and an audit trail may be maintained so that any checks, if necessary, can be done

in future. Final deletion of these names should be accepted only after 100% verification of names in the deletion file;

- (iii) Sort out the database according to the according to the S. No. given in the manuscript of list of enumerated persons staying in the houses;
- (iv) Insert the New entries at the appropriate places in respect of each household in the database;
- (v) Insert the entries in the list prepared by the ERO on the basis of letter of request in **Form 4** submitted by the migrant citizens for inclusion of names at the appropriate place;
- (vi) Entries in respect of new houses coming up in an area shall be entered in the existing database in a proper sequence;
- (vii) Thereafter the manuscript list of **non permanent residents** who qualify for registration in the Parliamentary Constituency shall be entered under a separate section "**Non-State subject electors**";
- (viii) The Electors Photo Identity Card Number against each such elector who have been issued with an EPIC shall be entered in relevant column of the electoral roll;
- (ix) After carrying out the above actions, the serial number of the electors already available in the database will change and will become the same as given in the manuscript.

The Electoral Registration Officer shall take every precaution to ensure that all the input collected by way of house-to-house enumeration by the enumerator and the supervisor is reflected in the electors database before the same is used to generate draft rolls. He shall particularly verify and satisfy himself that the existing database has been duly modified with due care and nothing has been left out.

8.2. Printing of Check List

To ensure accuracy of the draft roll, he shall first generate a **Check List** from the database and shall have the entries compared with the manuscripts and satisfy himself that the printed roll conforms exactly in all respects with the inputs and that no error either by design or by mistake has crept into the database. Instances have come to the notice of the Commission that proper comparison of the check list is not done before generating draft rolls resulting in improper deletion of entries of genuine electors, many a times enbloc causing embarrassment to the institution and disenfranchisement of genuine electors. Any laxity will be viewed seriously.

After making further necessary corrections in the data base, that might be necessary after comparison of the Check List, the ERO shall get required number of copies of the drafts rolls prepared.

8.3. Format of the Electoral Roll

Each part of the electoral roll shall be prepared for a well defined polling area. Each part of the roll shall be subdivided into two categories. The first sub-part shall contain the names of all eligible **permanent residents**. The second sub-part shall contain the names of

all eligible citizens who are **not permanent residents** of the state. Each sub-part shall start from a fresh page but the serial number shall be continuous.

9. DRAFT PUBLICATION

The electoral rolls prepared and printed as above, polling station-wise shall be published as draft for inviting claims and objections on the date specified for the purpose by the Election Commission at all polling station areas including camps where some migrants have been temporarily residing.

9.1. Designated locations

The draft electoral roll shall be published on locations designated for this purpose. The draft rolls of all such parts of the electoral roll where entries have been made on the basis of list of migrant citizens shall also be published at the office of the AEROs concerned and Officer-in-charge of the camps. These designated locations, for the whole period of filing of claims and objections, shall also include the offices of EROs/AEROs. Similarly, the Polling Station locations shall also be the designated locations, where the electoral rolls shall be published and claims and objections shall be received during the revision exercise. Further, the offices of rural and urban elected bodies shall also function as designated locations on the dates of meetings as and when organized by the ERO during this period.

During the current revision of electoral roll the services of the Post Office shall also be used for display of draft electoral roll in the area covered by respective Delivery Post Offices. Claims and objections shall also be received in all the post offices.

9.2. Dissemination of electoral rolls at a wider scale

9.2.1. Availability and Checking of Draft Rolls The draft electoral rolls shall be published and disseminated at a wider scale for information of the public. The following procedure shall be followed to ensure this:-

- (a) It has been decided that the draft roll prepared polling station wise, shall be published for inviting claims and objections during the period specified in the schedule given above for the purpose by the Election Commission at the offices of EROs/AEROs and at designated locations mentioned above and simultaneously copies shall be provided on the day of publication of the draft roll to the rural and urban local bodies. Copies of the relevant parts of the draft roll shall also be provided to the Residents' Welfare Associations (RWAs), Mohalla Sudhar Samitis, J.J.Sudhar Samitis, Housing Societies etc., where the rolls are to be read in the presence of the public. In addition, sufficient number of forms shall also be made available at these places. The availability of electoral rolls in these organizations will be helpful in eliciting their cooperation in the summary revision and also in the continuous updation of rolls later.
- (b) Widest publicity shall be given to the draft publication of roll by all media of mass communication, including paid advertisements in the news papers having wide circulation in the areas concerned.

9.2.2. Verification of draft rolls in the meetings of Gaon Sabhas/Ward Sabhas/RWAs

The modalities to be followed during this exercise are as follows:

Rural Areas :

- a) The Village Panchayat Officer, who is the Secretary of the Gaon Sabha, shall convene the Gaon Sabha/ Ward Sabha meetings to read out the roll in public and verify the electoral roll. The local revenue official (for instance Lekhpal in case of UP) may also be deputed to attend these meetings. These revenue officials may be provided with sufficient number of Forms so that necessary claims and objections can be got filled in during the meeting itself. The members of the public especially those who contested the last Gaon Sabha election but could not be elected, should also be invited as special invitees to these meetings. Immediately after the meeting, the revenue official may record his report on these applications and forward the same to the Electoral Registration Officer for action at his level under rules 16 to 20 of the J & K R.E. Rules, 1966.
- d) If the Gaon Sabha includes more than one village, these meetings may be organised village-wise and elector's verification exercise in respect of a village may be completed in the meeting held in that village only. If there are a number of hamlets/pattis in a Gaon Sabha, the meetings may be organised hamlet/patti-wise. In states like Rajasthan, the institution of Ward Sabha has been functional and in such states the Ward Sabha meetings may be organised to verify the draft roll.
- d) The remedial measures wherever required, on the basis of information made available in these meetings, will also have to be taken *suo motu* under **rule 21 and 21A of the R.E. Rules, 1960 and corresponding provisions of rule 21 and 21A of the J & K R.E. Rules, 1966.**

Urban Areas :

- a) In urban areas the electoral rolls have to be read out in the specially convened Ward meetings of Corporations, Municipal Boards, Town Area Committees, Notified Area Committees, Cantonment Boards and also in the meetings of the Mohalla Sudhar Samitis, JJ/Slum Sudhar Samitis, Residents Welfare Associations of the locality or any other forum available in the area and suitable for such an exercise. Any NGOs willing to be associated in the exercise should also be involved. The existing part of the electoral roll which are prepared polling station-wise will be split section-wise in the first instance and distributed to the different localities/ Residents' Welfare Associations/ Housing Societies alongwith an appeal which inter-alia will seek their co-operation to display the extract of the roll prominently for the benefit of the residents of that locality so that any person who is residing but is not a registered elector can take the necessary steps to enroll himself/ herself as well as members of his family.
- b) If a Polling Station includes more than one mohalla or residential colony, these meetings may be organized mohalla-wise or colony-wise and the electors' verification exercise in respect of that mohalla or colony may be completed in the meeting held in that mohalla or colony. If the area of any polling station is large and there is only one mohalla or colony, the mohalla or the colony, as the case may be, be divided into convenient parts at the discretion of the ERO concerned and the meetings may be organized in such parts of the mohalla or

colony.

- c) If the mohalla or colony or ward or any part thereof, does not have any Ward Sabha or RWA, the ERO concerned may choose a prominent non-political citizen, working or retired government officer, NGO or a professional like doctor etc. residing in the locality, to chair the meetings and help the exercise to be completed. In case of residential colonies of govt. or semi govt. bodies, the staff responsible for maintenance of these colonies, may be involved in this exercise.
- d) The Electoral Registration Officer shall, in consultation with the Ward Sabhas/RWAs concerned, decide the place, date and time for holding the meetings in such a way that the involvement of the people is assured. All such meetings shall be chaired by the member/office bearer of the Ward Sabha/RWA concerned in the presence of an official designated to be present at the meeting. Here also, the procedure suggested in the preceding paragraphs for receipt and disposal of claims and objections under rules 16 to 20 and for *suo motu* action under rule 21 and 21A of the R.E. Rules, 1960 **and corresponding provisions of rule 21 and 21A of the J & K R.E. Rules, 1966** will have to be followed.

Migrant Camps:

The rolls shall be read out in a meeting specifically called by the in-charge of the relief camp and procedure followed for receipt and disposal of claims as mentioned in the proceeding paragraph. Representatives of Kashmiri Samiti, Delhi, a Nodal Agency recognised by the Govt. of India and Delhi Government may be invited to attend the meeting.

9.3. Minutes of the meetings:

The proceedings of the meetings in rural as well as the urban areas and relief camps referred to in the preceding paragraphs have to be meticulously recorded/minuted and a copy of the same should be forwarded to the Electoral Registration Officer who may take its help while disposing of the claims and objections received. These meetings may begin with the message from the Electoral Registration Officer/ District Election Officer/ Chief Electoral Officer regarding the responsibility of the members of the Gaon Sabha/ Samiti/ Association etc. in truthfully carrying out this exercise.

The EROs/DEOs shall also attend some of the meetings in rural and urban areas with a view to improve the quality of revision exercise.

10. AVAILABILITY OF BLANK FORMS

10.1. Forms to be used in connection with revision of rolls of parliamentary constituency

The Statutory Forms 6, 7, 8 and 8A appended to the Registration of Electors Rules, 1960 have been amended vide Ministry of Law and Justice Notification dated 18th August, 2003. A copy of the Notification has already been circulated vide Commission's letter No.3/2/2002/J.S.II dated 25th August, 2003.

Form 8B has been deleted. The revised Form 7 will now be used for filing objection to the inclusion of a name in the draft electoral roll between the period allowed for filing claims and objections during revision of rolls and also for deletion of entry after the final publication of rolls.

The use of the amended Forms shall be for the following purposes :-

FORM-6 - for inclusion of name for the first time *and* also for inclusion of name of a person already enrolled in a constituency for inclusion of name in another constituency.

FORM-7 - for objecting inclusion of name in the draft roll and also seeking deletion of name included in the final roll.

FORM-8 - for correction to particulars entered in the roll. This form can be used after draft publication as well as final publication.

FORM-8A - for transposition of entry in any other part of the roll of the same constituency. This form can be used after draft publication as well as after final publication. (Prior to the amendment this Form could be used only after final publication of rolls during the process of continuous updation).

FORM-8B has since been repealed.

Blank forms for addition, deletion, correction & transposition in the draft electoral roll should be available in all the locations where the draft Rolls are displayed so that these can be distributed in advance of the campaign dates to the concerned persons. Adequate number of forms may, therefore, be printed for this purpose.

10.2. Forms to be used in connection with revision of rolls of assembly constituency

Forms 6, 7 and 8 appended to Jammu & Kashmir Registration of Electors Rules, 1966 shall be used for inclusion, deletion and correction of entries in the draft electoral roll of assembly constituencies.

It is not necessary to use only Forms supplied by the registration authorities. Forms downloaded from website, cyclostyled, hand written or privately printed can also be used for submitting applications for inclusion, deletion etc. so long as they conform to the statutory Forms. However, these forms should be on white paper of A-4 size and should not contain the name/symbol or any distinguishing mark of any party/organization printing/supplying the same. This point should be made clear during publicity.

11. ARRANGEMENTS AT THE DESIGNATED LOCATIONS

11.1. Staff

The draft roll will be published at the designated locations and will be available with a government official designated for the purpose, who will make the draft roll available to the public for inspection and receive claims and objections. These officials shall also participate in the meetings stated above, collect the minutes of the meetings and also the claims and objections received during these meetings. Schedule of meetings to be held in the designated area shall be displayed at the designated locations for information of the public.

In order to provide prompt and efficient service to the electors, adequate number of staff should be mobilised and counters set up. The DEOs/EROs and Supervisory Officers shall ensure that all Designated Locations remain functional with full complement of staff.

Strict action be taken against such officials who are found to be guilty of dereliction of duty.

Further, Control Rooms and help desks should be fully functional during the period of filing of claims and objections. It shall be further ensured that the officials at all designated locations are fully conversant with the duties to be performed and shall respond to public queries promptly.

11.2. Assistance to Electors

Electors who wish to complete forms can be assisted to ensure completeness and consistency of the Forms. There should be adequate space at each designated location for the electors to sit and complete the forms.

11.3 Acknowledgments

The completed forms should be accepted and proper acknowledgments printed on the lower part of the forms should be immediately issued.

11.4 Receiving forms

Forms shall be received on all working days in the offices of EROs/AEROs and designated locations including area Post Offices from the date of draft publication till the period specified for the purpose. Acknowledgment for Receipt of Application printed below each Form should be filled up, detached and handed over to each applicant compulsorily. Applications in bulk should not be accepted at Post Offices and any other designated locations except at the offices of EROs/AEROs.

The above Forms shall also be received in the meetings of the rural and urban elected bodies by the Govt. official for rural bodies and the government officer deployed to be present in the meeting for the urban bodies on the date(s) of meeting.

11.5. Receipt of Claims and Objections in bulk

Ordinarily, each claim in Form-6 for inclusion of name in the electoral roll should be submitted individually by the claimant concerned. However, such claim forms in respect of the members of the same household may be allowed to be filed by one person of the same household at all designated locations, if so authorized by the claimants in their claim forms in the appropriate column provided for the purpose.

1. Therefore, claim application should not be received by the ERO and designated officers in bulk. The above instructions will, however, be subject to the following exceptions:-

- (j) The claim applications may be received in bulk only at the offices of the EROs/AEROs pertaining to more than one household, if they are duly forwarded by the President or Secretary of a Residents Welfare Association (RWA) etc. and the President/ Secretary of these organizations forwards these applications on its letter head along with a complete list of the claim applications being forwarded therewith, and the said list is duly authenticated by the said President/ Secretary.
- (ii) The same will hold good in the case of applications forwarded by the Executive Officer (by whatever name called) of the Gaon Sabha.
- (iii) The President / Secretary of a recognized political party to whom the copies of the electoral rolls have been furnished under the provisions of the Registration of Electors Rule, 1960, may also follow the above procedure in the presentation of claim applications in bulk.

2. (a) Objections in Form-7, seeking deletion of entries from the electoral rolls should also, normally, be filed by the objectors concerned individually. An objector should, ordinarily, be permitted to file objections in Form-7 pertaining to the members of the same household.

(b) The instructions contained in sub-paras 1(i), (ii) and (iii) above will apply *mutatis-mutandis* in relation to submission of objections in Form-7 by the RWAs etc., Gaon Sabhas and recognized political parties, as they apply in relation to submission of claim applications in Form-6 by them.

(c) If any person, other than the aforementioned office bearer of an RWA etc. or Gaon Sabha or recognized political party, wishes to submit objections in Form-7 in respect of more than seven persons, either belonging to the same household or to different households, such person should be asked to submit a complete list, duly authenticated by him, of each objection in Form-7 being submitted by him. In addition, he should be asked to submit an affidavit duly sworn before a Magistrate of the first class or a Notary Public or a Commissioner of Oaths, verifying the list of objections being submitted by him.

3. In all cases, where the claims and objections are being submitted in bulk by any person or an office bearer of a Resident's Welfare Association, Gaon Sabha or a recognized political party etc., as the case may be, he may be asked to make a statement in his forwarding letter that he is aware of the provisions of Section 31 of the Representation of the People Act, 1950 and section 140A of the J & K R. P. Act, 1957, under which the making of a statement or declaration which is false and which the person making that statement/declaration either knows or believes to be false or does not believe to be true is a penal offence and vouch for particulars like name, father's name, address and genuineness of the applicant as given in the prescribed list duly authenticated by him. The ERO will dispose off the genuine applications as per law. The Commission has also prescribed the format of these forwarding letters and the list (**annexed as IR-2005-10 & IR-2005-10A**) in which the office bearers of RWAs etc. and Gaon Sabhas and recognised National and State Political Parties should forward bulk applications. All applications received as aforesaid in bulk should be assigned suitable numbers in such a fashion that any time later, it should be possible to trace the persons/office bearers who submitted them so that responsibility for filing a wrong application can be fixed at a later date, if necessary.

It has been observed that bulk applications filed by political parties etc. are rejected on technical grounds such as non-submission alongwith the application prescribed for submitting the bulk Forms or the forwarding application is unsigned or not signed by the authorized persons. Due to this many applications of genuine eligible electors filed in bulk with such applications remain to be considered. The genuine persons whose Forms are collected remain unaware of rejection of their applications due to above reasons till they go to the polling stations during elections. Therefore, while giving publicity, the political parties in particular and other organizations shall be advised accordingly. They may be educated about proper use of each Form and also how to fill them so that they can get the incomplete Forms, if any, completed before submission.

4. It is hereby clarified that the concession to file claims and objections in bulk will apply only during the period for filing claims and objections fixed by the Commission at the time of this revision exercise of electoral rolls. This facility will *not be available on a*

permanent basis at any other time. Similarly individuals desiring to file bulk applications alongwith an affidavit duly sworn before a Magistrate of the first class or a Notary Public or a Commissioner of Oaths can do so only during the period fixed for filing claims and objections.

5. The purport and intention of the Commission to allow filing of applications for claims and objections in bulk during the annual revision is to provide an opportunity to the recognised Political parties etc. to seriously participate in the process of revision of electoral rolls at the appropriate time. The general tendency is to highlight omissions and commissions in the electoral rolls prior to the general elections. The Commission desires to enlist their active cooperation now itself.

6. The above concession may be highlighted at the time of the publicity to be given for revision of electoral rolls. The state units of the recognised political parties may be informed of the instructions in writing whereas the same should be publicised for the benefit of the RWAs and Gaon Sabha etc. during reading out of rolls in the meetings.

12. PRESCRIBED LISTS

The relevant lists as prescribed in Forms 9, 10 and 11 under the J & K Registration of Electors Rules, 1966 should be filled up by the staff from the details filled in the relevant forms (6, 7, and 8). A summary report should also be prepared with totals of each of the lists corresponding to different forms.

It has been observed by the Commission that the EROs have not been maintaining, in duplicate, the lists in Form 9, 10 and 11, entering therein the particulars of every claim or objection as and when they are received by them and that they have not been exhibiting one copy of such lists on the notice board in their office. The maintenance of such lists is mandatory under the provisions of Rule 16 of the Registration of Electors Rules, 1960 and Rule 16 of the J & K Registration of Electors Rules, 1966. All the DEOs shall ensure that these lists are properly prepared, in duplicate, and one copy each of such lists is exhibited on the notice board by the EROs concerned, without fail. Any violation of these provisions of the Rules will be viewed seriously by the Commission.

13. ADDITION OF NAMES

In case of additions, the election official accepting the applications for inclusion of name should be instructed to conduct a preliminary enquiry right at the time of acceptance. The preliminary enquiry for various categories should be on the following lines:

1. In the case of applicants in the age group 18 – 20 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.
2. In the case of applicants above the age of 20 who are applying for enrollment for the first time, the circumstances because of which they could not be registered during previous revision should be ascertained. The facts should be briefly recorded on Form 6. A detailed enquiry should be got done in all such cases at the time of disposal of claims and objections.
3. In the case of applicants who have shifted their place of residence after the

enumeration work and were enrolled in the draft roll of another part of the same constituency/ another constituencies, the full details of the previous address and of earlier Rolls and EPIC, if issued to the elector, **must** be filled in by the applicant in Form-8A/6 respectively. As per proviso to Section 23(2) of the R.P. Act, 1950 and proviso to Section 19(2) of the J & K R.P. Act, 1957 it is the duty of the ERO who receives the application for inclusion in Form 6 to dispose of the application on merit and after proper verification, and after necessary enquiry, where called for, and if the name is found qualified for inclusion, the same shall be included in the roll. The ERO then shall inform the concerned ERO of the place of previous enrollment in the draft rolls to take steps to delete the relevant entries from the previous place. Failure to furnish the details entered in the draft rolls and EPIC due to ignorance would not be a ground for non-acceptance of applications.

4. The ERO of the constituency in which the applicant has already been enrolled in the draft roll or claims to have been enrolled should, immediately on receipt of information from the other ERO verify whether the person has been enrolled at the address given and if so enrolled, take action to delete the entry from the roll and communicate a copy of his order to the ERO of the constituency where the person has been subsequently enrolled.
5. It is also clarified that the follow up action for deletion of such entries in the other constituency should be administratively followed up, preferably in a specified time frame. Though no uniform time can be fixed for this purpose, however, it is desired that all such cases should be disposed of within 30 days from the date of disposal of the application by the ERO of the constituency where the elector's name has now been included.

13. SUPERVISION

A Sector Officer to be designated as such and an AERO should attend as many meetings of Gaon Sabhas/RWAs etc. as possible for them and also supervise a group of such Designated Locations for purposes of overseeing the revision process.

15. DISPOSAL OF CLAIMS & OBJECTIONS AND PRINTING OF SUPPLEMENTS

The disposal of claims and objections has to be followed by preparation of separate lists of additions, deletions and modifications and then the printing of supplements. The following points should be borne in mind while disposing of claims and objections:

- (a) It shall be the duty of the Electoral Registration Officer to ensure that each and every claim and objection received in Form 6, Form 7, Form 8 and Form 8A is duly disposed of fully in accordance with law and the directions and instructions of the Commission.
- (b) Scrutinise each and every application meticulously and ensure that it is complete in all respects. In the light of provisions of section 13C of the Representation of the People Act, 1950 and corresponding Section 9 of the J & K R.P. Act, 1966, the Commission has no objection to the disposal of claims and objections by Assistant Electoral Registration Officers.

However, such delegation of powers to Assistant Electoral Registration Officer shall not absolve the Electoral Registration Officer of his responsibility for ensuring a defect-free electoral roll. The Assistant Electoral Registration Officer is performing a quasi-judicial function while disposing of claims and objections and must apply his mind independently to all such evidence, documentary or otherwise, which the concerned persons may adduce in evidence.

- (c) No material column requiring the applicant to indicate his name in full, his father's/mother's/husband's name, "Relationship" and particulars of his place of residence should be left blank by the applicant. All the declarations as prescribed in Form 6 should be complete in all respects. If a claimant states in the declaration that his name may have been included in some other roll, full address of his previous residence must be given in that declaration.
- (d) The Electoral Registration Officer is a statutory authority charged with the duty of preparing the electoral roll. He has to ensure that the electoral roll contains only the names of persons who are fully eligible and fulfil all the conditions for registration. One of such conditions of eligibility is that the elector should be a citizen of India. Therefore, when a claim application is preferred before the Electoral Registration Officer, he has to satisfy himself that the applicant is, inter alia, a citizen of India.
- (e) While disposing of a claim or an objection, the Electoral Registration Officer must bear in mind the following guidelines as laid-down by the Supreme Court in its judgment dated 06-02-1995 in Writ Petition(Civil) No. 731 of 1994 (Lal Babu Hussain and others Vs. Electoral Registration Officer and others), etc., etc.:—
 - (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 Electoral Registration Officer shall disclose all such material on which he proposes to place reliance, so that the concerned person has had a reasonable opportunity of rebutting such evidence. The concerned person, it must always be remembered, must have a reasonable opportunity of being heard.
 - (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 Electoral Registration Officer.

- (iv) If any, person whose citizenship is suspected is shown to have been included in the immediately preceding Electoral Roll, the Electoral Registration Officer or any other officer inquiring into the matter shall bear in mind that the entire gamut for inclusion of the name in the Electoral roll must have been undertaken and hence adequate probative value be attached to that factum before issuance of notice and in subsequent proceedings.

These guidelines not being exhaustive, the Officers concerned must, where special situations arise, conduct themselves fairly and in a manner consistent with the principles of natural justice and should not appear to be acting on any pre-conceived notions.

The onus of proof of the citizenship shall 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 Electoral Registration Officer would be justified in requiring the concerned person to show evidence that he is a citizen of India. Some of the documents that could be used to prove the citizenship are any of the following:-

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

It must, however, be borne in mind that the above mentioned documents are only illustrative and not exhaustive.

Any other documents having a bearing on the question of citizenship should also be entertained and evaluated.

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.

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, but who are otherwise genuine Indian citizens eligible for registration as voters, the following documents but not restricted thereto, may also be accepted by the Electoral Registration Officer at the time of disposal of claims and objections: -

- i) proof of being registered as voter as an unmarried girl, if her name was registered;
- ii) proof of marriage, wherever possible;
- iii) certificates issued by the village 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;
- iv) 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.

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 who issued those certificates. This is necessary as there is reason to suspect that some of these certificates are bogus or issued without due care.

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.

Whenever an Electoral Registration officer is in doubt in regard to the qualifying age or place of ordinary residence of a claimant, he shall decide that question with reference to, but not restricted to, the birth certificate, school or college certificate, passport, baptism certificate, telephone connection, LPG connection, Bank account, etc.

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

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 lie on the objector. It shall be ensured that such onus is fully discharged in accordance with law.

16. FINAL PUBLICATION OF ROLLS AND NO. OF COPIES TO BE PRINTED

The final roll shall be prepared after all claims and objections have been duly disposed of. Supplements as stated above shall be prepared to give effect to the decisions of the Electoral Registration Officer allowing or rejecting the claims applications and objections, in the forms prescribed by the Commission for the purpose of such supplements. It is made clear that under the existing election law, for the purpose of final publication of the electoral roll, the EROs shall prepare supplements of additions, deletion and corrections and publish the draft roll together with the three supplements. On such publication, the draft roll plus the Supplements shall be the final roll of the Constituency. Further the electoral rolls should be finally published in the new format prescribed by the Commission. These will, therefore, have AC summary, part summary, and section headers containing postal address and other summary information and the list of electors with additional columns giving EPIC number. Instructions issued by the Commission to provide postal address in the election shall be followed in regard to printing the postal address in the roll. The Chief Electoral Officers should closely monitor and supervise this aspect.

Copies of the finally published roll should be placed for inspection at all the locations, where the draft rolls had been made available, for a limited period of one week for

greater accessibility of the final rolls to the public. Designated Officers who would be custodian of the roll and responsible for assisting the public to verify their entries in the finally published roll shall be appointed for each such location. These officers shall be paid an honorarium of Rs.200/- for the purpose. In addition, copies of the rolls can be displayed at various other public locations like Rural Libraries, Panchayat Bhavans, Resident Welfare Associations and any other important location depending on local conditions. This would eliminate the genuine grievances of the electors, at large, about non-availability of final rolls at a nearby location for verification of entries and increase their level of involvement in cleaning the electoral roll.

The number of copies to be printed may be assessed by the CEOs keeping in view the requirement for elections due next year if any. The copies required by the State Election Commission and future revisions of Electoral Rolls should also be taken into account. On the basis of the total requirements, the final print numbers should be decided by the Chief Electoral Officers.

Simultaneously, four copies of the archival and back up copy of CD-ROM (AB) as prescribed under the guidelines of the Commission, for computerization of rolls, must be produced. Two copies are to be retained by the DEO and two by the CEO for purpose of record and future reference.

17. SUPPLY OF COPIES OF ELECTORAL ROLLS

The ERO shall supply free of cost to every political party for which a symbol has been exclusively reserved in the State, two copies of each separate part of the electoral roll immediately after draft publication and again after final publication. Wide publicity about availability of the electoral rolls in CD-ROM should be given. **The political parties while being given copies of draft rolls should be requested in writing to verify the rolls and bring to the notice of DEO/ERO the shortcomings, if any, within a specified time.**

18. MISCELLANEOUS ISSUES

18.1. Enumeration in areas having substantial presence of foreign nationals

Special care has to be taken at the time of enumeration in areas having substantial presence of foreign nationals and the following procedure shall be adhered to:

- (b) The assembly constituencies where there is a large-scale presence of foreign nationals should be identified first by the State Government authorities concerned and within such assembly constituencies, the polling areas having a substantial presence of foreign nationals should also be likewise identified by those authorities.
- (c) At the time of house to house enumeration in these areas, the enumerators shall include in the 'Electoral Card' the names of all persons as are declared to be adult Indian citizens by the head/senior adult member of the household furnishing the information to the Enumerator.
- (d) The Enumerator shall prepare the list of persons enumerated as per the enumeration pad as explained herein before.
- (e) As soon as the manuscript in respect of a polling area is handed over by the Enumerator alongwith the enumeration pad containing the original 'Electoral Cards', the Supervisor shall take action to compare the entries

house number-wise with the corresponding entries in respect of each household in the previous electoral in the following manner :-

- In case of such persons whose names do not appear in the previous electoral roll, he shall indicate the word "**New**" in the last column of the manuscript. In case the names in the manuscript appear in the previous electoral roll, the serial No. of such elector (in the previous electoral roll) shall be entered in the last column mentioned above;
- He shall correct the entries in the printed copy of the electoral roll from the manuscript wherever necessary and also tick (✓) the entries checked;
- Score out the entries in the printed electoral roll that do not appear in the manuscript to indicate **missing voters** i.e. dead/shifted.
- ***He shall prepare a separate list of such missing voters. In that list the EPIC number of electors issued, if any, should also be indicated against the entry.***

All these indications should be marked with **red ink**.

- (f) The ERO will then get the entries in respect of **new persons** verified to ascertain if the entries have any linkage with the other persons of the same household figuring in the previous electoral roll. Wherever such linkage is established that name may be entered in the draft roll subject to fulfilling of other qualifications.
- (g) In respect of other new entries, where the concerned person is in possession of an EPIC issued either for that constituency or for any other constituency the same should be incorporated in the draft roll.
- (h) In respect of all other persons whose name appeared for the first time in the list of enumerated persons but their linkage to any other entry in the previous roll as given in para (e) and (f) above, can't be established, the ERO shall prepare a separate list of such names.
- (i) Thereafter, it shall be the duty of the E.R.O. concerned, as the quasi judicial authority, to get the particulars of such persons verified by employing or utilising such agencies as he may, in consultation with the District Election Officer and the State Government, consider appropriate having regard to all applicable laws. The agencies, that might be employed by the Electoral Registration Officer for effective discharge of his duties, shall make such enquiries by visiting the persons concerned at their place of residence and gather such evidence as may be necessary and submit a report to the Electoral Registration Officer in each individual case. In no case, any such agency, other than the concerned Electoral Registration Officer, shall summon the persons under verification to police stations or their offices or insist for production of documents of only a specified nature.
- (j) While making such verification, the status as Indian citizen of every person shall be verified with regard to all relevant laws as applicable in the State/Union Territory. These laws include, among others, Part II of the Constitution of India, Constitution of Jammu & Kashmir, Citizenship Act, 1955, Foreigners Act, 1946 and the rules and orders made thereunder. The provisions of all these Acts and rules and orders made thereunder should be applied harmoniously.

- (k) As soon as all the entries have been verified by the Electoral Registration Officer as stated above, he shall prepare a list of names and other details of those persons who are entitled to be registered in that roll and include the same in the draft electoral roll. If in some cases, the aforesaid verification can not be completed before updation of existing database before draft publication, these names may be included in the supplement of additions to the final roll.

The disposal of claims & objections received after publication of the draft rolls in the areas as identified above, shall be done by following the procedure stated above.

18.2. HELP DESKS & CONTROL ROOMS

A large number of people are not aware of the assembly constituency to which they belong and the polling station to which they are tagged. This is particularly true for metros and large urban areas and also for big villages. Complete list of towns, villages, localities and areas as listed in the Electoral Rolls for each assembly constituency should, therefore, be printed separately in booklets and their links to the concerned polling stations should be available in these booklets. These lists can be utilised to provide information to electors and to answer queries to facilitate filing of claims & objections by them correctly and submit the same to the concerned Electoral Registration Officer.

The Chief Electoral Officers should set up a Control Room during the period fixed for filing claims & objections after publication of the draft roll and ensure that these are manned during office hours in the normal working days and for such extended period as decided by the concerned Chief Electoral Officers. Adequate staff should be mobilised for this purpose. Similarly, at the district level and the EROs' level, suitable Control Rooms have to be put in place.

In the Control Rooms, Help-Desk facility to answer queries, particularly regarding the designated locations, dates fixed for reading out of the electoral roll in different localities and also links of particular area to the relevant polling station and Assembly Constituency should be provided. At the State Headquarters and the district level, as far as possible, such Help-Desks should utilise the computer data base of the Control Tables to handle queries. The persons manning the Help-Desk should be able to give prompt answer to queries using the relevant software. It should be ensured that at least the printed booklets containing this information are available in the control room and properly flagged and indexed for providing prompt answers to queries.

18.3. Record Keeping

The EROs will be personally responsible for the proper maintenance of all records and their safety. District Electoral Officers will supervise and ensure that appropriate arrangements have been made in this regard. When an ERO is transferred and a new incumbent joins, the outgoing ERO must explain the arrangements to his successor. When the post designated as the ERO is modified and a new post is designated as ERO, thorough and comprehensive arrangements for handing over and taking over the records from one office to the other must be made. Any slackness in this regard will be viewed very seriously by the Commission and the concerned officer will be liable for suitable action. Custodians of

records must be designated as such and complete registers must be maintained as required under standard record keeping procedure of the concerned State/UT government.

18.4. REPORTS

The Commission has prescribed the following proforma for collection of information about this revision:

Form ID-IR-2005-03 :

Immediately after updation of the electoral roll database on the basis of manuscript prepared from the enumeration pads and existing part of the electoral roll in the manner outlined before, a summary of the draft roll in Form ID IR-2005-03 should be forwarded to the Commission within a week from the draft publication.

Form ID-IR-2005-04 :

This Report is to be submitted for each Assembly Constituency by the concerned Electoral Registration Officer after completion of the period for filing claims and objections. EROs have to cover all applications received from all the Polling Stations including the offices of the EROs/AEROs, camps, Post Offices and other rural and urban bodies.

Form ID-IR-2005-05 :

After scrutiny of the data received from EROs, Chief Electoral Officer should forward to the Commission a statement in this format **in respect of such constituencies in the State where there is major deviation in the number of Claims in Form-6 and/or Objections in Form-7 from the average number of forms received in the State**. For example, if the State average is 2%, all cases where the figure for a constituency is 3% or more, these have to be scrutinized. The Statement in this Form should reach the Commission within 7 days after the last date for filing claims and objections. If the information is "nil", after filling up the relevant data in the columns (i) to (v), they should mention "nil" under columns 1 to 7 relating to constituency details.

Form ID-IR-2005-06

A constituency wise report about total number of applications received for inclusion and deletion of names in the State in Form ID: IR-2005-06 may be furnished within seven days from the last date of receiving claims and objections.

Form ID-IR-2005-07

The constituency wise report on disposal of applications received in the State and suo moto additions and deletion cases under rule 21 and 21A should be forwarded to the Commission in Form ID: IR-2005-07 within seven days after disposal of all claims and objections.

Form ID-IR-2005-08

Report of constituency wise data of electors in final roll, both general (indicating separately for permanent residence and non-permanent residence) and service voters (with men/women breakup) should be furnished within a week after final publication in Form ID: IR-2005-08.

Form ID-IR-2005-09

Details of EPIC number indicated in the finally published electoral roll in Form ID-IR-

2005-09 within one month after final publication.

The data has to be collected by the Chief Electoral Officers on these proformas from the EROs/DEOs which shall be consolidated at the CEO's level and sent to the Commission.

The CEOs have also to send following consolidated reports to the Commission:-

4. Confirming commencement of the process of house-to-house enumeration on the appointed date.
5. Confirming completion of the process of house-to-house enumeration.
6. Confirming draft publication at designated locations in all constituencies including those at camps - by 17.00 hours on the date of draft publication.
7. Confirmation of final publication by 1700 hours on the date of final publication.

DEOs shall prepare their reports in the prescribed forms in respect of the Assembly Constituencies falling in their districts and send to the CEOs who shall compile the information for the whole state and forward it to the Commission.

ALL THE ABOVE REPORTS SHOULD BE ADDRESSED TO THE SECRETARY IN THE COMMISSION WHO IS IN CHARGE OF THE STATE/UT.

18.5. Special efforts to enroll women electors

Special efforts have to be made by all concerned to ensure that women electors are enrolled and included in the Electoral Rolls. Sometimes unmarried daughters, new brides and even widows are left out from the Electoral Rolls for various reasons. Concerted efforts should be made to create awareness for full inclusion of all eligible women electors. The field staff may be sensitised on this aspect so that they too can make special efforts for this purpose. Women's organisations, and local NGOs as well as political parties should be encouraged to make voluntary efforts to ensure that no eligible woman voter is left out from the rolls during this current revision. Wherever such organizations or NGOs are not available, local lady teacher or doctor or government servant or any other reputed lady may be involved so as to achieve the purpose of inclusion of all eligible women electors.

LIST OF FORMS ENCLOSED WITH GUIDELINES FOR INTENSIVE REVISION W.R.T. 01-01-2005 AS QUALIFYING DATE IN THE STATE OF JAMMU & KASHMIR

S.NO	FORM ID:	BRIEF DESCRIPTION
1.	IR-2005-01	Identity Card for Enumerator/Supervisor
2.	IR-2005-02	Electoral Card
3.	Form 4	Letter of Request
4.	IR-2005-03	Summary of Draft Electoral Rolls
5.	IR-2005-04	Summary Report-2 (For Assembly Constituency)
6.	IR-2005-05	Report of Large Scale Applications Received in the Constituencies
7.	IR-2005-06	Constituency-wise report of applications received
8.	IR-2005-07	Constituency-wise Report of Disposal of Application Received
9.	IR-2005-08	Constituency-wise Report of Electors in Final Roll
10.	IR-2005-09	Details of EPIC Numbers in Electoral Roll

11.	IR-2005-10	Format for submitting applications in bulk for inclusion of names
12.	IR-2005-10A	Format for submitting applications in bulk for deletion of names from the rolls.
13.	Form 11A	List of Applications for transposition of entry in Electoral Roll received in Form 8A

Form : IR-2005-01

IDENTITY CARD FOR ENUMERATORS & SUPERVISORS

ELECTION COMMISSION OF INDIA IDENTITY CARD FOR ENUMERATOR /SUPERVISOR Shri/Smt. Whose specimen signature is given below has been appointed as an Enumerator / Supervisor for the Intensive Revision of Rolls, 2005 in respect of Constituency.	
Specimen Signature of Enumerator / Supervisor	Signature Electoral Registration Officer SEAL

Form : IR-2005-02

ELECTORAL CARD

Book No..... Serial No.....
No. and Name of the Assembly Constituency.....
Part No..... Section No.....

Polling Station No.

In Rural Areas the details like House No./House Name, Village, Post Office, Tehsil, Police Station, Pin Code, District etc. shall be covered.

In Urban areas the details like House No. /House Name, Gali No., Municipal Block, Municipal Ward No., Locality Name, Street Name, Post Office, Town/City/ Metro, Police Station, Pin Code, District shall be covered.

COMPLETE POSTAL ADDRESS

.....

NAMES AND DETAILS OF ADULT CITIZENS ORDINARILY RESIDING WITHIN THE ABOVE JURISDICTION

Sl. No	House No.	Name of Citizen	Relation ship	Name of Relation	Sex	Age	EPIC No.	Remarks (PR OR NPR)

PR (Permanent Residents) + NPR (Non Permanent Residents = TOTAL (in figure) =

(Total Number of Adult Citizens (IN WORDS)).....

I..... have read the Declaration overleaf/the Declaration overleaf has been read out and explained to me and I hereby affix my signature/thumb impressions in confirmation thereof.

Signature of Enumerator

Signature/Thumb impression of the

PIN-----

Head of the family or any Senior adult member

DATE:-----

NOTICE

Please check the relevant part of the draft roll inviting claims and objections. In case of member of the family enumerated in this card not finding his/her name in the said draft roll, he/she should file a claim under the law in Form-6 for his/her inclusion.

P.T.O.

DECLARATION

I solemnly declare that all the persons whose particulars are mentioned overleaf are citizens of India, are of the age of 18 years or above on the qualifying date and are either permanent resident or are not permanent resident of the State but are ordinarily resident at the given address.

I further solemnly declare that the particulars of the said persons as furnished by me are true to the best of my knowledge and belief and that none of the said persons has been included in the electoral rolls of any other Constituency or more than once in this Constituency.

I am also aware that making any statement or declaration in connection with the inclusion or exclusion of any entry in or from the electoral roll which is false or which I either know or believe to be false or do not believe to be true is punishable with imprisonment for a term which may extend to one year or with fine, or with both, under section 31 of the Representation of the People Act 1950 and section 140A of the J & K R. P. Act, 1957.

THE JAMMU & KASHMIR REGISTRATION OF ELECTORS RULES, 1966

FORM 4
(See rule 8)**Letter of request**Place.....
Date.....

To

The occupant of
.....

Sir/Madam,

The preparation of the electoral roll for the Assembly Constituency in which you are residing has been taken in hand. It will greatly facilitate my work if you will kindly complete the statement below after reading the attached instruction and hand it over to my assistant who will call for it.

Electoral Registration Officer
of the.....
Assembly Constituency.

STATEMENT

Names and particulars of adult citizens ordinarily residing in the above premises

	Name of citizen	Particulars as to father or Mother or husband	Age on 1st January 2005
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
etc.			

Signature.....

Date.....

INSTRUCTIONS

1. Enter the names of all persons who have completed 18 years of age on or before the 1st of January of this year and who are ordinarily residing in the premises.
2. Only the names of those who are permanent residence of the state should be entered.
3. Enter against Serial No. 1 in the first column, the name of the head or other senior member of the family, provided he or she has the qualifications mentioned in paragraphs 1 and 2 above.
4. "Ordinarily residing" does not mean that the person should be actually in the house when you are filling in the form. The persons who normally live in the house should be included even though they may be temporarily absent, e.g., on a journey or on business or in hospital. On the other hand, a guest or visitor, who normally lives elsewhere but happens to be in the house at the time should not be included.
5. All ordinary residents of the house should be included, whether they are members of the family or not. But do not enter the name of any person who is a member of the Armed Forces of India or is employed under the Government of India in a post outside India or the name of such person's wife if she ordinarily resides with him.
6. In the case of every male citizen, enter in the second column the name of his father preceded by the words "son of"
7. In the case of every female citizen, enter in the second column—
 - (i) the name of the husband preceded by the words "wife of", if she be married;
 - (ii) the name of the late husband preceded by the words "widow of", if she be a widow; and
 - (iii) the name of the [Father or Mother] preceded by the words "daughter of" if she be unmarried.
8. In the third column, enter the age of the citizen as accurately as possible, giving only the number of complete years and ignoring the months.

THE REGISTRATION OF ELECTORS RULES, 1960

FORM 4 (See rule 8) Letter of request

Place.....

Date.....

To

The occupant of.....

Sir/Madam,

The preparation of the electoral roll for the Assembly Constituency in which you are residing has been taken in hand. It will greatly facilitate my work if you will kindly complete the statement below after reading the attached instruction and hand it over to my assistant who will call for it.

Electoral Registration Officer of
the.....
.....
Assembly Constituency

STATEMENT

Names and particulars of adult citizens ordinarily residing in the above premises

Name of citizen 2005	Particulars as to Father or Mother or Husband	Age on 1st January

1.
2.
3.
4.
5.
etc.

Signature.....

Date.....

INSTRUCTIONS

- Enter the names of all persons who have completed 18 years of age on or before the 1st of January of this year and who are ordinarily residing in the premises.
- Only the names of those who are citizens of India should be entered.
- Enter against Serial No. 1 in the first column, the name of the head or other senior member of the family, provided he or she has the qualifications mentioned in paragraphs 1 and 2 above.
- "Ordinarily residing" does not mean that the person should be actually in the house when you are filling in the form. The persons who normally live in the house should be included even though they may be temporarily absent, e.g., on a journey or on business or in hospital. On the other hand, a guest or visitor, who normally lives elsewhere but happens to be in the house at the time should not be included.
- All ordinary residents of the house should be included, whether they are members of the family or not. But do not enter the name of any person who is a member of the Armed Forces of India or is employed under the Government of India in a post outside India or the name of such person's wife if she ordinarily resides with him.
- In the case of every male citizen, enter in the second column the name of his father preceded by the words "son of"
- In the case of every female citizen, enter in the second column—
 - the name of the husband preceded by the words "wife of", if she be married;
 - the name of the late husband preceded by the words "widow of", if she be a widow; and
 - the name of the [Father or Mother] preceded by the words "daughter of", if she be unmarried.
- In the third column, enter the age of the citizen as accurately as possible, giving only the number of complete years and ignoring the months.

FORM: ID
IR-2005-03

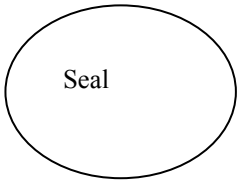
439

[illegible]

Contd....

[illegible]

Signature of the Chief Electoral Officer

ELECTION COMMISSION OF INDIA			FORM ID
SUMMARY REPORT - 2 (For each AC) (To be submitted by each ERO to the DEO)			IR-2005-04
INTENSIVE REVISION, 2005			
State Name :			
AC No. :		Name :	
Application Type & No. of Applications Received at all Polling Station in the Assembly Constituency (including those received directly in the office of ERO) and other designated locations including camps.			
Period of Receipt	From Date :		To Date :
Type of Form	Total No. of Forms received during the Period for the AC[£]		Remarks (if any)
	PR	NPR	TOTAL
Form 6 [£]			
Form 7 ^{\$}			
Form 8 [#]			
Form 8 A *			
Total of all Forms for All Days			
Place :		Signature of	
Date :		Electoral Registration Officer	
NAME OF OFFICER :			
Note : One Summary Report-2 is to be submitted for each Assembly Constituency (Parliamentary Constituency in case of UT without Assembly) by the concerned Electoral Registration Officer after completion of the period during which applications can be received anywhere in the Constituency as per schedule specified by the Commission in the order pertaining to the Revision.			

- £ Should be equal to be last (highest) number in LIST in Form 9 for the Last Date of Receipt
 \$ Should be equal to be last (highest) number in LIST in Form 10 for the Last Date of Receipt
 # Should be equal to be last (highest) number in LIST in Form 11 for the Last Date of Receipt
 * Should be equal to be last (highest) number in LIST in Form EC-11A for the Last Date of Receipt

[illegible]

Date:

Signature of Chief Electoral Officer

Continuation Sheet No.2

[illegible]

Contd...3..

ELECTION COMMISSION OF INDIA												FORM ID:									
Constituency-wise report of electors in the final roll -2005												IR-2005-08									
Name of State								Date of Final Publication													
TOTAL NUMBER OF ELECTORS IN THE FINAL ROLL:																					
Constituency		GENERAL ELECTORS									SERVICE ELECTORS										
No.	Name	MEN			WOMEN			TOTAL			MEN	WOMEN	TOTAL	GRAND TOTAL (COL.5+8)							
1	2	3			4			5			6	7	8	9							
		PR	NPR	Total	PR	NPR	Total	PR	NPR	Total				PR	NPR	Total					
Total or Sub-total																					

SIGNATURE OF CHIEF ELECTORAL OFFICER

State: _____ Date of Final Publication: _____

[illegible]

Signature and Stamp of CEO

FORM -EC 11A

Designated location identity (where applications have been received)	List of applications for transposition of entry in electoral roll Received in Form - 8A				Revision identity		
Constituency (Assembly / ^e Parliamentary Constituency):							
1. List number[@]	2. Period of receipt of applications (covered in this list)				From date	To date	
					___/___/___	___/___/___	
3. Place of hearing*							
Serial number ^s of application	Date of receipt	Details of applicant (As given in Part V of Form 8A)	Details of person whose entry is to be transposed				Date/Time of hearing*
			Name of person whose entry is to be transposed	Part/Serial no. of roll in which name is included	EPIC No.	Present place of ordinary residence	
1	2	3	4	5	6	7	8

£ In case of Union Territories having no Legislative Assembly and the State of Jammu & Kashmir
 @ 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

Date of exhibition at designated location	Date of exhibition at Electoral Registration Officer's Office

Form : IR-2005-10

Format for submitting applications in bulk for inclusion of names in the electoral rolls.

Letterhead of recognised Political Party **or** Residents Welfare Association **or** Gaon Sabha

To

The Electoral Registration Officer,
 _____Assembly constituency
 _____(Name of the State)

Subject : Revision of electoral rolls w.r.t. 01-01-20____ as the qualifying date.

Sir,

I am forwarding herewith _____(total No.) original claim applications in **Form 6**, submitted by the citizens of India ordinarily residing at the address mentioned in each application and who according to the best of my knowledge and belief are not disqualified for registration in the electoral rolls, for inclusion in the relevant part of the electoral roll.

I am also enclosing a complete list (as per the prescribed Proforma) of the _____(total no.) claim applications being forwarded herewith and the same is duly authenticated by me on each page.

I further submit that I am aware of the provisions of Section 140A of the J&K R.P. Act, 1957 and Section 31 of the R P. Act, 1950, under which the making of a statement or declaration which is false and which the person making that statement/declaration either knows or believes to be false or does not believe to be true is a penal offence, and that I shall be liable for penal action for any false statement or declaration in the Forms being forwarded herewith.

Yours faithfully,

Dated :

(Name in full)

President/Secretary
 Name of the recognised Political Party/

Residents Welfare Association or
Executive Officer (by whatever name called)
of the Gaon Sabha/Village Council etc.

FORMAT OF THE LIST OF APPLICATIONS FOR INCLUSION OF NAMES FILED IN BULK BY RECOGNISED POLITICAL PARTIES / RESIDENT WELFARE ASSOCIATION / GAON SABHA / VILLAGE COUNCIL

Sl. No.	Name of applicant	Address of Applicant	Remarks

Form : IR-2005-10A

Format for submitting applications in bulk for deletion of names from the electoral rolls.

Letterhead of recognised Political Party **or** Residents Welfare Association **or** Gaon Sabha

To

The Electoral Registration Officer,
_____Assembly constituency
_____ (Name of the State)

Subject : Revision of electoral rolls w.r.t. 01-01-20___ as the qualifying date.

Sir,

I am forwarding herewith _____(total No.) original objections in **Form 7** seeking deletion of entries from the electoral rolls in respect of persons who are either not ordinarily residents or dead or shifted filed by Objector(s) enrolled in that electoral roll.

I am also enclosing a complete list (as per the prescribed Proforma) of the _____(total no.) objections being forwarded herewith and the same is duly authenticated by me on each page.

I further submit that I am aware of the provisions of Section 140A of the J&K R.P. Act, 1957 Section 31 of the R. P. Act, 1950, under which the making of a statement or declaration which is false and which the person making that statement/declaration either knows or believes to be false or does not believe to be true is a penal offence, and that I shall be liable for penal action for any false statement or declaration in the Forms being forwarded herewith.

Yours faithfully,

Dated :

(Name in full)

President/Secretary
Name of the recognised Political Party/
Residents Welfare Association or
Executive Officer (by whatever name called)
of the Gaon Sabha/Village Council etc.

**FORMAT OF THE LIST OF OBJECTIONS TO ENTRIES IN THE ELECTORAL ROLL
FILED IN BULK BY RECOGNISED POLITICAL PARTIES / RESIDENT WELFARE
ASSOCIATION / GAON SABHA / VILLAGE COUNCIL**

[illegible]

Preshant Bhusan

(TRUE COPY)

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

YANNEXURE: R10

456

No. ECI/PN/261/2025

22.07.2025

Press Note

Facts revealed from Bihar SIR so far

18 lakh deceased electors reported

26 lakh electors shifted to different constituencies, and

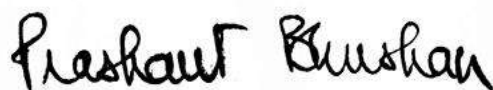
7 lakh electors enrolled at two places

In the ongoing SIR in Bihar, efforts have been intensified to ensure that all eligible electors are included in the draft electoral roll to be published on August 1, 2025. The entire election machinery, including nearly 1 lakh BLOs, 4 lakh volunteers and 1.5 lakh BLAs appointed by the District Presidents of all the 12 major political parties in Bihar are working together to search those electors who are yet to submit their Enumeration Forms (EFs) or have not been found at their addresses.

2. CEO/DEOs/EROs/BLOs have held meetings with the representatives of all political parties and have shared detailed lists of the 21.36 lakh electors whose Forms have not been received so far and also of the nearly 52.30 lakh electors who are reportedly deceased or permanently shifted or have enrolled at multiple places.

3. As per the SIR order dated 24.06.2025, from August 1 to September 1, 2025, a full one-month will be available to any member of the public to file objections for any additions, deletions and rectification in Draft Electoral Rolls.

4.	Total Electors (as on 24th June 2025)	7,89,69,844	Percentage
5.	Enumeration Forms Received	7,16,04,102	90.67%
6.	Enumeration Forms digitised	7,13,65,460	90.37%
7.	Electors not found at their addresses so far	52,30,126	6.62%
	7.1 Deceased electors reported so far	18,66,869	2.36%
	7.2 Permanently Shifted electors reported so far	26,01,031	3.29%
	7.3 Electors Enrolled at Multiple places	7,50,742	0.95%
	7.4 Electors not traceable	11,484	0.01%
8.	Total electors covered (5+7)	7,68,34,228	97.30%
9.	Remaining Enumeration Forms yet to be received	21,35,616	2.70%



(TRUE COPY)


P. Pawan
Deputy Director

ANNEXURE: R11

ELECTION COMMISSION OF INDIA

457

Nirvachan Sadan, Ashoka Road, New Delhi-110001

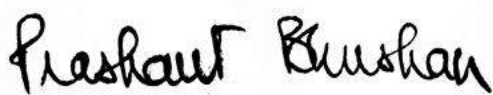
No. ECI/PN/266/2025

24.07.2025

Press Note

Aim of Bihar SIR: No eligible voter should be left out

1. The booth-level lists of those electors who have not filled their forms, of deceased electors, and electors who have permanently migrated have already been shared by BLOs/EROs/DEOs/CEOs with all political parties on 20th July, so that they can point out any errors.
2. As per the SIR Order, any elector or any political party can file a claim in case of any missing names or raise an objection in case of any wrong inclusion till 1st September, 2025.
3. 99% electors have already been covered.
4. BLOs/BLAs have reported names of 21.6 lakh deceased electors.
5. BLOs/BLAs have reported names of 31.5 lakh electors who have permanently migrated.
6. BLOs/BLAs have found 7 lakh electors are registered at more than one place.
7. According to local BLOs/BLAs, 1 lakh electors are untraceable.
8. Despite door-to-door visits by local BLOs/BLAs, forms of fewer than 7 lakh electors have still not been received.
9. Forms of 7.21 crore electors (91.32%) have been received and digitised; names of all these electors will be included in the Draft Electoral Roll. The remaining forms are also being digitised along with BLO/BLA reports to facilitate their verification during the claims and objections period.
10. As per the SIR Order, the Draft Electoral Roll will be published on August 1, 2025, and printed as well as digital copies will be provided to all 12 political parties. The draft roll will also be available on the website. The Election Commission once again reiterates that, as per the SIR order, any elector or political party can file a claim in case of missing names or raise an objection in case of wrong inclusion till September 1, 2025.



(TRUE COPY) ***

P. Pawan
Deputy Director

No. ECI/PN/269/2025

25.07.2025

Press Note

7.23 crore Bihar electors express full faith in SIR process with active participation

1. 99.8% Bihar electors have been covered so far.
2. Forms of 7.23 crore electors have been received and digitised; the names of all these electors will be included in the Draft Electoral Roll. The digitisation of forms, along with BLO reports, of the remaining electors will also be completed by August 1, 2025.
3. The lists of those electors who have not filled the forms or are deceased and those who have permanently migrated have already been shared on July 20 with all the 12 political parties [Bahujan Samaj Party; Bharatiya Janata Party; Communist Party of India (Marxist); Indian National Congress; Rashtriya Janata Dal; Janata Dal (United); Rashtriya Lok Samta Party; Communist Party of India (Marxist-Leninist) (Liberation); Rashtriya Lok Janshakti Party; Lok Janshakti Party (Ram Vilas); National People's Party; Aam Aadmi Party], so that any errors can be rectified in the Draft Electoral Roll to be published on August 1.
4. Since June 24, 2025, the local BLOs/BLAs have reported the following:
 - Names of approximately 22 lakh deceased electors.
 - Approximately 7 lakh electors registered in more than one location.
 - Approximately 35 lakh electors have either permanently migrated or could not be traced.
 - Enumeration forms of approximately 1.2 lakh electors yet to be received.
5. The credit for the successful completion of the first phase of SIR so far, goes to the CEO of Bihar, 38 DEOs, 243 EROs, 2,976 AEROs, BLOs deployed at 77,895 polling booths, volunteers, all 12 political parties, their 38 District Presidents, and the 1.60 lakh BLAs nominated by them (list attached).
6. As per the SIR order, from August 1 to September 1, any elector or political party may fill the prescribed forms and submit claims to the ERO for any eligible elector who is left-out or file objections for removal of any ineligible elector.



P. Pawan
Deputy Director

Details of BLAs appointed by Political Parties in the state of Bihar

Sl. No.	Name of the political party	Total no. of BLAs nominated (Before the start of SIR) (23.06.2025)	Total no. of BLAs nominated (As on 25.07.2025)	% बढ़ोतरी (लगभग)
1	Bahujan Samaj Party	26	74	↑ 185%
2	Bharatiya Janata Party	51,964	53,338	↑ 3%
3	Communist Party of India (Marxist)	76	899	↑ 1083%
4	Indian National Congress	8,586	17,549	↑ 105%
5	Rashtriya Janata Dal	47,143	47,506	↑ 1%
6	Janata Dal (United)	27,931	36,550	↑ 31%
7	Rashtriya Lok Samta Party	264	270	↑ 2%
8	Communist Party of India (Marxist–Leninist) (Liberation)	233	1,496	↑ 542%
9	Rashtriya Lok Janshakti Party	2,457	1,913	↑ 27%
10	Lok Janshakti Party (Ram Vilas)		1,210	
11	National People's Party	—	7	-
12	Aam Aadmi Party	—	1	-
—	Total	1,38,680	1,60,813	↑ 16%

Preshant Bhusan
(TRUE COPY)

For <https://www.youtube.com/watch?v=O3JOEBW0nSY>

TRANSCRIPT IN ENGLISH: 07:00 to 11:45 minutes

“Please watch this 3-minute video first, then we’ll talk about it. It’s 3 minutes and 26 seconds long. Go ahead and sign, no problem. It’s your compulsion. If you’ve been told to sign, then what can you do?”

Now that the entire responsibility has been handed over to you—to keep filling forms and signing—are you just mixing things up and signing them off? Look, sir, the BEOs (Block Education Officers), BLOs (Booth Level Officers), they’re signing on the back pages of the voters’ forms. These people have been given a target and pressured by the district administration or the election officials to fill out these blank forms, whether or not they’ve visited any voters. You’ve been told to just fill and submit. So, they’re filling it themselves and signing it themselves.

Look at these blank forms. And what will they do? These people are under pressure. Madam, don’t be tense. Just keep filling out the forms. You’re doing all the work anyway, so they won’t ask questions.

Caught here—this is in Phulwari Sharif. Caught in Phulwari Sharif, district Patna. These are government people, sir. It’s Phulwari, so just understand and keep filling. Fill everything today itself—we need to finish the work today itself. These are the same people, doing 100% of the work today. It’s a big right in Hindustan right now. These are all BLOs. They’ve all been assigned duties in Phulwari Sharif, which is a subdivision of Patna.

Phulwari Sharif is both a Vidhan Sabha (assembly) constituency and a subdivision. It is a block of Patna district. These many BLOs are sitting at the Nagar Parishad (Municipal Council) office. What office is this? The block office. I arrived here suddenly. There are around 40 BLOs and supervisors here. Each one has 100 or 150 such bundles. All of these are bundles of blank forms, I believe. None of them have names written on them. Only the top part from the Election Commission is filled; the rest is all blank. All the columns are empty. There are no signatures on the back either. And now, these people are rapidly filling them out.

Right now, Madam has many forms, and she’s been given the responsibility to fill them with names from the voter list. Which year’s voter list is it?

This is the 2025 voter list. They have it open in front of them, and they're filling the forms. That's it. Doing only what's visible.

What is your name?

Who are you?

I'm no one.

Who are you?

I'm no one.

Who are you?

I'm no one.

This 3-minute and 16-second video, which I recorded using my mobile camera, had to be stopped when someone—possibly a supervisor—suddenly arrived and asked who I was. He must have realized their whole setup, the entire fraud, was being recorded on my mobile. He struck my phone, and I left the place.

But in this video, it's clearly visible that the BLOs sitting there have the voter list and bundles of blank enumeration forms. And they are filling them in themselves and signing them. Do the voters whose forms are being filled even know about this? Are they even present there? Where are they? Who are they? Were they real in 2025 or are they fake now? I don't know. Do those voters know anything? Why are the forms being filled without contacting them?

Why has this situation arisen? And if such an enumeration or survey is happening—if this is how forms are being filled in a block office in Phulwari Sharif, where 30 to 40 people are sitting and filling forms, each BLO having 100, 200, or 400 forms, and this has been going on for many days—

Transcript in Hindi

आप देखिए 3 मिनट का ये पहले वीडियो उसके बाद फिर इस पर बात करता हूँ। 3 मिनट कुछ सेकंड 3 मिनट 26 सेकंड देखिए कर दीजिए दस्तखत कोई बात नहीं। आप लोग की मजबूरी है। आप लोग को कहा गया दस्तखत करने तो उसमें क्या है? [संगीत] अब जब सब आप ही लोग को जिम्मा दे दिया गया कि फॉर्म भरते जाइए, दस्तखत करते जाइए। तो क्या बस इससे मिला के बस कर दे रहे हैं आप लोग दस्तखत सब लोग दस्तखत देखिए बीओ साहब बीएलओ साहब सब वोटर के पीछे पत्रे पे दस्तखत कर दे रहे हैं अब इन लोगों कोकि टारगेट दिया गया है दबाव बनाया गया है जिला प्रशासन या निर्वाचन अधिकारी की तरफ से कि बस साथे फॉर्म पे किसी वोटर के पास गए चाहे नहीं गए यही कह दिया ना आप लोग को बस भरभ के जमा करना है हां भरभ हैं खुद ही दस्तखत कर रहे हैं और खुद ही सब जमा कर रहे हैं। यह सादे फॉर्म देखिए और यह सब क्या करेंगे?

इन लोगों पे दबाव है और मैडम टेंशन में आप टेंशन मत रहिए। अपना काम भरते जाइए। आप ही काम कर रहे हैं तो नहीं पूछते। [संगीत] पकड़ी यह हो गया फुलवारी शरीफपुर पकड़ी फुलवारी शरीफ जिला पटना सरकार के आदमी है सर फुलवारी रखी है तो समझ भर दीजिए भर दीजिए आज के आज हम लोग कोचा काम को निपटा देना है यही लोग आज के आज ही सारा काम को 100% हिंदुस्तान के बहुत बड़ा हक अभी ये सारे बीएलओ हैं। इन सबको जिम्मेदारी है फुलवारी शरीफ में हम है। ये पटना का पटना का सब डिवीजन हुआ। फुलवारी शरीफ विधानसभा विधानसभा क्षेत्र और सब डिवीजन है। ब्लॉक ब्लॉक है पटना जिले का और ये बहुत सारे बीएलओ ये नगर परिषद ऑफिस है। क्या ऑफिस है ये? प्रखंड का प्रखंड का ऑफिस है। अचानक मैं पहुंचा यह 40 के आसपास बीएलओ और सुपरवाइजर हैं। सबके पास ये 100-100 डे 150 जैसे ये पूरा बंडल रखा हुआ है। ये पूरा बंडल है। ये बंडल पूरा मेरे ख्याल से सब सादा बंडल है। इसमें किसी में कुछ नाम नहीं लिखा हुआ है। मतलब ऊपर जो चुनाव आयोग का है और उसके बाद सब अधूरा भरा हुआ कुछ भी सारे कॉलम खाली है। पीछे कोई सिग्रेचर नहीं है और यह सब लोग अब धनाधन इसमें भर रहे हैं। अभी मैडम साहब के पास मैडम जी के पास बहुत सारे फॉर्म है और सब जिम्मेदारी दी गई है कि इसमें फॉर्म में नाम से लेकर और वोटर लिस्ट सामने है। वोटर लिस्ट किस साल का है वो? ये 2025 2025 का। वोटर लिस्ट सामने है और ये फॉर्म भर रहे हैं। बस कुछ नहीं कर रहे हैं। जो दिखा उतना ही किया। क्या सुनाम है आपका? अरे आप कौन है? हम कुछ नहीं है। अरे आप कौन है? हम कुछ नहीं है। अरे आप कौन है? हम कुछ नहीं है।

इस 3 मिनट 16 सेकंड के वीडियो में जिसे मैंने मोबाइल कैमरे से रिकॉर्ड किया और उसे तब बंद करना पड़ा जब कोई शख्स सुपरवाइजर हो सकते हैं जो आया अचानक उन्होंने पूछा आप कौन है? और उन्हें लग गया कि उनका सारा खेल, सारा फर्जीवारा मेरे मोबाइल कैमरे में रिकॉर्ड हो रहा है। उन्होंने मेरे मोबाइल पर हाथ मारा और मैं वहां से निकल गया। लेकिन इस वीडियो में साफ-साफ दिख रहा है कि वहां जो बीएलओ बैठे हैं उनके पास वोटर लिस्ट है। खाली फॉर्म के बंडल हैं इनमरेशन फॉर्म के गणना प्रपत्र के और उसके बाद वह खुद फॉर्म भर रहे हैं और दस्तखत कर रहे हैं। जिनके फॉर्म भर रहे हैं, दस्तखत कर रहे हैं। उन वोटर्स को पता भी है या नहीं? वो वोटर्स यहां हैं भी या नहीं? वो वोटर्स कहां है या कौन है? सही है कि गलत हैं 2025 में सही थे या अब सही हैं फर्जी है या क्या मैं नहीं जानता उन वोटर्स को पता है या नहीं उनसे संपर्क किए बगैर क्यों भरा जा रहा है ऐसी स्थिति आई क्यों और अगर ऐसे एसआईआर हो रहा है अगर इस तरह से फॉर्म भरे जा रहे हैं एक फुलवारी शरीफ में जो ब्लॉक में अगर एक जगह 30 या 40 लोग बैठकर फॉर्म भर रहे हैं और हर बीएलओ के पास 100 200 400 फॉर्म है और यह कई दिनों से चल रहा है।

Preshant Kushan

(TRUE COPY)

ANNEXURE: R14

<https://navbharattimes.indiatimes.com/state/bihar/sitamarhi/bihar-blo-commits-fake-signature-in-voter-list-in-sitamarhi-audio-has-gone-viral-voter-list-sir-revision/articleshow/122793484.cms>

In English:

Negligence by BLO in Sitamarhi: Fake Signatures and Forms Submitted Without Documents in Voter List

Sitamarhi News Today: In Sitamarhi district, BLO Manoj Gupta displayed gross negligence during the voter list revision. He filled out and submitted several voter forms himself without meeting the voters or getting their signatures. Gupta admitted that, under pressure from officials, he submitted many forms online without attaching any documents, which has now led to controversy.

Sitamarhi: The process of intensive revision of the voter list is underway. This task has been assigned to BLOs (teachers/sevikas). The revision is being carried out at a war footing. In the midst of this, Manoj Gupta, a BLO from Narha Panchayat in Bathnaha block of Sitamarhi district, crossed all limits of carelessness. Instead of giving the prescribed forms to voters, he filled them out himself, signed them, and submitted them. These entries were also made online. However, as per rules, the BLO must collect necessary documents from voters and get their signatures on the form before submitting it online.

Audio Clip of Voter and BLO Goes Viral

The negligence of the BLO was exposed by a voter from Jhitkahiya village in Narha Panchayat. The voter questioned BLO Gupta about submitting the form online without taking his signature or documents. Their conversation was recorded and went viral on social media. The accused BLO Gupta confirmed the audio's authenticity. In the audio, the voter asks whether forms for Prabha Kumari and Rajeshwar Kumar were given. The BLO responds that he has already filled and submitted their forms online, and there would be no problem. When the voter asked about the required signature on the form, Gupta replied, "I signed it myself. There won't be any issue."

BLO's Explanation

The BLO told the voter that there wasn't much to fill in the form—just the EPIC number and the father's name. For people he knew, he signed and submitted their forms himself. When the voter strongly objected, Gupta replied that the voter list would be published on August 1. If anything is missed, it can be corrected. On the issue of photo updates, the BLO said that would also be resolved.

Working Under Pressure

When the voter questioned whether he had filled and submitted forms for everyone from a single location without asking for documents or signatures, BLO Gupta said, “That’s just how the department is. We are working under a lot of pressure. The officials have directed us to upload everyone’s form online, whether or not they submit documents.” When the voter asked whether the BLO had the authority to submit forms online using forged signatures and without documents, Gupta admitted he did not. In the audio, the BLO repeatedly reassures the voter, saying, “There will be no problem.” When contacted by NBT regarding the viral audio, BLO Gupta admitted to it and acknowledged that he had signed and submitted many forms himself, and that many forms were submitted without any attached documents.

In Hindi:

सीतामढ़ी में बीएलओ की लापरवाही: वोटर लिस्ट में फर्जी हस्ताक्षर और बिना कागजात के फॉर्म जमा

Sitamarhi News Today : सीतामढ़ी जिले में वोटर लिस्ट पुनरीक्षण में बीएलओ मनोज गुप्ता ने भारी लापरवाही बरती। उन्होंने कई वोटरों के फॉर्म बिना उनसे मिले और हस्ताक्षर कराए खुद ही भर दिए और जमा करा दिए। गुप्ता ने स्वीकार किया कि अधिकारियों के दबाव में उन्होंने बिना कागजात के ही कई फॉर्म ऑनलाइन कर दिए, जिसके चलते विवाद उत्पन्न हो गया है।

सीतामढ़ी: वोटर लिस्ट के गहन पुनरीक्षण का कार्य चल रहा है। यह काम बीएलओ (शिक्षक/सेविका) को दिया गया है। युद्धस्तर पर [वोटर लिस्ट पुनरीक्षण](#) का काम किया जा

रहा है। इस बीच, सीतामढ़ी जिले के बथनाहा प्रखंड के नरहा पंचायत के एक बीएलओ मनोज गुप्ता ने लापरवाही की हद पार कर दी है। दरअसल, गुप्ता अधिकांश वोटर्स को निर्धारित फॉर्म नहीं देकर खुद ही भरकर और अपना ही हस्ताक्षर कर उसे जमा करा दिया है। इसकी ऑनलाइन एंट्री भी हो गई है, जबकि नियमतः वोटर से जरूरी कागजात लेना है और फॉर्म पर संबंधित वोटर से हस्ताक्षर कराने के बाद ही ऑनलाइन करना है।

वोटर और बीएलओ की ऑडियो वायरल

बीएलओ की लापरवाही का खुलासा एक वोटर ने ही किया है। वोटर नरहा पंचायत के झिटकहिया गांव के हैं। वोटर ने बीएलओ गुप्ता से वोटर के बिना दस्तखत और कागजात लिए फॉर्म ऑनलाइन कर देने को लेकर सवाल किया है। दोनों के सवाल-जवाब का ऑडियो सोशल मीडिया पर वायरल हुआ है। आरोपी बीएलओ गुप्ता ने ऑडियो की पुष्टि की है। ऑडियो के अनुसार, वोटर ने पूछा कि प्रभा कुमारी और राजेश्वर कुमार के नाम का फॉर्म नहीं दिया है ? इस पर बीएलओ का जवाब था कि वे दोनों का फॉर्म भरकर जमा कर दिए हैं। ऑनलाइन भी हो गया है। कोई दिक्कत नहीं होगी। फॉर्म पर तो वोटर को हस्ताक्षर करना है, के सवाल पर बीएलओ गुप्ता का जवाब था कि 'वे खुद हस्ताक्षर कर दिए हैं। कोई दिक्कत नहीं होगी।'

बीएलओ ने यह दी सफाई

बीएलओ ने वोटर को बताया है कि फॉर्म में कुछ नहीं था। इपिक नंबर और पिता का नाम भरना था। वे जिन लोगों को जानते हैं, उनके फॉर्म पर उन्होंने खुद हस्ताक्षर कर ऑनलाइन करा दिया। वोटर की कड़ी आपत्ति पर गुप्ता का जवाब था कि एक अगस्त को वोटर लिस्ट प्रकाशित होगा। कुछ छूटा होगा, तो उसे ठीक कर देंगे फोटो चेंज करना था, के सवाल पर बीएलओ कहते हैं कि कोई बात नहीं है। वह भी ठीक हो जाएगा।

काफी प्रेशर में कर रहे हैं काम

एक ही जगह बैठे-बैठे और बिना कागज मांगे और हस्ताक्षर के सभी लोगों का फॉर्म भरकर जमा करा दिए हैं, के वोटर के सवाल पर बीएलओ गुप्ता कहते हैं कि यह विभाग ही ऐसा है। काफी प्रेशर में काम कर रहे हैं। अधिकारी ही कह दिए हुए हैं कि कोई कागजात दे या न दे, सभी का फॉर्म ऑनलाइन करना है। वोटर पूछता है कि बिना कागज लिए और फर्जी हस्ताक्षर कर फॉर्म को ऑनलाइन करने का अधिकार है, तो बीएलओ कहते हैं कि अधिकार नहीं है। ऑडियो में वोटर के हर सवाल पर बीएलओ गुप्ता कहते हैं कि कोई दिक्कत नहीं होगी। NBT ने बीएलओ गुप्ता से संपर्क किया और वायरल ऑडियो के बारे में पूछा तो उन्होंने इसे स्वीकार किया। उन्होंने स्वीकार किया कि बहुत सारे लोगों का फॉर्म उन्होंने खुद हस्ताक्षर कर जमा करा दिए हैं। बहुत सारे फॉर्म में कागजात नहीं लगे हैं।

Prashant Kushan
(TRUE COPY)

ECI and Patna admin's rebuttal of Ajit Anjum's SIR 'exposé' has several loopholes

Abhishek Kumar : 8-9 minutes : 22/07/2025

With the Election Commission's special intensive revision (SIR) of voter list underway in poll-bound Bihar, several reports have emerged highlighting irregularities and flaws in the said exercise. Employees at multiple levels are reportedly under significant pressure to expedite the process. The Block Development Officer (BDO) of Barsoi block in Katihar district recently submitted his [resignation](#) to the district magistrate alleging mental harassment by the sub-divisional officer. The BDO also accused the officer of pressuring him to work 24 hours a day.

In a related development, [senior](#) journalist [Ajit Anjum](#) released a video report from a block office in the Phulwari assembly constituency of Patna, showing a BLO engaged in an SIR work. In his report, Anjum alleged that BLOs were forging signatures on voter forms.

Subsequently, the [Patna district administration](#) 'fact-checked' Anjum's claims, calling them misleading and baseless. The Election Commission also shared this fact-check on X.

Election Commission of India reposted

District Administration Patna @dm_patna · Jul 17

16 जुलाई को अजीत अंजुम, यूट्यूबर द्वारा शीर्षक "कैमरे में कैद सबूत: पटना में हजार वोटर्स के फॉर्म भरकर खुद ही दस्तखत करते मिले BLO" का वीडियो अपलोड किया गया, जिसमें उनके द्वारा यह आरोप लगाया गया कि विशेष गहन पुनरीक्षण, 2025 के दौरान मतदाताओं का गणना प्रपत्र प्रारूप एक प्रखण्ड के

[Show more](#)

उप विकास अनुकूल, पटना की अखिलता में जिला स्तरीय जीव संचित का गठन किया गया।

समिति द्वारा उक्त मामले से संबंधित प्रखण्ड के BLOs तथा पदाधिकारियों से पूछताछ की गई तथा भरे हुए गणना प्रपत्रों की जांच की गई। जांच के समय मतदान केंद्र संख्या-226 की BLO श्रीमती सनी कुमार, मतदान केंद्र संख्या-32 के BLO श्री विजय कुमार, मतदान केंद्र संख्या-224 के BLO श्री संजीव कुमार, मतदान केंद्र संख्या-257 के BLO श्री राजकिशोर कुमार, मतदान केंद्र संख्या-25 की BLO श्री अमित कुमार तथा मतदान केंद्र संख्या-260 के BLO श्री मोहम्मद अखत से पूछताछ की गई तथा उनके द्वारा भरे गये गणना प्रपत्रों का सत्यापन से जांच किया गया।

विवरित हो कि दिनांक-16.07.2025 को 10:00 बजे पूर्वाह्न में जिला निर्वाचन पदाधिकारी-सह-जिला पदाधिकारी, पटना सभी निर्वाचक निबंधन पदाधिकारियों के समक्ष आम बैठक में यह विवेक दिया गया था कि सभी BLOs अपने-अपने मतदान केंद्रों के मूल/स्थानान्वित मतदाताओं की सूची बनाएँ। साथ सभी सार्वजनिक दलों के BLOs के साथ समन्वय स्थापित कर सत्यापन कराएँ।

रहा है। जांच से स्पष्ट है कि BLO द्वारा मूल/स्थानान्वित मतदाताओं की सूची बनाए जाने के क्रम में गणना प्रपत्र पर हस्ताक्षर किया गया है तथा उपरिभाषित सभी पदाधिकारी भी जिला निर्वाचन पदाधिकारी-सह-जिला पदाधिकारी, पटना के निर्देशानुसार यह कार्य कर रहे थे।

यह स्पष्ट है कि उक्त यू-ट्यूब के वायरल वीडियो में लगाये गये आरोप भ्रमक तथा सत्य से परे हैं। इस/संदिग्ध लोकतांत्रिक मूल्यों और मानविकता के प्रति प्रतिबद्धता को दर्शाता है। कुछ ही छुनिन्दा पत्रकार/यू-ट्यूबर द्वारा BLO अथवा प्रशासन का यह जाने बिना भ्रमक एवं लक्ष्यहीन सूचना अमलियों के बीच फैलाया जा रहा है, जिससे सचेत रहने की आवश्यकता है।

II 0:26

स. राजकाश की कोई भी पुष्टिपत्रक आदि नहीं प्रस्तुत किया।

[7] स. राजकाश भारत में 02.12.2024 के बाद हुआ है।

- अपने जन्म तिथि और/वा अन्य सत्यापन को प्रमाणित करने के लिए सीटों पर सूची में से कोई भी पदाधिकारी उपस्थित कराएँ।
- पिता के जन्म तिथि और/वा अन्य सत्यापन को प्रमाणित करने के लिए सीटों पर सूची में से कोई भी पदाधिकारी उपस्थित कराएँ।
- साला की जन्म तिथि और/वा अन्य सत्यापन को प्रमाणित करने के लिए सीटों पर सूची में से कोई भी पदाधिकारी उपस्थित कराएँ।
- अति माता या पिता में से कोई-पक्षीय नहीं है, जो अपने जन्म के संबंध के उनके से चारों ओर सीटों की एक प्रति उपलब्ध कराएँ।

मेरा जन्म मातृ से पहले हुआ है (विदेश में भारतीय निवासी द्वारा जारी जन्म प्रमाण पत्र संलग्न करें),

Claim I by Patna District Administration

In a press note, the [Patna district administration](#) stated that it had taken cognisance of the matter flagged by Anjum, and the district election officer-cum-district magistrate, Patna, had constituted a district-level investigation committee under the chairmanship of the

दिनांक-16.07.2025 को अजीत अंजुम, यूट्यूब द्वारा शीर्षक 'कैमरे में कैद सद्दत : पटना में हजार वोटर्स को फॉर्म भरकर खुद ही दस्तखत करते मिले BLO' का वीडियो अपलोड किया गया, जिसमें उनके द्वारा यह आरोप लगाया गया कि विशेष गहन पुनरीक्षण, 2025 के दौरान मतदाताओं का गणना प्रपत्र प्रारूप एक प्रखण्ड के BLO द्वारा स्वयं भरकर हस्ताक्षर किया जा रहा है। उनके द्वारा यह भी आरोप लगाया गया कि उस कमरे में उपस्थित सभी BLOs द्वारा यही काम किया जा रहा है। इस मामले को संज्ञान में लेते हुए जिला निर्वाचन पदाधिकारी-सह-जिला पदाधिकारी, पटना द्वारा त्वरित जाँच हेतु उप विकास आयुक्त, पटना की अध्यक्षता में जिला स्तरीय जाँच समिति का गठन किया गया।

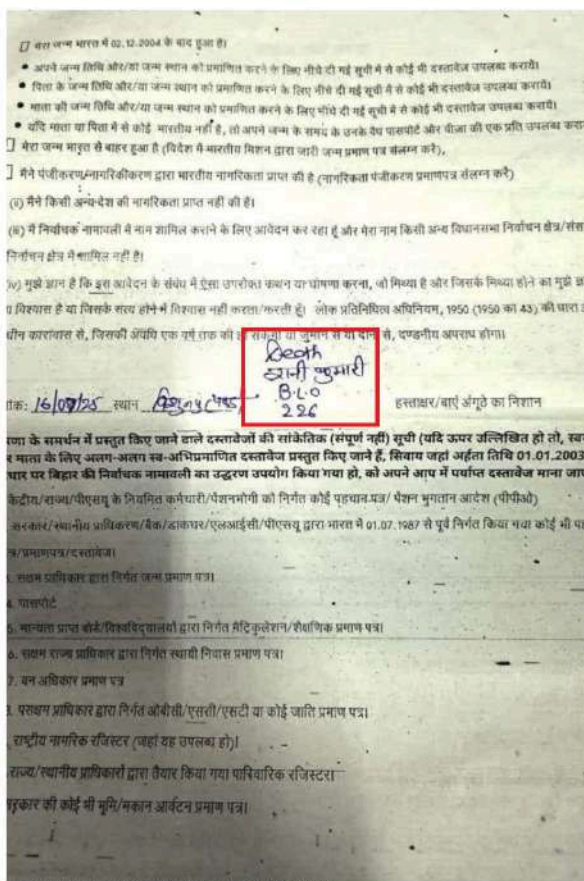
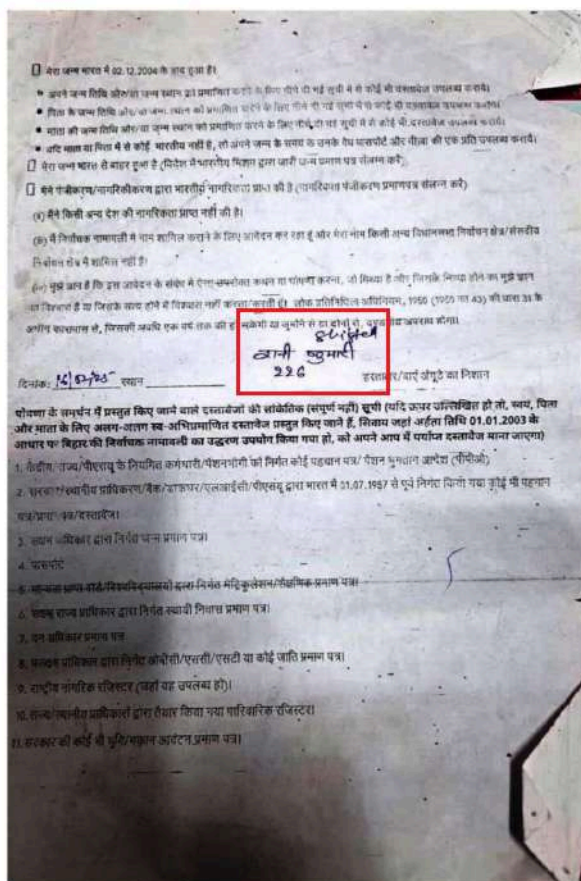
समिति द्वारा जाँच में यह पुष्टि हुई कि मृत/स्थानान्तरित मतदाताओं के गणना प्रश्न में BLO द्वारा Dead या Shifted लिखकर स्वयं का हस्ताक्षर कर सत्यापित किया जा रहा था तथा किसी भी योग्य मतदाता के गणना प्रश्न में BLO द्वारा हस्ताक्षर नहीं किया गया। इससे स्पष्ट है कि निर्वाचक का हस्ताक्षर BLO द्वारा नहीं किया जा रहा था। मतदान केन्द्र संख्या-226 की BLO श्रीमती सनी कुमारी द्वारा किये गये अब तक के कार्यों के अवलोकनोपरांत यह पाया गया कि उनके मतदान केन्द्र के 878 मतदाताओं में से 725 मतदाताओं का गणना प्रश्न उक्त वायरल वीडियो के प्रकाशन के पूर्व में ही Upload किया जा चुका है, और अभी बस मृत/स्थानान्तरित मतदाताओं की सूची तैयार किये जाने का कार्य बच रहा है। जाँच पर स्पष्ट है कि BLO द्वारा मृत/स्थानान्तरित मतदाताओं की सूची बनाये जाने के क्रम में गणना प्रश्न पर हस्ताक्षर किया गया है तथा उपस्थित अन्य सरकारी पदाधिकारी भी जिला निर्वाचन पदाधिकारी-राह-जिला पदाधिकारी, गठन के निर्देशानुसार यह कार्य कर रहे थे।

यह स्पष्ट है कि उक्त यू-ट्यूब को आधारित वीडियो में लगाये गये आरोप भ्रामक तथा तथ्य से परे हैं। प्रेस/मीडिया लोकतांत्रिक मूल्यों और मानवाधिकारों के प्रति प्रतिबद्धता को दर्शाता है। कुछ ही मुनिम्दा पत्रकार/यू-ट्यूबर द्वारा BLO अथवा प्रशासन का पक्ष ज्ञाने विना भ्रामक एवं तथ्यविहीन सूचना आगलनों के बीच फँसलाया जा रहा है, जिससे सचेत रहने को आवश्यकता है।

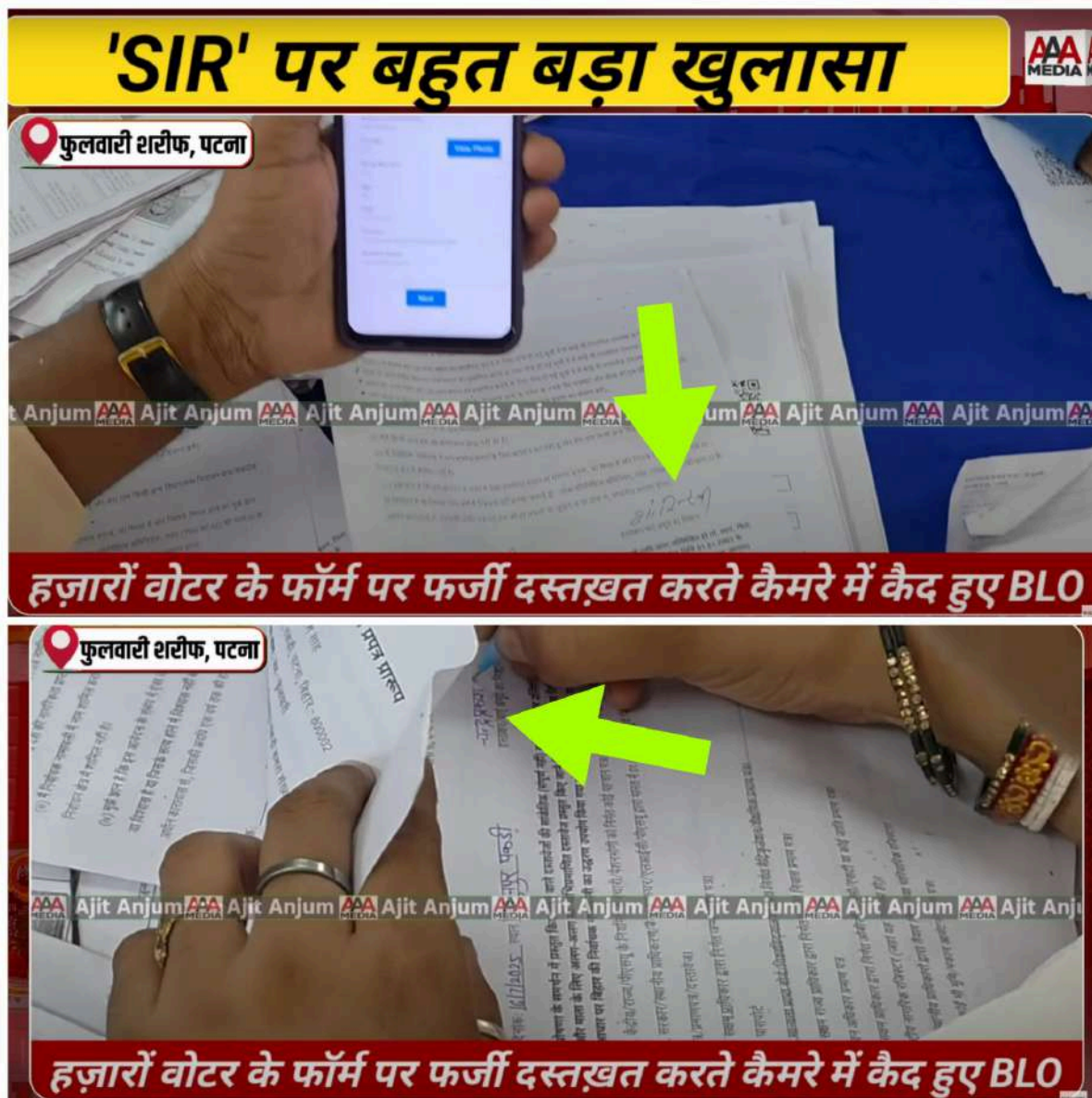
विदित हो कि दिनांक-16.07.2025 को 10:00 बजे पूर्वहन में जिला निर्वाचन पदाधिकारी-सह-जिला पदाधिकारी, पटना द्वारा सभी निर्वाचक निबंधन पदाधिकारियों के समीक्षात्मक बैठक में यह निदेश दिया गया था कि सभी BLOs अपने-अपने मतदान केन्द्रों के मृत/स्थानान्तरित मतदाताओं की सूची बनाएंगे तथा सभी राजनीतिक दलों के BLAs के साथ समन्वय स्थापित कर सत्यापन करारंगें।

जैच के दौरान पाया गया कि उक्त वीडियो में उपस्थित सभी BLOs द्वारा संबंधित विधान सभा निर्वाचन क्षेत्र के मृत/स्थानान्तरित मतदाताओं की सूची तैयार की जा रही थी जो राजनैतिक दलों के प्रतिनिधियों (BLAs) के साथ अयोजित आगामी बैठक में साझा किया जाता, ताकि राजनीतिक दलों द्वारा BLAs के माध्यम से इसका सत्यापन कराया जा सके। इस सूची को बनाने का उद्देश्य यह है कि BLO द्वारा तैयार किये गये सूची का सत्यापन BLA भी कर लें, ताकि कोई भी योग्य मतदाता का नाम Draft निर्वाचक सूची से न छूटे।

The district administration also shared two such documents in which the signature of BLO Rani Kumari with the words 'Death' and 'Shifted' can be seen on the back of the voter enumeration form.



Upon taking a [closer look](#) at the video uploaded by journalist Ajit Anjum on his YouTube channel, we observed that the BLO was not signing as herself. In fact, the male BLO was signing in the name of Shanti Devi. Furthermore, the female BLO was signing in the name of Chandra Prakash Sah. Therefore, the claim of the Patna administration that the BLO was verifying the enumeration form of dead/shifted voters by writing 'Death' or 'Shifted' and signing the forms seems to be misleading.



Claim II

After the first claim was proven wrong, the Patna district administration issued a new statement. In this response, they cited the death certificate of the deceased **Chandra Prakash Sah** and stated that it had also verified the information about the voter named **Shanti Devi** being deceased. It claimed that the BLO had verified that both of these individuals were dead by writing 'Death' on their forms and putting their names (the deceased person's) in the signature column.



17 जुलाई को यूट्यूबर अजित अंजुम के वीडियो के खंडन में जिला प्रशासन, पटना द्वारा उपलब्ध कराए गए प्रेस नोट पर कतिपय सोशल मीडिया यूजर्स द्वारा यह आपत्ति की गई कि अजित अंजुम के वीडियो में जो दो मतदाता क्रमशः 1. शांति देवी और 2. चंद्रप्रकाश शाह का फॉर्म पर साइन किया जा रहा है उसके बारे में कोई खंडन नहीं किया गया है।

जिला प्रशासन पुनः स्पष्ट करता है कि उक्त वीडियो में फुलवारीशरीफ प्रखण्ड में BLO द्वारा मृत और स्थानांतरित मतदाताओं की सूची तैयार की जा रही थी। उपर्युक्त दोनों मतदाता 1. शांति देवी और 2. चंद्रप्रकाश शाह मृत हैं। चंद्रप्रकाश शाह का मृत्यु प्रमाणपत्र यहाँ संलग्न है। शांति देवी के परिजनों ने सत्यापन के दौरान उनकी मृत्यु की पुष्टि की है। दोनों मतदाताओं के गणना प्रपत्र में BLO के द्वारा मृत मार्क करके हस्ताक्षर के स्थान पर उसका नाम लिखकर सत्यापन किया गया कि ये दोनों मतदाता मृत हैं।

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दिनांक 17.07.2025 को यूट्यूबर अजित अंजुम के वीडियो के खंडन में जिला प्रशासन पटना द्वारा उपलब्ध कराए गए प्रेस नोट पर कतिपय सोशल मीडिया यूजर्स द्वारा यह आपत्ति की गई कि अजित अंजुम के वीडियो में जो दो मतदाता क्रमशः 1. शांति देवी और 2. चंद्रप्रकाश शाह का फॉर्म पर साइन किया जा रहा है उसके बारे में कोई खंडन नहीं किया गया है।

जिला प्रशासन पुनः स्पष्ट करता है कि उक्त वीडियो में फुलवारीशरीफ प्रखण्ड में BLOs द्वारा मृत और स्थानांतरित मतदाताओं का सूची तैयार किया जा रहा था। उपर्युक्त दोनों मतदाता 1. शांति देवी और 2. चंद्रप्रकाश शाह मृत हैं। दोनों मतदाताओं के गणना प्रपत्र में BLOs के द्वारा मृत मार्क करके हस्ताक्षर के स्थान पर उसका नाम लिखकर सत्यापन किया गया कि ये दोनों मतदाता मृत हैं। इन दोनों मतदाताओं का गणना प्रपत्र अपलोड भी नहीं किया गया है। इस सत्यापित प्रपत्र से मृत मतदाताओं को एक सूची तैयार की जा रही थी जिसे आगामी BLAs की बैठक में राजनीतिक दलों के साथ साझा किया जाना है। किसी भी योग्य मतदाता के फॉर्म में BLOs के द्वारा कोई हस्ताक्षर नहीं किया गया है।

26

26

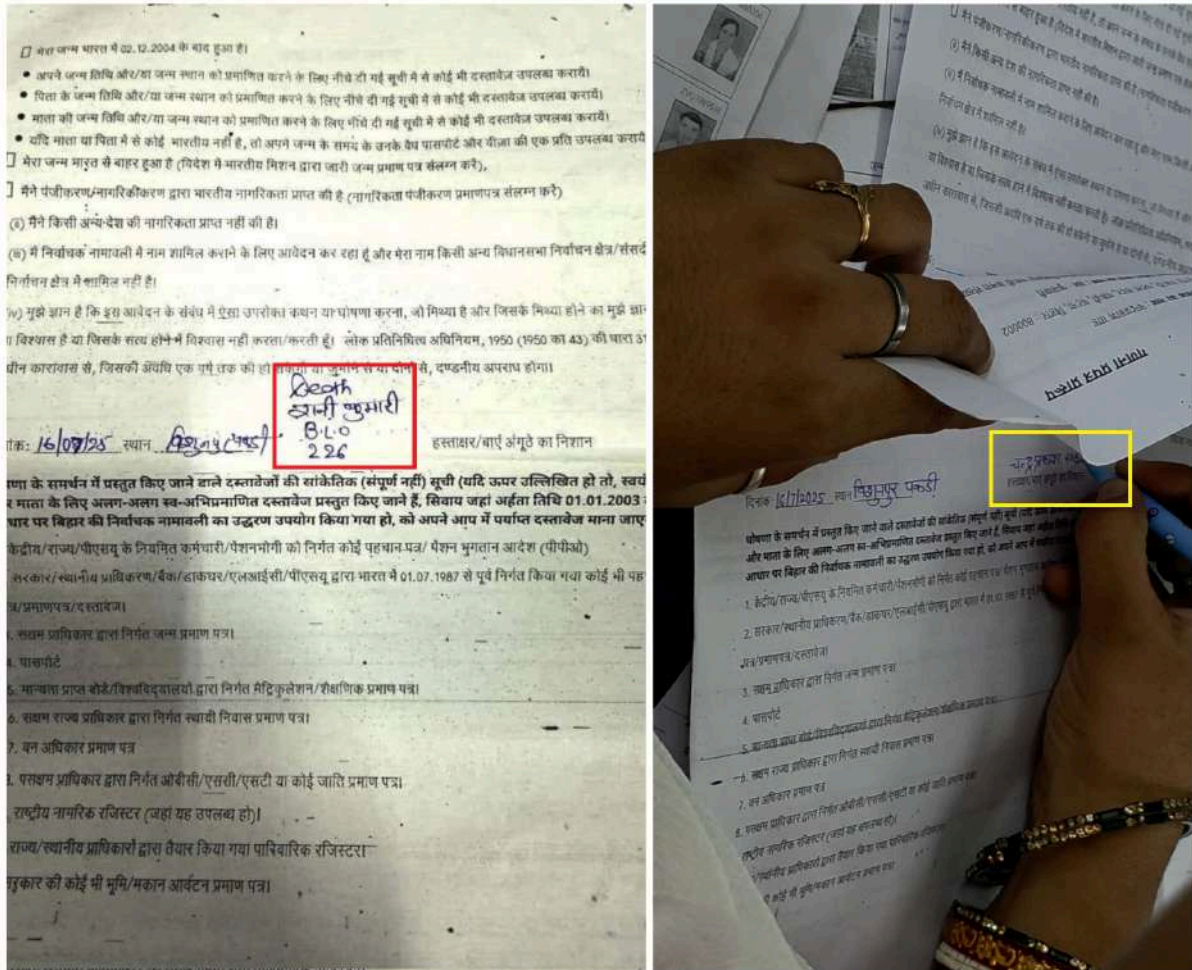
43

35K

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What We Found

It is worth noting that in the first document issued, the Patna district administration showed that in the deceased/shifted voters' enumeration form, the BLO's signature was below the 'Death' or 'Shifted' remark. However, in the second statement issued by the district administration, it was claimed that the BLO verified that both the individuals in question were deceased by marking 'Death' and writing the deceased person's name (read signature) in place of the voter's signature. Two different formats for filling the enumeration forms of deceased voters in the same block seems suspicious and creates confusion. The



Along with this glaring discrepancy in the two statements, the other question that this response by Patna district administration raises is whether there is any legally accepted procedure where the signature of a deceased individual can be replaced by someone else writing the deceased person's name in the signature box. In addition, it raises the question of whether a deceased person can even have a signature. Indian law considers the use of a signature of another individual in place of the concerned person in a document as forgery and treats it as a crime.

District Administration...
@dm_patna
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Translate post

समिति द्वारा जाँच में यह पुष्टि हुई कि मृत/स्थानान्तरित मतदाताओं के गणना प्रपत्र में BLO द्वारा Dead या Shifted लिखकर स्वयं का हस्ताक्षर कर सत्यापित किया जा रहा था तथा किसी भी योग्य मतदाता के गणना प्रपत्र में BLO द्वारा हस्ताक्षर नहीं किया गया। इससे स्पष्ट है कि निर्वाचक का हस्ताक्षर BLO द्वारा नहीं किया जा रहा था। मतदान केन्द्र संख्या-226 की BLO श्रीमती रानी कुमारी द्वारा किये गये अब तक के कार्यों के अवलोकनोपरान्त यह पाया गया कि उनके मतदान केन्द्र के 878 मतदाताओं में से 725 मतदाताओं का गणना प्रपत्र उक्त वायरल वीडियो के प्रकाशन के पूर्व में ही Upload किया जा चुका है, और अभी बस मृत/स्थानान्तरित मतदाताओं की सूची तैयार किये जाने का कार्य चल रहा है। जाँच से स्पष्ट है कि BLO द्वारा मृत/स्थानान्तरित मतदाताओं की सूची बनाये जाने के क्रम में गणना प्रपत्र पर हस्ताक्षर किया गया है तथा उपस्थित अन्य सभी पदाधिकारी भी जिला निर्वाचन पदाधिकारी-सह-जिला पदाधिकारी, पटना के निर्देशानुसार यह कार्य कर रहे थे।

यह स्पष्ट है कि उक्त यू-ट्यूब के वायरल वीडियो में लगाये गये आरोप भ्रामक तथा तथ्य से परे हैं। प्रेस/मीडिया लोकतांत्रिक मूल्यों और मानवाधिकारों के प्रति प्रतिबद्धता को दर्शाता है। कुछ ही चुनिन्दा पत्रकार/यू-ट्यूबर द्वारा BLO अथवा प्रशासन का पक्ष जाने बिना भ्रामक एवं तथ्यविहीन सूचना आम लोगों के बीच फैलाया जा रहा है, जिससे सचेत रहने की आवश्यकता है।

17 जुलाई को यूट्यूबर अजित अंजुम के वीडियो के खंडन में जिला प्रशासन, पटना द्वारा उपलब्ध कराए गए प्रेस नोट पर कतिपय सोशल मीडिया यूजर्स द्वारा यह आपत्ति की गई कि अजित अंजुम के वीडियो में जो दो मतदाता क्रमशः 1. शांति देवी और 2. चंद्रप्रकाश शाह का फॉर्म पर साइन किया जा रहा है उसके बारे में कोई खंडन नहीं किया गया है।

जिला प्रशासन पुनः स्पष्ट करता है कि उक्त वीडिओ में फुलवारीशरीफ प्रखण्ड में BLO द्वारा मृत और स्थानान्तरित मतदाताओं की सूची तैयार की जा रही थी। उपर्युक्त दोनों मतदाता 1. शांति देवी और 2. चंद्रप्रकाश शाह मृत हैं। चंद्रप्रकाश शाह का मृत्यु प्रमाणपत्र यहाँ संलग्न है। शांति देवी के परिजनों ने सत्यापन के दौरान उनकी मृत्यु की पुष्टि की है। दोनों मतदाताओं के गणना प्रपत्र में BLO के द्वारा मृत मार्क करके हस्ताक्षर के स्थान पर उसका नाम लिखकर सत्यापन किया गया कि ये दोनों मतदाता मृत हैं।

Claim III

In both its first and subsequent press notes, the Patna district administration claimed that all the BLOs seen in journalist Ajit Anjum's video were preparing the list of deceased/shifted voters of their respective polling stations.

—: प्रेस नोट :-

दिनांक-16.07.2025 को अजित अंजुम, यूट्यूबर द्वारा शीर्षक "कैमरे में कैद सबूत : पटना में हजारों वोटर्स के फॉर्म भरकर खुद ही दस्तखत करते मिले BLO" का वीडियो अपलोड किया गया, जिसमें उनके द्वारा यह आरोप लगाया गया कि विशेष गहन पुनरीक्षण, 2025 के दौरान मतदाताओं का गणना प्रपत्र प्रारूप एक प्रखण्ड के BLO द्वारा स्वयं भरकर हस्ताक्षर किया जा रहा है। उनके द्वारा यह भी आरोप लगाया गया कि उस कमरे में उपस्थित सभी BLOs द्वारा यही काम किया जा रहा है। इस मामले को संज्ञान में लेते हुए जिला निर्वाचन पदाधिकारी-सह-जिला पदाधिकारी, पटना द्वारा त्वरित जाँच हेतु उप विकास आयुक्त, पटना की अध्यक्षता में जिला स्तरीय जाँच समिति का गठन किया गया।

समिति द्वारा उक्त मामले से संबंधित प्रखण्ड के BLOs तथा पदाधिकारियों से पूछताछ की गई तथा भरे हुए गणना प्रपत्रों की जाँच की गई। जाँच के समय मतदान केन्द्र संख्या-226 की BLO श्रीमती रानी कुमारी, मतदान केन्द्र संख्या-32 के BLO श्री विजय कुमार, मतदान केन्द्र संख्या-224 के BLO श्री संजित कुमार, मतदान केन्द्र संख्या-257 के BLO श्री राजकिशोर कुमार, मतदान केन्द्र संख्या-25 की BLO श्री अमित कुमार तथा मतदान केन्द्र संख्या-260 के BLO मो0 मोहसीन अख्तर से पूछताछ की गई तथा उनके द्वारा भरे गये गणना प्रपत्रों का सघनता से जाँच किया गया।

विदित हो कि दिनांक-16.07.2025 को 10:00 बजे पूर्वाह्न में जिला निर्वाचन पदाधिकारी-सह-जिला पदाधिकारी, पटना द्वारा सभी निर्वाचक निबंधन पदाधिकारियों के समीक्षात्मक बैठक में यह निर्देश दिया गया था कि सभी BLOs अपने-अपने मतदान केन्द्रों के मृत/स्थानान्तरित मतदाताओं की सूची बनाएंगे तथा सभी राजनीतिक दलों के BLAs के साथ समन्वय स्थापित कर सत्यापन कराएंगे। जाँच के दौरान पाया गया कि उक्त वीडियो में उपस्थित सभी BLOs द्वारा संबंधित विधान सभा निर्वाचन क्षेत्र के मृत/स्थानान्तरित मतदाताओं की सूची तैयार की जा रही थी जो राजनीतिक दलों के प्रतिनिधियों (BLAs) के साथ आयोजित आगामी बैठक में साझा किया जाता, ताकि राजनीतिक दलों द्वारा BLAs के माध्यम से इसका सत्यापन कराया जा सके। इस सूची को बनाने का उद्देश्य यह है कि BLO द्वारा तैयार किये गये सूची का सत्यापन BLA भी कर ले, ताकि कोई भी योग्य मतदाता का नाम Draft निर्वाचक सूची से न छूटे।

प्रेस नोट

दिनांक 17.07.2025 को यूट्यूबर अजित अंजुम के वीडियो के खंडन में जिला प्रशासन पटना द्वारा उपलब्ध कराए गए प्रेस नोट पर कतिपय सोशल मीडिया यूजर्स द्वारा यह आपत्ति की गई कि अजित अंजुम के वीडियो में जो दो मतदाता क्रमशः 1. शांति देवी और 2. चंद्रप्रकाश शाह का फॉर्म पर साइन किया जा रहा है उसके बारे में कोई खंडन नहीं किया गया है।

जिला प्रशासन पुनः स्पष्ट करता है कि उक्त वीडिओ में फुलवारीशरीफ प्रखण्ड में BLOs द्वारा मृत और स्थानान्तरित मतदाताओं का सूची तैयार किया जा रहा था। उपरोक्त दोनों मतदाता 1. शांति देवी और 2. चंद्रप्रकाश शाह मृत हैं। दोनों मतदाताओं के गणना प्रपत्र में BLOs के द्वारा मृत मार्क करके हस्ताक्षर के स्थान पर उसका नाम लिखकर सत्यापन किया गया कि ये दोनों मतदाता मृत हैं। इन दोनों मतदाताओं का गणना प्रपत्र अपलोड भी नहीं किया गया है। इस सत्यापित प्रपत्र से मृत मतदाताओं को एक सूची तैयार की जा रही थी जिसे आगामी BLAs की बैठक में राजनीतिक दलों के साथ साझा किया जाना है। किसी भी योग्य मतदाता के फॉर्म में BLOs के द्वारा कोई हस्ताक्षर नहीं किया गया है।

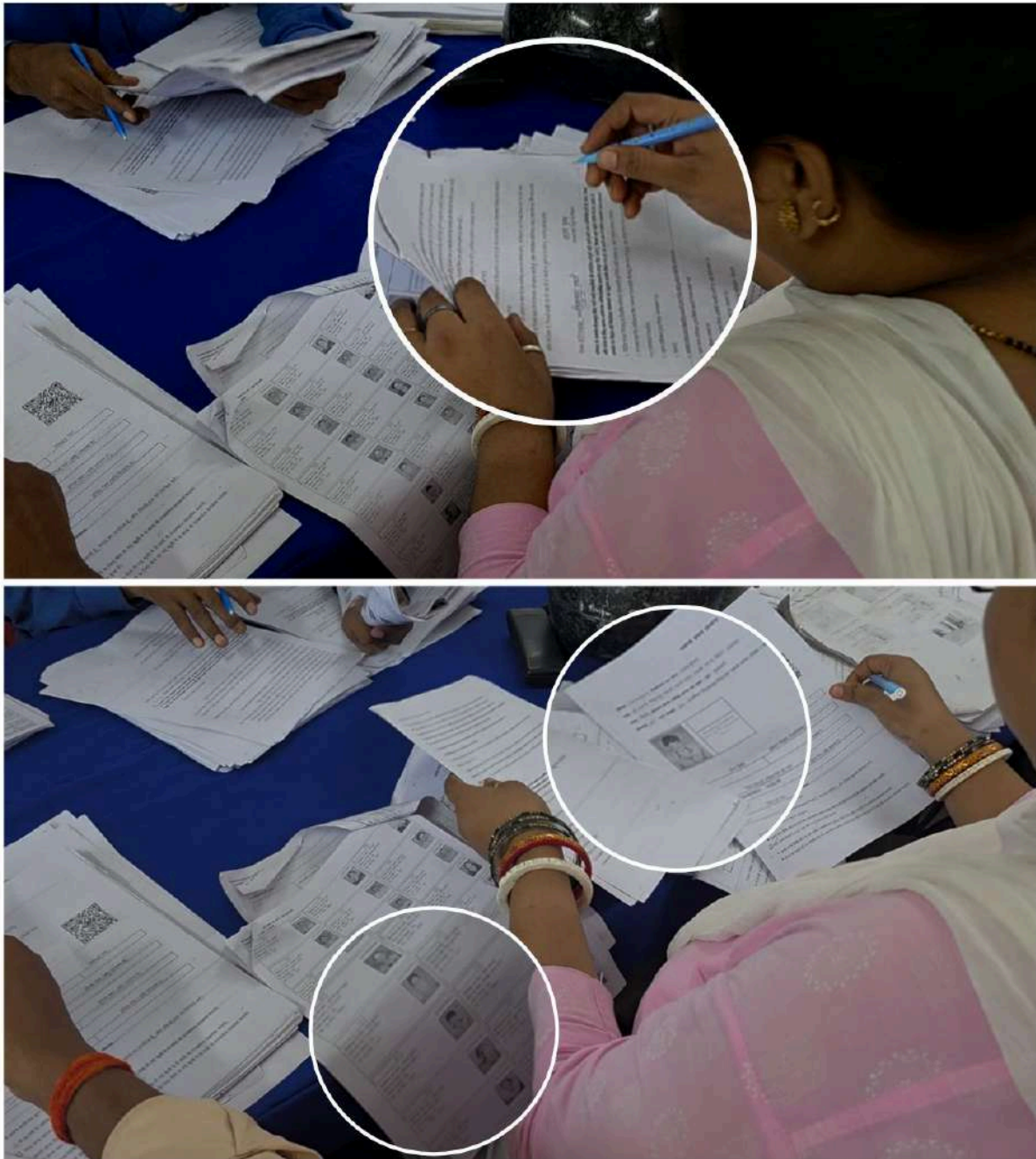
The Patna district administration also released a video of a female BLO speaking on the matter. In the footage, she can be heard saying that she was making a list of dead/shifted voters from the block.

Video Player

What We Found

Another name appears in journalist Ajit Anjum's video, that of Sanjay Kumar, son of Ramayan Yadav. It is seen in the video that Sanjay Kumar's signature was being done on his form by the female BLO.

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Alt News verified Sanjay Yadav's details on the [Election Commission website](#) and found his name in the voter roll released by the body.

(For privacy reasons, we have redacted the address details of Sanjay Kumar and his father.)

मतदाता का विवरण / Details of Voter	
प्रथम नाम/First Name	SANJAY
उपनाम/Last Name	KUMAR
रिश्तेदार का प्रथम नाम/Relative's First Name	RAMAYAN
रिश्तेदार का उपनाम/Relative's Last Name	YADAV
उम्र/Age	29
लिंग/Gender	Male
ईपीआईसी संख्या/EPIC No	██████████
राज्य/State	Bihar
संसदीय निर्वाचन क्षेत्र संख्या - संसदीय निर्वाचन क्षेत्र/Parliamentary Constituency Number-Parliamentary Constituency Name	██████████
विधान सभा निर्वाचन क्षेत्र संख्या - विधान सभा निर्वाचन क्षेत्र/Assembly Constituency Number-Assembly Constituency Name	██████████
मतदान केंद्र/Polling Station	██████████
भाग संख्या-भाग का नाम/Part Number-Part Name	██████████
भाग मतदाता क्रमांक/Part Serial Number	807
मतदान की तारीख/Polling Date	No elections scheduled currently

मतदाता सूचनाएं करें
Voter Information

- Note 1 : This output is computer generated and is provided only for the information to the voter.
- Note 2 : This is not an identity document.

804	निर्वाचक का नाम : संजय कुमार पिता का नाम : रामायण यादव मकान संख्या : ██████████ उम्र : 29 लिंग : पुरुष	फोटो उपलब्ध
807	निर्वाचक का नाम : संजय कुमार पिता का नाम : रामायण यादव मकान संख्या : ██████████ उम्र : 29 लिंग : पुरुष	फोटो उपलब्ध
810	निर्वाचक का नाम : संजय कुमार पिता का नाम : रामायण यादव मकान संख्या : ██████████ उम्र : 29 लिंग : पुरुष	फोटो उपलब्ध
813	निर्वाचक का नाम : संजय कुमार पिता का नाम : रामायण यादव मकान संख्या : ██████████ उम्र : 29 लिंग : पुरुष	फोटो उपलब्ध

Apart from this, journalist Meera Rajput from a YouTube channel named National Pillar and journalist Jyotish Chauhan from a YouTube channel named NUBT NEWS reached the scene and reported that Sanjay Kumar was, in fact, not deceased. They also shared a picture of Kumar and his father Ramayan Yadav with us.



Journalist Meera Rajput, who reached the scene to conduct a ground report, also shared with us the voter ID and Aadhaar cards of Sanjay Kumar and his father Ramayan Yadav. Kumar's photo on his voter ID card and his EPIC number match the one seen in Ajit Anjum's video. In addition to this, Alt News also independently verified that Sanjay Kumar is a resident of the same place, and has not shifted somewhere else.



To sum up, the claim made by the Patna district administration in its press note and alleged investigation stating all the BLOs present in journalist Ajit Anjum's video were preparing the list of dead/shifted voters of their respective polling booths and adding their own signatures does not seem to be completely factual. This is because neither is Sanjay Kumar dead, nor has he shifted, whereas in the video it can be seen that BLO is signing Sanjay Kumar's enumeration form on his behalf.

Change in Status of Sanjay Kumar's Enumeration Form

On the night of July 18, Anjum posted some pictures raising questions on the Patna district administration. These pictures included the enumeration form of a voter named Sanjay Kumar on the BLO's table and a screenshot of the status of his form, which showed that it had been submitted.

Alt News checked the status of Sanjay Kumar's enumeration form through [EPIC](#) on July 18 itself. The result was as follows, "Your enumeration form has been submitted. Your name will appear in the draft electoral list to be published on 01.08.2025. If you have not yet submitted your document, please contact your BLO."

When we checked the status of Sanjay Kumar's enumeration form again through the same EPIC number before publishing this report, we noticed the status has now changed. The result shows, "Please contact your BLO". This also confirms that after Kumar's case was pointed out on social media, the district administration changed the status of the

enumeration form of the said voter. The difference in the status of Sanjay Kumar's enumeration form before and after can be seen in the graphic given below.

476

Before	After								
Enumeration Form Status State Bihar EPIC Number * Z [REDACTED] 14 Captcha *  yuagby Submit <table border="1"><tr><td>Name</td><td>SANJAY KUMAR</td></tr><tr><td>Status</td><td>आपका गणना प्रपत्र जमा हो गया है। आपका नाम 01.08.2025 को प्रकटित होने वाली प्रारूप निवर्तक सूची में दिखाई देगा। यदि आपने अभी तक अपना दस्तावेज जमा नहीं किया है, तो कृपया अपने बीएलओ से संपर्क करें।</td></tr></table>	Name	SANJAY KUMAR	Status	आपका गणना प्रपत्र जमा हो गया है। आपका नाम 01.08.2025 को प्रकटित होने वाली प्रारूप निवर्तक सूची में दिखाई देगा। यदि आपने अभी तक अपना दस्तावेज जमा नहीं किया है, तो कृपया अपने बीएलओ से संपर्क करें।	Enumeration Form Status State Bihar EPIC Number * Z [REDACTED] 14 Captcha *  e9xwz4 Submit <table border="1"><tr><td>Name</td><td>SANJAY KUMAR</td></tr><tr><td>Status</td><td>कृपया अपने BLO से संपर्क करें</td></tr></table>	Name	SANJAY KUMAR	Status	कृपया अपने BLO से संपर्क करें
Name	SANJAY KUMAR								
Status	आपका गणना प्रपत्र जमा हो गया है। आपका नाम 01.08.2025 को प्रकटित होने वाली प्रारूप निवर्तक सूची में दिखाई देगा। यदि आपने अभी तक अपना दस्तावेज जमा नहीं किया है, तो कृपया अपने बीएलओ से संपर्क करें।								
Name	SANJAY KUMAR								
Status	कृपया अपने BLO से संपर्क करें								

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Prashant Bhusan
(TRUE COPY)

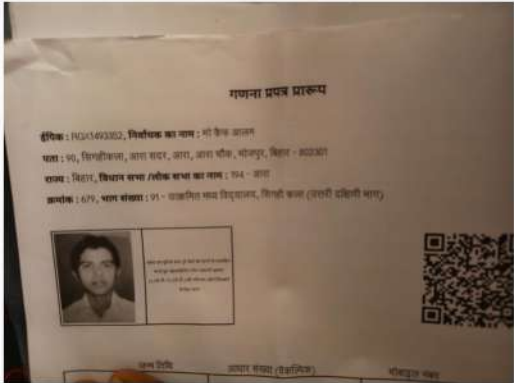
Dangi Shatr... 4 days ago
to me

 **Translate to English** 

अजीत जी, मेरा नाम शत्रुघ्न प्रसाद सिन्हा है। वर्तमान में मैं दीघा पटना का मतदाता हूँ। परंतु 2003 के मतदाता सूची के अनुसार मैं पटना पश्चिम का मतदाता था इस बीच मेरा मतदान केंद्र कई बार बदल गया है। अभी फिलहाल मेरा मतदान केंद्र गुरु सहाय लाल नगर आशियाना नगर पटना में है। काफी मुश्किल से मैं गणना प्रपत्र अपने पूरे परिवार का डाउनलोड किया है। जिसे भरकर मैं आज इलेक्शन कमीशन के वेबसाइट पर अपलोड करने का प्रयास किया। परन्तु असफल रहा। अपने एक जानकार से पता किया तो पता चला कि मेरा, मेरी पत्नी, एक पुत्र एवं पुत्रवधू का फार्म बिना मेरी जानकारी के अपलोड किया जा चुका है। इसी कारण मैं वेबसाइट पर लागीन नहीं कर पा रहा हूँ। परन्तु मैंने तो अपने मोबाइल पर फार्म भरे जाने का कोई मैसेज भी प्राप्त किया है। यही मेरी चिंता का कारण है। इस संबंध में आप बहुत अच्छा काम कर रहे हैं। इसे जारी रखें। मेरा निवास जगदेव पथ बेली रोड पीलर संख्या 10 के पास है और मेरा मोबाइल नंबर 9835062297, 7004968310 है। धन्यवाद।

kaif alam 11:34 am
to complaints, me, d...

मैं मो कैफ आलम मेरा ईपिक RGX1493352 है, मैं सिंधी कलां आरा भोजपुर बिहार का रहने वाला हूँ, विधान सभा 194, भाग संख्या 91 ! मेरा फॉर्म मेरे पास ही पड़ा हुआ है और BLO ने मेरा फॉर्म सबमिट कर दिया बिना मेरे इन्फोर्मेशन के ही ना तो मैंने फोटो दी न आधार नंबर दिया और न मैंने साइन किया मेरे मां, पापा, भाई और बहन सबका फॉर्म सबमिट कर दिया BLO ने जो कि गलत है ऐसा नहीं होना चाहिए



My enumeration form has been submitted without my knowledge .  

Md. Minatull... 3 days ago
to me

Sir mera, meri wife ka aur meri beti ka enumeration form hamari jaankari ke bagair submit kr diya gaya hai. Hame form diya gaya tha humne use fill Kiya, documents attach Kiya, par jama nahi kiya tha..aur phir kuch din phle online jama karne ki koshish ki to form already submitted dikha raha tha. status check kiya to usme bhi likha tha aapka ganna prapatra jama ho gaya hai... halake humne na form jama Kiya, na documents diya, na hi sign diya. BLO se contact karne par unhone bola "hum nahi kiye hai jama jaiye aaplog DM office jaiye" to aakhir humlog kare kya

Address : Ward 39, Bakarganj, Momintola, Laheriasarai, Darbhanga.

Vidhan sabha : 83 Darbhanga.

Part number and name : 278 - Interial prathmik vidyalay, Bakarganj pashchimi bhag

Blo - Rani kumari

without document BLO  

Uploaded my form 

kamil aziz 2 days ago
to me

सर मेरा नाम कामिल अजीज़ है, और मैं किशनगंज नगर परिषद वार्ड नंबर 14 का रहने वाला हूँ, सर 5 जुलाई को BLO ने हमें फॉर्म दिया और वो सिंगल फॉर्म था. 7th Of जुलाई को BLO को हमने वापस फॉर्म जमा दे दिया, और फॉर्म में हमने डाक्यूमेंट्स अटैच कर के दिया था, मगर BLO ने हमारी डाक्यूमेंट्स वापस लौटा दिये, और कहा इसका कोई जरूरत नहीं है, सिर्फ फॉर्म देने से हो जायेगा, और रिसीविंग देने से भी उन्होंने मना कर दिया, 20 जुलाई को हमने BLO को वापस से कॉल किया, और बुला कर उन्हें डाक्यूमेंट्स दिया मगर BLO ने कहा की उन्होंने बिना डाक्यूमेंट्स के ही फॉर्म को अपलोड कर दिया है, और बोलने लगे की यहाँ का DM का आर्डर है, वर्क लोड इतना है, 3 महीने का काम हफ्ता दिन में करने बोलें है यानि ऊपर से प्रेसर है. BLO बात को इधर उधर घुमाने लगे. और हमने फॉर्म का स्टेटस को ट्रैक भी किया तो उसमें फॉर्म तो अपलोड होगया मगर BLO से संपर्क करने को लिखा आ रहा है. सर आगे क्या करना है कुछ समझ नहीं आ रहा है.

Er PRINCE K... 4 days ago
to me

 **Translate to English** 

Name Prince Kumar
Address Gaushala Chowk Ward No. 02 Post+Ps Murliganj District Madhepura Pin 852122
Epic No. IDU2073328
Mobile number 8757571756

BLO ke aaye bagair mera form submit dikha raha hai

Ranjeet Yad... 4 days ago
to me

 **Translate to English** 

मेरा और मेरे पंचायत का बहुतो का बगैर फर्म भरे हुये upload कर दिया है।

THANKS AND REGARDS
RANJEET KUMAR YADAV
Ward no. -10, Saidpur
PS- Sonepur saran 841101
Mobile- 8340532845

 Er PRINCE K... 4 days ago
to me ▾

 Translate to English X

Name Prince Kumar
Address Gaushala Chowk Ward No. 02 Post+Ps Murliganj
District Madhepura Pin 852122
Epic No. IDU2073328
Mobile number 8757571756

BLO ke aaye bagair mera form submit dikha raha hai

SIR rigging Inbox ☆

 Santosh Ku... 4 days ago
to me ▾

 Translate to English X

Santosh Kumar Sudhanshu
Ward No. 07, Gahumani ,
Block :- Sinheshwar, Distt. :-
Madhepura
Mobile No. 7488685842
EPIC :- KJX0936260

BLO मेरे घर नहीं आया है। उसने मुझसे कोई फॉर्म नहीं भरवाया है। कहीं ना तो हस्ताक्षर करवाए और ना ही पावती दी। लेकिन मजे कि बात ये है कि जब मैंने स्टेटस चेक किया तो वहाँ दिखा रहा है कि आपका फॉर्म जमा किया जा चुका है।

नवादा जिला के रोह प्रखण्ड के मंडरा
पंचायत के रतिया ग्राम में बहुत बड़
फर्जीवाड़ा किया गया है जो मृत है उसका
भी नाम BLO भर कर दे दिया है ओहि
नहीं blo खुदा सब फॉर्म भर रहा है और ☆
सिग्नेचर कर रहा है जिसका दो जगह नाम
है उसको भी फर्जी सिग्नेचर कर के दे रहा
है mera number hai 7480098579

Inbox

 Kajal Singh 4 days ago
to me ▾

सर मेरा पूरा गाओ मे सिर्फ 6 आदमी का
फार्म आया है बाकि किसी का फार्म नहीं
दिया है बिलो बोला हम भर कर जमा दे ☆
दिये है और हम लोगो को पता भी नहीं
चला Inbox

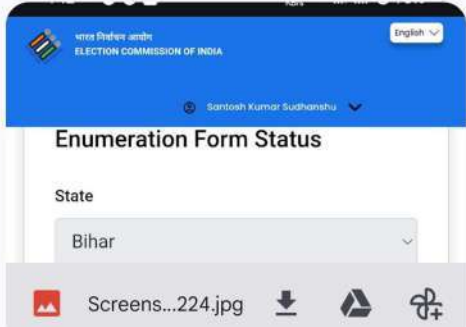
 Md Shakil A... 3 days ago
to me ▾

 Santosh Ku... 4 days ago
to me ▾

 Translate to English X

BLO मेरे घर नहीं आया। लेकिन जब मैंने स्टेटस चेक किया तो हैरान रह गया। मेरे हस्ताक्षर के बगैर ही मेरे फॉर्म जमा हो चुका है। सबूत संलग्न है...

नाम - संतोष कुमार सुधांशु
ग्राम - गहुमनी, वार्ड नम्बर - 07
प्रखंड - सिंहेश्वर
जिला - madhepura
EPIC - KJX0936260
मोबाइल - 7488685842



SIR FORM SUBMITTED
WITHOUT MY CONCERN Inbox ☆

 SEPTET LAB... 4 days ago
to me ▾

 Translate to English X

सर मैं नालन्दा (27) जिला अस्थावां (171) विधानसभा का बूथ ना 228 के क्रमांक न 858 पर है। मेरे बूथ के BLO मेरे फॉर्म में मेरे सिग्नेचर या डिटेल बिना मेरे भरे ही सबमिट कर दिया। और मेरे सारे सदस्य का भी बिना डिटेल दिए या हस्ताक्षर के बिना सबमिट कर दिया बहुत बड़ा फर्जीवाड़ा हो रहा है। मेरा न 9334016068, 9006401989 है। सर मेरे से कॉन्टैक्ट करे शहीद अख्तर

Yahoo Mail: Search, organise, conquer

 Anwar Alam 4 days ago
to me ▾

 Translate to English X

Epic no. JBX1369701
Name - Anwar Alam
Add. - Chitkohra Basti, p.o.- Anishabad, Distt. - Patna-2
Mob.- 9835415016
Maine apna form BLO ko nahi diya thha, lekin phir bhi online me Mera form submitted dikha raha hai.

Thanks & Regards;
Anwar Alam
Mob.- 9835415016

 **Kundan Singh** 3 days ago
to me ▾

Dear ajit anjum sir
Kundan kumar
Vill darwespura , post badi , ps katrishrai, dist Nalanda
805105
Mob no 6299603874
Epic no. RQF202523
सर मेरा epic no से सर्व करने पे बता रहा है कि फॉर्म सबमिट हो गया है,
और ना ही BLO आया, ना फॉर्म मिला

हमारे गांव आइए,, हमारे गांव किसी को form नहीं मिला है ,, बहुत घोटाला
हो रहा है sir me




1000172038.jpg

ईपिक RRS2459584 मेरे माता जी का
बिना फार्म बिना de coment लिए हुए ☆
BLO ने अपलोड कर दिया। [Inbox](#)

 **Md Imran A...** 4 days ago
to me ▾

Md imran ahmad jehanabad
Mobile no.9852067620

 **SAURAV KU...** 4 days ago
to me ▾

 [Translate to English](#) ✕

Sir bihar sharif Nalanda district me avi tak Blo kise ke
ghar pe aaya hin nahi hai:
Aap hame call kr sakte hain:-6206489825

BLO बिना मिले फॉर्म जमा कर दिया है ☆
YQT1605260 [Inbox](#)

 **YADAV AJIT** 4 days ago
to me ▾

Ajit yadav
S/o shailendra yadav
Epic YQT1605260
199 ब्रह्मपुर विधानसभा
Village+po- dumri ps- simri
Dist buxar bihar

My and my wife sir application
already submitted by blo. [Inbox](#) ☆

 **Faizul Haque** 4 days ago
to me ▾

 [Translate to English](#) ✕

Namaste sir main darbhanga bihar se mera sir aur meri
patni ka blo khud se bhar diya h aur na jane kitne ka bhar
chuka h.

बिना जानकारी के BLO ने फॉर्म भर दिया
है, कृपया कुछ करवाई करवाएं ☆ [Inbox](#)

 **Qutubuddin** 4 days ago
to me ▾




216/813

 **Afzal Faridi** 4 days ago
to me ▾

 [Translate to English](#) ✕

Hello sir,
Hume apne bhai or papa ka BLO se form liya jo form abhi
bhi mere pass hai maine abhi tak jma nhi kiya hai. Lekin
jab maine online status check kiya to show kr raha hai ki
aapka form alredy BLO ne bhar ka jma kr diya hai form
abhi tak mere pass hai saath me mere father ka bhi same
problem hai.

👉 Danish Alam
Epic - SHS4348421

My Father
👉 Md Khurshid Alam
Epic - JDK1944479

Address - Sultanganj, Patna - 800006
Mob - 9431080504

 **ALOK RAJ** 4 days ago
to me ▾

 [Translate to English](#) ✕

ALOK RAJ
VILL- BIJHAURA
PO- KUKURHA
PS- ITARHI
DIST- BUXAR
MOBILE- 7677272831, 9934015634
EPIC - ZPS0913798
मेरे घर एवं वार्ड के सभी सदस्य का हस्ताक्षर BLO के द्वारा स्वयं कर दिया गया है।
कुछ लोग का नाम भी कट गया है जों कि 2003 वाले लिस्ट में हैं इस बार वाले में नहीं है।

voter verification blo not comes to home. [Inbox](#) ☆

 **Sudhir kumar Sinha** 20 Jul
Sudhir kumar sinha ward 40,Adarshnagar
road no.-4 SINHANIWAS, SAMASTIPUR

बिना कोई भी दस्तावेज लिए BLO फार्म जमा कर दिए हैं [Inbox](#) ☆

 **Abhishek Pa...** 3 days ago
to me ▾

 [Translate to English](#) ✕

मैं अभिषेक कुमार पिता स्व सुनील मंडल ग्राम पोस्ट बिहपुर जिला भागलपुर अनुमंडल नवगछिया का स्थाई निवासी हूं सर मैं पिछले कई दिनों से परेशान हूं BLO कोई भी दस्तावेज हमसे नहीं लिए हैं सिर्फ हस्ताक्षर किए हैं

 **Zeba Kausher** 4 days ago
to me ▾

 [Translate to English](#) ✕

Name-Zeba Kausher
Vill-Gadhwa,West Champaran
Epic-NWN2120780
Mobile-9990824418
Sir Hum form ko rakhe h par unke side pe already submit dikha rha h

मेरे पूरे फैमिली का हो गया मुझे पता भी नहीं चला मेरा नाम दीपक राम मोतिहारी कोटवा ब्लॉक से हूँ [Inbox](#) ☆

 **Deepak Ku...** 3 days ago
to me ▾

2:01 0.20 KB/s 96% 17%
←  **AD-ECISMS-S** ⋮
Monday • 7:42 PM

ईपिक TSS2283588 के लिए गणना प्रपत्र सफलतापूर्वक जमा कर दिया गया है, ECI

ईपिक HHT1094267 के लिए गणना प्रपत्र सफलतापूर्वक जमा कर दिया गया है, ECI

Village Bagaha, Dist Pachim Champaran [Inbox](#) ☆

 **Sanjay Yadav** 3 days ago
to me ▾

My parents forms have been submitted without our knowledge

1:19 73%
बिहार निर्वाचन आयोग
ELECTION COMMISSION OF INDIA
English
Login Sign-Up

State
Bihar

EPIC Number *
LBN1860378

Sir mere ghare ke lagbhag 10 log Bihar se Bahar rahate hai jisme 6 log Army में hai fir bhi unka form sumit hai mai Bihar se Buxar jila Prakhand Dumraon Panchayat Chhatnawar Buth No.32 Contact 7654494861 [Inbox](#) ☆

 **Jagnarayan...** 3 days ago
to me ▾

 **Vikash Bharti** 3 days ago
to me ▾

 [Translate to English](#) ✕

sir, mai district se bahar rhta hu, lekin mera form submitted ho gya hai

name_vikash bharti
9155055666

Sir me garbari Inbox 

 **SAGIR Aha...** 2 days ago
to me ▾

 [Translate to English](#) ✕

हम सगीर जिला मधुबनी हारलखी खिरहर का स्थाई निवासी हूं अभी हम दिल्ली में रह रहे है और मेरा फाइल समेट बता रहा है 9555623675

 **Gautam Ku...** 2 days ago
to me ▾

Sir, I am a regular viewer of your chennal. when I opened the ECI web to fill enumeration form I found that the BLO of Pasraha Pnchayat gogri block khagaria district parbatta vidhansabha filled my wifes form without consulting me. He filled the form whthout taking any documents, Photo and her signature also .

 **KISMAT GA...** 2 days ago
to me ▾

 [Translate to English](#) ✕

सर... एकबार फिर साहेबपुर कमाल विधानसभा के साहेबपुर कमाल प्रखंड अंतर्गत सनहा पूर्वी पंचायत में आने की कृपा करें, यहां बिना वोटर के हस्ताक्षर और जानकारी के BLO द्वारा भरे गए फॉर्म से संबंधित कई मामले हैं। जिनमें इस संदर्भित ईमेल में लगे राजद महिला प्रकोष्ठ की प्रखंड अध्यक्ष जुगनू कुमारी जी, जो मेरी मां हैं, का भी इसी तरह फॉर्म जमा कर दिया गया है। जबकि इस तरह के और भी कई केसेज हैं। हमारे पंचायत में एक BLO साहब को तो महज शुरूआती 3 दिनों में उनके अपने क्षेत्र के अधिकतम लोगों का फॉर्म जमा करने के लिए जिला कार्यालय द्वारा सम्मानित किया गया है।

Prashant Bhusan

(TRUE COPY)

FOR <https://www.youtube.com/watch?v=A6m9KRk9xgs>

Transcript in English: FROM 1:39 TO 7:28

These kinds of reports are coming from different districts and areas of Bihar — that voters have no idea about the process, BLOs (Booth Level Officers) never met the voters, and voters never filled any forms — yet their forms have been marked as submitted and uploaded.

When voters go to the Election Commission's website to check their **status using their EPIC number**, they get a message saying, "*Your enumeration form has been submitted.*" This raises a big question: **How are BLOs submitting these forms?**

If the Election Commission, the DM, or the District Electoral Officer keep calling my reports and other such reports "misleading" and keep denying them — I thought it's better to directly talk to the affected voters and show the **Election Commission of India** and **Bihar's electoral officials** what these citizens are saying.

So, **Mr. Nirmal Mishra** messaged me. When I contacted him, he arranged for some such voters to meet me.
I am currently in **Rajiv Nagar, Patna**.

Let's begin with Nirmal Mishra. First, it's important to know how such forms are being submitted **without voter knowledge**. Imagine how many such voters there could be — thousands, lakhs? That's for the Election Commission to investigate.

But here's proof — some such voters are present here with me. And more such voters will appear on my YouTube channel over the next 48 hours.

First, Nirmal Mishra:

It took quite an effort to get his number. He had shared my post on Facebook and wrote that **both his and his wife's forms were submitted without their knowledge**.

How did you find out your form had been submitted?

"Actually, sir, I entered my EPIC number on the Election Commission's website. It showed that my form had already been filled.

But no BLO had visited us, and we hadn't contacted one either. Once we saw it marked as filled, we reached out to the BLO to ask

how it was submitted.

The BLO said even they didn't know.

I told them that if our forms are being submitted without our knowledge, you as a government officer should be able to explain how and why."

Which booth are you in?

"We're in Rajiv Nagar, Patna."

So the message came **after entering the EPIC number** on the Election Commission website's enumeration form status section. The message read:

"Your enumeration form has been submitted. Your name will appear in the draft electoral roll to be published on 01.08.2025. If you have not submitted your documents, please contact your BLO."

Despite **no contact from the BLO**, this message was received. The form was shown as submitted.

Next, Rinki Singh:

"What is your name?"

"My name is Rinki Singh. And yes, this is my house."

So your form too was filled without your knowledge?

"Yes sir. I went to the BLO. They said my form had already been filled."

Which booth?

"Rajiv Nagar."

Do you have the message?

"Yes sir, my husband has it."

Her husband: Prabodh Singh

They checked Rinki Kumari's EPIC number and the same message came up:

"Your enumeration form has been submitted. Your name will appear in the draft electoral roll. If you haven't submitted documents, please contact your BLO."

Yet **there was no contact with the BLO**, nor did the BLO reach out to them.

So when did you find out your form was submitted?

"My husband checked the website and found out that both our forms had already been filled."

So lucky you are — your forms got filled without you doing anything!

"Yes sir, the government seems to be very 'advanced' in these things."

This is how **SIR (Special Intensive Revision)** is happening in Bihar. Please listen carefully, everyone.

Prabodh Singh:

“What is your name?”

"My name is Prabodh Singh."

He shows his EPIC number and status message from the Election Commission:

“Prabodh Ramraj Singh — Your enumeration form has been submitted.”

No form was filled by him. No one visited him. No signature was given.

Meanwhile, the Election Commission had released a list of **11 valid documents**. The matter even reached the **Supreme Court**, which said things like Aadhaar, voter ID, and ration card should be considered.

But here, the **BLO never showed up**, and the form was marked as submitted.

“Sir, I didn’t receive any form, so I didn’t sign anything. But I want to see what signature is there on that form.”

"If someone has signed on my behalf without my consent, it’s a **crime**."

If my signature is being used without my knowledge, what does that mean?”

"It’s clear **fraud** is happening."

Even **he** wants to see how his signature was faked.

Did you contact the BLO?

"Yes sir. They said the form is filled, but they have no explanation."

The BLO is a woman named Rekha Singh.

She told them: *"Yes, your form is submitted."* But couldn't explain how.

TRANSCRIPT IN HINDI:

कि यही खबरें बिहार के अलग-अलग इलाकों से अलग-अलग जिलों से आ रही है कि वोटर्स को पता नहीं वोटर से बीएलओ मिले नहीं बीएलओ ने वोटर से फॉर्म भरवाया नहीं और उनके फॉर्म्स जमा हो गए अपलोड हो गए और उनके पास अगर स्टेटस रिपोर्ट के लिए अगर इलेक्शन कमीशन की वेबसाइट पर जाते हैं तो मैसेज मिल रहा है कि आपका गन्ना प्रपत्र जमा हो गया है तो सवाल उठता है कि यह पीएलओ कैसे फॉर्म भर रहे हैं और अगर चुनाव आयोग की तरफ से, डीएम की तरफ से, जिला निर्वाचन पदाधिकारी की तरफ से मेरी रिपोर्ट का या ऐसी जो रिपोर्ट्स आ रही है उसको बार-बार मिसलीडिंग बताया जा रहा है, खंडन किया जा रहा है। तो मुझे लगा कुछ ऐसे वोटर्स से मुलाकात की जाए और ऐसे वोटर्स क्या कह रहे हैं यह देश को, इलेक्शन कमीशन को और निर्वाचन अधिकारी जो बिहार के हैं उनको दिखाया जाए। उनकी बात सुनाई जाए। तो निर्मल मिश्रा साहब ने कि मुझे यह मैसेज किया और इनको जब फोन किया तो उन्होंने ऐसे कुछ लोगों को यहां बुलाया और मैं हूं पटना का कौन सा इलाका है ये राजीव नगर राजीव नगर पटना का कहलाता है और अभी अभी मैं यहां पहुंचा हूं तो पहले तो निर्मल मिश्रा जी से और यह जानना जरूरी है कि कैसे वोटर्स के फॉर्म भरे जा रहे होंगे आप कल्पना कीजिए अगर वोटर्स को पता नहीं अब उनकी तादाद कितनी है हजारों में है लाखों में है कितनी है यह चुनाव आयोग तहकीकात करे लेकिन है इसके सबूत के तौर पर यह वोटर्स अभी यहां मेरे सामने मौजूद हैं। कुछ और वोटर्स आपको अगले 48 घंटों के भीतर मेरे YouTube चैनल पर दिखने वाले हैं। तो सबसे पहले निर्मल मिश्रा जी कि बहुत मुश्किल से फिर इनका नंबर निकाला कि आपने Facebook पर मेरी पोस्ट को शेयर करते हुए लिखा कि आपकी और आपकी पत्नी का फॉर्म मेरा और मेरी पत्नी के फॉर्म आपकी जानकारी के बिना भरा गया। तो ये कैसे पता चला कि आपका फॉर्म जमा हुआ? एक्चुअली सर हम अपना पीसीआई के वेबसाइट पे अपना एपिक नंबर डाल करके चेक कर रहे थे तो उसमें बता रहा था कि हमारा फॉर्म ऑलरेडी भरा जा चुका है। जबकि हमारे पास ना तो बीएलओ आए थे ना हमने उस समय तक बीएलओ को संपर्क किया था। जब हमारा

उसमें दिखा रहा है कि फॉर्म भरा हुआ है तब हमने बीएलओ को संपर्क किया और बीएलओ से जानना चाहा कि आखिर हमारा फॉर्म कैसे भरा गया। तो बीएलओ का कहना है कि यह भी हमें नहीं पता है। तो हमने उनको बोला भी कि सर मैडम आपको समझना चाहिए कि हमारी जानकारी के बिना अगर हमारी फॉर्म भरी जा रही है तो आपको तो जवाब पता होना चाहिए कि कैसे भरे जा रहे हैं। जबकि ना तो मेरे पास डीएलओ आए हैं ना हमें फॉर्म मिला है। तो आपका बूथ कौन सा हुआ और डिस्ट्रिक्ट तो पटना हुआ बूथ कौन सा हुआ? बूथ हमारा राजीव नगर का ही विकास। आपको एपिक नंबर से मैसेज आया जो इसमें एक प्रोसीजर होता है कि अगर एपिक नंबर आप इलेक्शन कमीशन की वेबसाइट पर इनमरेशन स्टेटस फॉर्म के उसमें डालते हैं एपिक नंबर तो आपको मैसेज से पता चल जाएगा वहां स्क्रीन पर जो लिखा आएगा कि आपका फॉर्म भरा गया है या नहीं भरा गया है। जिनका भरा जाता है क्या दिखता है देखिए जैसे इनको मैसेज आया निर्मल मिश्रा साहब इनको ये मैसेज आया जिसमें एपिक नंबर है जिस जिसके नीचे लिखा हुआ है आपका गणना प्रपत्र जमा हो गया है आपका नाम आठ 2025 को प्रकाशित होने वाली प्रारूप निर्वाचक सूची में दिखाई देगा। यदि आपने अभी तक अपना दस्तावेज जमा नहीं किया तो कृपया अपने बीएलओ संपर्क करें। यह निर्मल कुमार जी हैं। इनको ये संदेश मिला। जबकि बीएलओ ने इनसे संपर्क नहीं किया। इनका इन बीएलओ से कोई संपर्क नहीं लेकिन फॉर्म जमा हो गया। मैसेज आ गया कि आपका फॉर्म जमा हो गया। पहले तो आप बताइए आप क्या करते हो?

हमारा बिजनेस है सर छोटे छोटे टेंडर लेते हैं और अपना काम हमारा उसी तरीके से चलता है और कुछ समाज सेवा में हम इंगेज रखते हैं। ओके क्योंकि आपके उससे लगा कि आप एक्टिविस्ट टाइप के भी एक-एक करके पहले सबसे बात करते हैं। उसके बाद मैं परिचय पहले एक मैडम आपका शुभ नाम? रिंकी सिंह रिंकी सिंह रिंकी सिंह और ये घर है आपका? जी। हां। तो आप बताइए आपको आपका भी जमा हो गया अपने आप फॉर्म। जी सर। उन बीएलओ के पास मैं गई हूं। उन्होंने संपर्क किया है और मेरा भी फॉर्म फिल हो चुका है। और कौन सा बूथ है आपका? राजीव नगर का विकास राजीव नगर में ही है मेरा। आपके पास वो मैसेज है। जी सर हस्बैंड। अच्छा ये आप इनके हस्बैंड आपका शुभ नाम प्रबोध सिंह। प्रमोद सिंह। अब ये देखिए रिंकी कुमारी। जी। रिंकी कुमारी का ये एपिक नंबर के साथ इन्होंने जब चेक किया तो फिर वही आ रहा है। रिंकी कुमारी आपका गणना प्रपत्र जमा हो गया है। आ आपका नाम एक आठ की सूची में होगा और यदि आपने दस्तावेज नहीं जमा किया है तो बीएलओ से संपर्क करें। भाई बीएलओ से संपर्क इनका हुआ नहीं। बीएलओ ने इनसे संपर्क किया नहीं और इनका फॉर्म जमा हो गया तो फिर ये कब पता चला कि आपका फॉर्म जमा हो गया। पकड़िए। ये इनका इनका एपिक नंबर से इनका मैसेज है। हां। ये मेरे हस्बैंड सर्च कर रहे थे सर। अच्छा तो उन्हें पता चला कि हम दोनों का फॉर्म फिल हो चुका है। आप दोनों का फॉर्म बहुत लकी है कि आपका फॉर्म आपकी जानकारी के लिए मैंने किसी तरह का किसी बीएलओ नहीं कर

दिया तो कितने खुशकिस्मत हैं आप? हां सर इन सब चीजों में सरकार बहुत एडवांस चल रही है। एडवांस चल रही है। अब देखिए कि किस तरह से एसआईआर बिहार में हो रहा है। सबको सुनिए आप गौर से। आपका शुभ नाम सर मेरा नाम प्रमोद सिंह है। आपका भी जमा हो गया। जी सर। जरा दिखाइए आप अपना एपिक नंबर। जी जी देखिए। यह प्रबोध सिंह जी हैं। इनका यह पिक नंबर है और उसके बाद इन्होंने भी मैसेज किया इलेक्शन कमीशन के स्टेटस रिपोर्ट जानने के लिए। उसमें अपना नाम भरा तो प्रबोध रामराज सिंह आपका नाम। इसमें भी वही है कि आपका गणना प्रपत्र जमा हो गया है। भाई बिना फॉर्म भरे बिना आए बिना दस्तखत के जमा हो गया। कहां तो इलेक्शन कमीशन 11 दस्तावेजों की लिस्ट जारी कर चुका था। सुप्रीम कोर्ट तक में मामला पहुंचा। सुप्रीम कोर्ट ने कहा कंसीडर कीजिए आधार, वोटर कार्ड, राशन कार्ड को और यहां हालत यह है कि बीएलओ घर पहुंचा नहीं। बीएलओ से मिले नहीं जमा हो गया। सर एक बात कह रहे हैं सर कि सर जो फॉर्म मुझे मिला नहीं तो उस पर मैं साइन नहीं किया। हां तो सर वो साइन भी हम देखना चाहेंगे कि भाई कैसा साइन है मेरा सर मैं फॉर्म मिला ही नहीं मुझे तो मेरे नाम से भी सर कोई फॉर्म इशू हुआ होगा ना मेरे वोटर आईडी जो ओपी का आईडी है मेरा नाम से उसका क्रमांक होगा उसका तो उसको भी हम देखना चाहते हैं कि कैसे भाई हमारे घर में बिना कोई आया नहीं कुछ मिला नहीं कोई हमको फॉर्म मिला नहीं और हमारा ये मैसेज आ रहा है ये सर ये एक चीज और है सर कि अगर बिना हमारे इंफॉर्मेशन के हमारे जगह पे बिहाफ में हमारा साइन हो रहा है तो इससे क्राइम बढ़ेगा कि घटेगा हां नहीं और उसके उसके बाद फॉर्म का हमारा साइन अगर यूज़ हो रहा है सर बिना इन के तो इसका क्या मतलब है फिर हां वो फर्जीवारा है फर्जीवारा हो रहा है सर ये बहुत इंपॉर्टेंट बोल रहे हैं कि मैं देखना चाहता हूं फॉर्म में कि मेरा साइन कैसा और किसने क्या किया जी हम भी देखना चाहते हैं कि हमारा साइन किसने किया हां क्यों किया बिना मेरे इन तो आपने बीएलओ से संपर्क किया जी सर फिर क्या हुआ मेरा फॉर्म फिल है उन्होंने भर दिया और उनके पास जवाब नहीं है [लेडी] बीएलओ है यहां पे जी उनका जवाब नहीं है उनका क्या नाम है बीएलओ का रेखा सिंह रेखा रेखा सिंह नाम उन्होंने बोला आपका फॉर्म जमा है।

Prashant Kushan

(TRUE COPY)

<https://www.youtube.com/watch?v=i3Ws6zuQlIE> uploaded on 18.07.2025

In English:

Hello friends, continuous reports are coming from various districts of Bihar that massive fraud is taking place in the name of SIR (Summary Revision of Electoral Roll). Thousands of enumeration forms are being uploaded—without meeting voters, without their signatures, and without any interaction between BLOs (Booth Level Officers) and voters.

My team and I have been actively trying to locate such voters, and many of them have been reaching out to us as well—sending messages through our Facebook page and digital platforms.

Today, I'm in Patna because we've received information that in several localities here, many such cases exist. I can't say how many—hundreds or thousands—but these are voters who were never met by BLOs, never received any form, and never signed anything. Yet, when they entered their EPIC numbers on the Election Commission's website to check the status of their enumeration forms, it showed that their forms had already been submitted.

Right now, I'm in the Patel Nagar area of Patna, in the Digha Assembly constituency, specifically in a market area. I've been told that many people here didn't submit any forms. So I've come here to investigate and speak to them. Let's hear directly from them.

Santosh Kumar, a shopkeeper selling timber, furniture, and hardware, says he never met any BLO, didn't receive or fill any form, yet when he checked online using his EPIC number, It showed that his form had been submitted. The website said, "Your enumeration form has been submitted. If you haven't submitted your documents, please contact your BLO."

He further says that he didn't sign any form, didn't submit anything online, and doesn't know who did it on his behalf. The

most shocking part—his father, who passed away on January 25, 2025, and his mother, who passed away six years ago, also have their enumeration forms marked as submitted. The system still shows that their names will appear in the draft electoral roll to be published on August 1.

This raises serious questions:

Who submitted these forms for deceased individuals?

Who forged the signatures?

Why were forms submitted without consent, knowledge, or documentation?

Similar incidents have been reported by several other people in the same area:

Ramdhani Sharma said he also never met a BLO, didn't fill any form, but the website shows his form was submitted.

Jitendra Sharma and others in the same neighborhood shared similar experiences—never contacted by BLOs, never given forms, yet their forms appear as submitted.

Madhusudan Sharma, a carpenter, shared that he was planning to collect and fill the form but found it was already marked as submitted.

Most people don't even know who their BLO is. Some received calls asking them to collect forms but were unable to follow up. They also fear their names might be removed from the voter list, which could have ripple effects like removal from the ration card or loss of other entitlements.

People are raising serious concerns:

There's no verification process.

BLOs were not seen making any rounds, though Election Commission guidelines require them to visit each voter three times.

Deceased persons' forms are being filled and uploaded.

BLOs seem to be under pressure to meet targets quickly, leading to forgery and mass falsification.

The reporter also mentions having a video recording from Phulwarisharif Block in Patna, where multiple BLOs were seen sitting in a room filling out and signing forms. Despite the District Magistrate (DM) claiming that only the forms of deceased or migrated persons were being filled, the reporter alleges that forms for living voters were also being filled fraudulently.

The message to the Election Commission, DM Patna, and Chief Electoral Officer of Bihar is loud and clear:

This is electoral fraud on a massive scale.

The forms are being submitted without voter consent, including for deceased persons.

The accountability lies not just with BLOs, who are the lowest rung of the system, often schoolteachers under pressure, but with higher officials—SDOs, BDOs, DMs—who are enforcing unrealistic targets.

The integrity of the electoral process is compromised, and this demands immediate investigation and correction.

In conclusion, the reporter says:

“Just calling my report misleading or false won’t do. These voters have not seen any forms, not met any BLOs, and yet their forms have been uploaded with fake signatures and documents. Many more such cases are emerging from across Bihar. I will continue to meet such voters and report from the ground. Namaskar.”

In hindi:

नमस्कार दोस्तों, बिहार के अलग-अलग जिलों से लगातार यह खबरें आ रही है कि एसआईआर के नाम पर जबरदस्त फर्जीवारा हो रहा है। हजारों की तादाद में ऐसे फॉर्म इनमरेशन फॉर्म अपलोड किए जा रहे हैं। वोटर से मिले बगैर वोटर के दस्तखत के बगैर वोटर से बीएलओ की मुलाकात के बगैर। मैं और मेरी टीम लगातार ऐसे वोटर्स की तलाश कर रहे हैं और बहुत सारे वोटर्स लगातार हमारी तलाश कर रहे हैं। हमारे Facebook पेज पर हमारे डिजिटल सोशल मीडिया प्लेटफार्म पर लगातार ऐसे वोटर्स के मैसेज आ रहे हैं। तो आज मैं हूँ पटना में क्योंकि हमें पता चला कि पटना के कई इलाकों में ऐसे बहुत सारे वोटर्स हैं। उनकी तादाद नहीं कह सकता हजारों हैं या कितने हैं। जिनसे बीएलओ की मुलाकात नहीं हुई। जिन्होंने फॉर्म के दर्शन नहीं किए।

लेकिन जब उन्होंने अपना एपिक नंबर अपना नंबर जब डाला इलेक्शन कमीशन की वेबसाइट पर जहां इनमिशन फॉर्म स्टेटस होता है तो पता चला कि उनका फॉर्म जमा हो गया। तो अभी मैं हूं पटना के पटेल नगर इलाके में विधानसभा है दीघा और ये यहां मार्केट में है। यहां मुझे पता चला कि बहुत सारे लोगों के फॉर्म नहीं जमा हुए। तो पूछताछ करता हुआ मैं यहां आया। अब यहां पहले इन्हीं से बात करते हैं। उसके बाद आप पता चलेगा आपको कि किस तरह से क्या हो रहा है। आप सुनिए पहले। आपका शुभ नाम? मेरा नाम संतोष कुमार। संतोष कुमार। ये आपका शॉप है। पीछे फैक्ट्री है। जी। इनका टिमबर, फर्नीचर और हार्डवेयर की दुकान है। संतोष कुमार। जी। और ये सब लोग कौन हुए? ये हमारे पड़ोसी हुए। पड़ोसी हुए हैं। तो संतोष कुमार जी के बारे में पता चला। मैं इनके पास आया। फिर इनसे मैंने कहा तो ये तीन चार लोग और दिखे। अब जरा सुनिए गौर से कि क्या हो रहा है? एपिक नंबर अगर कोई स्टेटस रिपोर्ट जानने के लिए पता करता है तो उसको क्या मिलता है और यह फॉर्म के बारे में डीएम के या चुनाव आयोग के दावों से मैच करता है या नहीं सुनिए। अब आप बताइए अपने बारे में कि आपका आप क्या की मुलाकात बीएलओ से हुई? नहीं हमारे किसी भी बीएलओ से मुलाकात नहीं हुई। बीएलओ आपके पास आया? नहीं नहीं आया। नहीं आया। तो उसके बाद आपका फॉर्म आपने जमा किया? नहीं। जब हमारे पास बीएलओ आया ही नहीं। हमने फॉर्म मिला ही नहीं तो हम जमा कैसे करेंगे? तो फिर आपको पता चला कि आपका फॉर्म जमा हो गया है। हां, हमने स्टेटस अपना जमा किया। कि मतलब कि पेपर के माध्यम से और भी कई एक माध्यम से सोशल माध्यम से पता चल रहा था भाई कि जमा करनी जरूरी है। नहीं अगर जमा करते हैं तो आपका वोटर लिस्ट से नाम कट जाएगा। ठीक है। तो हमने जब इसको मतलब फॉर्म फिल अप करना लगा तो हमें मालूम चला कि हमारा फॉर्म पहले ही से जमा है। मतलब एपिक नंबर डाल के आपने जब उसमें जाना इलेक्शन कमीशन की वेबसाइट पे तो आपको पता चला फॉर्म जमा है। तो इनके पास एक मैसेज जो जब आप ऐसा करते हैं स्टेटस रिपोर्ट जानने के लिए तो उसमें लिखा हुआ आता है एपिक नंबर डालते ही उसमें लिखा हुआ आएगा कि आपका गणना प्रपत्र जमा हो गया है और अगर आपने बिना दस्तावेज के जमा किया है तो बीएलओ संपर्क करें। यही आपको भी दिख रहा होगा। जी देखा ना यह हमारे हमारे मोबाइल में है जो आपने तो इसको आप लोग देखिए दिखा रहे हैं आपको यह हमारा एपिक नंबर है और ये और ये संतोष कुमार इनका नाम है। और ये मेरा वोटर आईडी कार्ड है। ये वोटर आईडी कार्ड है। ये हमारा वोटर आईडी कार्ड है। इस कार्ड नंबर से और ये हमारे एपिक नंबर से मिलाया जाए। हम हमने किसी फॉर्म पर कोई दस्तखत नहीं किया है और ना हमें कोई फॉर्म मिला है और ना हमने ऑनलाइन जमा किया है। और इनके इनके अगर स्टेटस रिपोर्ट के लिए इन्होंने चेक किया इलेक्शन कमीशन की वेबसाइट पर तो आया कि आपका गणना प्रपत्र जमा हो गया है। आपका नाम 1825 को प्रकाशित होने वाली प्रारूप निर्वाचन सूची में दिखाई देगा। यदि आपने अपना दस्तावेज जमा नहीं किया है तो कृपया अपने बीएलओ से संपर्क करें। यह इनके पास उसमें मैसेज में दिख रहा है। तो यह बीएलओ से इनकी मुलाकात नहीं। बीएलओ ने इनसे मुलाकात नहीं और इनका गणना प्रपत्र जमा हो गया एसआईआर के लिए और उसमें दस्तखत किसने किया होगा फिर आपको यह भी नहीं पता क्या फॉर्म फॉर्म ही नहीं मिला उसमें क्या भरा नहीं भरा वो तो हमें पता ही नहीं और इतना ही नहीं हमारे माता-पिता जी जो हमारे पिताजी का देहांत 26 जनवरी 2025 को हुआ है और हमारे माता जी को छ साल पहले पूर्व उनके देहांत हो गया है। दोनों का मतलब प्रपद जमा हो गया है। उसमें भी दिख रहा है। हां हमने मतलब कि जांच किया हम अपना फिर क्योंकि हमने

देखा कि हमारे फ़ैमिली का और स्टेटस क्या है तो हमने अपना फ़ैमिली का स्टेटस जांच किया तो आप ये देख सकते हैं ये हमारे पिताजी का नाम है रामानंद शर्मा और इनकी देहांत 25 जनवरी 2025 को हुआ है और इनका भी फॉर्म जमा सबमिट हुआ देखिए इनके पिताजी का संतोष जी के पिताजी का नाम है रामानंद शर्मा जी इनके पिताजी का देहांत हो गया जनवरी 2025 में और इन्होंने अपने पिताजी का एपिक नंबर डाल के अगर स्टेटस रिपोर्ट चेक किया तो पता चला इनका भी फॉर्म जमा हो गया है और आप अपना दस्तावेज अगर आपने नहीं जमा किया तो आप येलो संपर्क करें और आपका नाम निर्वाचन सूची जो होगी ड्राफ्ट सूची उसमें होगा। अब समझिए इनके हमारे माता जी का भी है। इतना ही नहीं हमारे माता जी का भी ये देखिए उनका भी डेथ हो चुका है। हां इनका भी इनकी छ साल पहले डेथ हो चुकी है। मतलब आपके पिताजी की डेथ हो गई जनवरी 2025 25 माताजी की डेथ हो गई छ साल साल पहले और दोनों के उसमें एपिक नंबर डालने पर आ रहे हैं। दोनों का फॉर्म जमा हो गया। जमा हो गया और आपका भी जमा हो गया। मेरा भी जमा हो सोचिए कि एसआईआर के नाम पर क्या हो रहा है। अब इनकी माता जी का एपिक नंबर और इनकी बच्ची देवी इनका नाम है। बच्ची देवी नाम है जो इसमें पढ़ा और उसमें वही आ रहा है कि गणना प्रपत्र जमा हो गया है और आपका नाम 1825 को प्रकाशित होने वाली सूची में दिखाई देगा। मतलब आपका नाम ड्राफ्ट सूची में दिखाई देगा और आपने दस्तावेज जमा नहीं किया तो कृपया बीएलओ से संपर्क करें। छ साल पहले इनकी माताजी का डेथ हो गया। की डेथ हो गई है। जनवरी 2025 में इनके पिता की डेथ हो गई और दोनों का फॉर्म जमा हो गया है। किसने किया भाई? जिनकी डेथ हो गई उनका फॉर्म कैसे जमा हुआ? और उनके दस्तखत किसने कर दिए? छ साल बाद मतलब इसके इसका मतलब तो यह हुआ कि आपकी माताजी का नाम 24 के उसमें भी पोलिंग लिस्ट में था और 20 में भी रहा होगा। संभव था। तभी तो हुआ। हां संभव था। देखिए तो अब क्या कहना चाहेंगे चुनाव आयोग से आप? चुनाव आयोग से हम यही कहना चाहेंगे कि यह इस तरह का जो आप गणना करवा रहे हैं इसका क्या मतलब क्या मतलब लाभ है इसको? आप जनता से क्या मतलब यह झूठमठ को सरकारी तंत्र का आप उपयोग दुरुपयोग कर उपयोग नहीं दुरुपयोग कर रहे हैं और जितने भी बीएलओ हैं सभी लोग को परेशान किया जा रहा है और इसमें क्या मतलब सरकार की निहत है किस तरह से मतलब कि इसका वेरिफिकेशन करवा रहे हैं और वेरिफिकेशन का मायने जीरो हमने कल परसों पेपर में देखा कि 90% मतलब कि मतलब कि ये जमा हो गई है तो 90% हम हमारे आसपास कई एक मित्रों से हमने बात किया था उन लोग के यहां बीएलओ आए नहीं गए नहीं तो इसी तरह से जमा हो गए वो 90% हम यह तो वही बात हो गई नोटबंदी वाली कि कि हमारे मतलब 100% नोट हमारे वापस आ गए उसके बाद भी नोटबंदी के बाद भी नोट मिलते रहा अपने इंडिया में इंडिया में नेपाल में आज भी हमको लगता है कि ढूंढा जाए तो नोट पुराने 5000 के नोट कुछ जगह मिल जाएंगे अब ये बहुत बड़ा सवाल है मैंने कल एक वीडियो परसों वीडियो रिकॉर्ड किया था पटना जिले के फुलवारी शरीफ ब्लॉक में जिसमें बहुत सारे बीएलओ एक कमरे में बैठकर फॉर्म भर रहे थे। फॉर्म भर भी रहे थे, दस्तखत भी कर रहे उसमें एक लेडी बीएलओ ने कई फॉर्म पर दस्तखत किए जो मेरे वीडियो रिकॉर्ड में है। डीएम पटना की तरफ से कहा गया कि वहां जो लोग फॉर्म भर रहे थे वो डेथ जिनकी हो चुकी और जो वहां से शिफ्ट हो चुके उनके फॉर्म भरे जा रहे हैं। लेकिन उसमें भी क्या एबिगुटी है। दूसरी रिपोर्ट में आपको पता चलेगा कि उसमें ऐसे फॉर्म भी भरे गए कि जो जिंदा वोटर हैं और उनको डीएम ने कहा वो सिर्फ डेथ जिनकी हुई डेथ वोटर के भरे जा रहे हैं।

वह भी किसी रिपोर्ट में अभी जल्द आपको दिखेगी। लेकिन इनके तो माता-पिता की डेथ हो चुकी है। तो जिनके मां-बाप की डेथ हो चुकी मां की छ साल पहले पिता की अभी छ महीने 8 महीने पहले 7 महीने पहले इनका फॉर्म कैसे भरा गया किसने जमा किया और बीएलओ इनके पास आए नहीं आपका शुभ नाम रामधन शर्मा रामधन शर्मा जी क्या आसपास रहते हैं? पटेल नगर में रहते हैं पटेल नगर में। अच्छा विधानसभा दगा हुआ। दघा और बूथ बूथ बूथ संख्या 299 या 300 होना चाहिए। 299 यह चाहिए ताकि जो गड़बड़ी हुई वह फिर करेक्शन हो। दूसरी बात ऐसे अगर फॉर्म जमा हो रहे तो एक बड़ा सवाल है। उसमें मैसेज है कि आपने दस्तावेज अगर नहीं जमा किए तो बीएलओ से संपर्क करें। तो भाई इनसे बिना पूछे इनका फॉर्म जमा हो गया। बीएलओ तब तो इनसे मिला नहीं या मिली नहीं। तो अब ये इनको क्या पता कि क्या फॉर्म जमा हुआ? क्या दस्तावेज जमा हुआ? और 1 अगस्त से लेकर 1 सितंबर के बीच जो स्कूटनी का पीरियड होगा। क्लेम और ऑब्जेक्शन का पीरियड होगा। उस बीच इनके साथ क्या होगा? इनके मतलब फॉर्म का और इनकी वोटर पहचान आइडेंटिटी पत्र का पता चला कि भाई उस समय कट गया क्योंकि ऐसा अंदेशा भी हो सकता है फिर तो हां हमें पूरा अंदेशा है कि ये मेरा नाम कट सकता है हम और चकि हम लगातार विधानसभा लोकसभा और जो पार्षद का चुनाव होता है उसमें लगातार हम वोटिंग करते आए हैं। हम लेकिन ये सोचनीय विषय है कि ये तो हमारे अधिकारों के साथ हन मतलब कि सरकार के द्वारा हो रहा है। जब हमारा लिस्ट में नाम नहीं रहेगा, तो हम वोटिंग कैसे करेंगे? हम अपने अधिकार का प्रयोग कैसे करेंगे? तो, इससे तो बढ़िया है कि गवर्नमेंट अपने आप ही मतलब कि इलेक्शन इलेक्ट कर दे कि भाई कि यह हमारे विधायक है, हमारे ये सांसद हैं। हम लोग मान लेंगे। लेकिन, वह तो गवर्नमेंट कहेगी कि यह तो हम थोड़ी करें, तो चुनाव आयोग कर रहा है। तो चुनाव आयोग को भाई कंट्रोल कौन करेगा? यह संवैधानिक संस्था है। अमेरिका से आके नहीं ना मतलब कि इसको कंट्रोल करें। करेंगे। भारत सरकार या बिहार सरकार का ही मतलब दायित्व है। नहीं चुनाव आयोग संवैधानिक है। वह वह तो इंडिपेंडेंट बॉडी है। लेकिन हां चलिए कोई बात नहीं। कंट्रोल तो करें ना आखिर मान के चलिए गलत हो रहा है। गलत हो रहा है तो वो गलत नहीं होगा। तो कैसे ये मतलब किनके पास आदमी जाएगा? भाई डीएम है। डीएम ही जिला निर्वाचन अधिकारी होते हैं। तो डीएम की ज्यूटी है। डीएम की ज्यूटी है कि ये फर्जीवाड़ा ना हो। हां तो नहीं हो तो इस इस पर गवर्नमेंट इस पर अंडरटेकिंग करेगी ना किस तरह से क्यों काम हो रहा है। हम्म सही बात है। अब आप बताइए जरा अपने बारे में। राम धन शर्मा आपका बूथ कौन सा हुआ? सर बूथ कुल में है क्या? विधानसभा दिखा हुआ। एपिक नंबर आपने भी डाला तो आपको पता चला कि आपका फॉर्म जमा हो गया। जी इनका भी रामधन शर्मा जी हैं। इन्होंने भी एपिक नंबर डाला तो ये इनके पास भी वही जानकारी आ गई है कि आपका गणना प्रपत्र जमा हो गया है। और रामधन शर्मा जी ने कोई फॉर्म भरा नहीं है। और इसमें लिखा हुआ है कि जमा भी हो गया। निर्वाचक सूची जो 1 अगस्त को प्रकाशित होगी उसमें आपका नाम भी होगा और अगर आपने दस्तावेज जमा नहीं किया तो कृपया बीएलओ से संपर्क करें लेकिन ना बीएलओ से इनका संपर्क हुआ ना बीएलओ ने इनसे संपर्क आपने बीएलओ संपर्क किया जी नहीं बीएलओ ने आपके से संपर्क किया जी नहीं आपके इलाके का बीएलओ कौन है भी पता नहीं है सर आपके इलाके का बीएलओ कौन है उसके बारे में विस्तृत जानकारी हमें नहीं है नहीं है तो फिर ये आपके परिवार में और वोटर हैं जी बिल्कुल अभी और बाकी के बारे में पता किया जी तो बाकियों के बारे में कुछ पता चला कि बाकी के भी फॉर्म जमा हुए हैं क्या? अभी हो सकता है सर। अभी आपने नहीं पता किया। नहीं तो ये देखिए

अब ये आप आप बताइए अपना नाम। जितेंद्र शर्मा जितेंद्र शर्मा ये जितेंद्र शर्मा जी हैं। आपका क्या हुआ? एपिक नंबर से इनका भी फॉर्म जमा हो गया। आप बीएलओ से मुलाकात हुई? जी नहीं। आपका विधानसभा आपकी दीघा है। जी और बूथ नंबर याद है आपको? से से सेवन। आपकी भी बीएलओ से कोई मुलाकात नहीं है। बीएलओ से मुलाकात नहीं है। फॉर्म मिला था आपको? नहीं। कोई घर पे फॉर्म देने आया? नहीं। आपने किसी से मांगा फॉर्म नहीं। कोई फॉर्म मांगा नहीं। फॉर्म देने नहीं आया। बीएलओ से मुलाकात नहीं। बीएलओ का नाम जानते हो आप? नहीं। नहीं। क्या करते हो आप? कारपेंट्री। कारपेंट्री करते हो। अच्छा यही इसी फैक्ट्री में फर्नीचर वाले में। कारपेंटर का काम करते हैं। और रहते कहां है? इंद्रपुरी में। इंद्रपुरी में रहते हैं और इनका भी फॉर्म जमा हो गया। अब इलेक्शन कमीशन जिला निर्वाचन अधिकारी यह जवाब दें कि ये क्या हो रहा है? एसआईआर के नाम पर। आपका शुभ नाम? मधुसूदन शर्मा नाम हुआ सर की हां आपका क्या करते हो कारपेंट्री करते हैं रोड नंबर सात में रहते हैं हमने कि मेरा भी वही हाल है कि मैं अपने आप जमा हो गया हमने कि हम आज प्लान बना रहे थे कि जाएंगे कागज लाकर फॉर्म ला के जमा करेंगे लेकिन पता चला अभी शाम में चेक कर रहे हैं तो पता चल रहा है कि यह तो जमा हो गया इनका भी जमा हो गया ये अभी सोच ही रहे हैं कि फॉर्म लाएंगे और जमा करेंगे और इनका पता चला कि इनके जमा पता नहीं अब पत्नी का हुआ है कि नहीं हुआ वो तो चेक करेंगे तो पता चलेगा लेकिन मेरा तो अपना चेक करेंगे किए तो जमा हो गया जी तो यह कैसे हो रहा है कैसे अब साइन कौन किए नहीं किए यह तो मुझे मालूम नहीं हमने की लेकिन मेरा जमा हो गया और कौन सा कागज उसमें लगा नहीं लगा ये भी नहीं मालूम कागज सुन रहे थे कि कुछ लगेगा कुछ नहीं लगाने की सीधा जमा हो गया हमने कि तो आपके इलाके का बीएलओ कौन है बूथ का बीएलओ तो हम जानकारी नहीं है सर कितने नंबर बूथ है सेवन है हमने की आपके पास कोई बीएलओ आया नहीं नहीं कोई नहीं आया सर खाली हमको कॉल आया था हमने कि डेढ़ सप्ताह पहले हां कि आ कर के फॉर्म ले लीजिएगा लेकिन उस समय हम थे बिहार शरीफ में उसके बाद से फिर मैंने कोई म पता नहीं आया हमने और चुनाव आयोग का निर्देश है गाइडलाइन है कि एक मतदाता के पास तीन बार बीए लोग को जाना है तीन राउंड ताकि कोई वोटर छूटे नहीं और कोई गलत वोटर वोट वोटर लिस्ट में रहे नहीं हम घर में आदमी एकदम कंटिन्यू रहते हैं कभी इन्होंने कोई नहीं जाते हैं हम भली बाहर रहते हैं लेकिन हमारा तो पत्नी घर में रहती है हमने की कितने कितने साल से वोटर हो आप कितने कब से वोट दे रहे हो वोट तो हम लगता है कि 14 15 साल से दे रहे हैं सब समिट ऐसा थोड़ी था। 2003 की लिस्ट में था। हां तब था तो 2003 22 पहले से भी दे रहे हैं हमने कि अच्छा आप कब से वोट दे रहे हो उतना तो याद नहीं है 101 साल से हां 10 15 साल से तो अब अब आप पत्नी के बारे में अभी नहीं पता है ना पत्नी के बारे में पता नहीं है सर लेकिन अब चेक करेंगे तो पता हो सकता है कि जमा हो गया होगा तो हो गया होगा ना हुआ तो फिर क्या कहोगे चुनाव आयोग से चुनाव आयोग को तो कर ही रहे हैं मैं कि उनको तो करना चाहिए कि भाई घरघर सबके मैं करके अगर कर रहे हैं सही तो तब फर्जी हो रहा है अगर फर्जी कर रहा तो तो उसका कोई बना के समक्ष यही रखूंगा कि सब फर्जी हो रहा है। हां मैंने जमा नहीं किया फॉर्म अपना और जमा हो गया है। हम उस समय कौन दस्तखत कर दिया? क्या कागज किया? हां। अब कौन दस्तखत किया कोई पता नहीं। कोई पता नहीं है। हां। तो ये सब करने से क्या फायदा है? जब लोग के पास गए नहीं और उनका फॉर्म जमा हो गया। हैं तो फिर क्या फायदा हुआ कि इन लोग को पास वेरिफिकेशन करने से क्या फायदा? वेरिफिकेशन का कोई मायने नहीं है हमने कोई

मायने नहीं का नहीं उसमें एक खतरा यह भी है कि अभी यह जमा हो गया फर्जी हां हो सकता है कि हमारा कहीं नाम ना कट जाए हमने कि हां 1 अगस्त से जो लिस्ट तो कुछ दिए नहीं है हमने की योग शक है कि कहीं ना नाम ना कट जाए हमने की इसलिए कुछ दिए नहीं अल तो म प्रूफ तो हो सकता है कि ना कहीं कट जाए हमने की और हमको ज्यादा डर हो गया हमने की जो अति करवा रहे हैं चुनाव उनको अ करना चाहिए हमने कि फिर से आ के वेरिफिकेशन करवाना चाहिए हमने की अब यह अह एक बड़ा सवाल है और यह अह चुनाव आयोग और पटना के निर्वाचन अधिकारी बिहार के सीईओ इन वोटर्स को सुने समझे देखें कि इनके माता-पिता का निधन हो चुका मां का 6 साल पहले पिता का छ सात महीने पहले और उसके बाद उन दोनों के नाम पे फॉर्म जमा हो गए। उन दोनों के नाम के इनमिशन फॉर्म भी जमा हो गए और उसके बाद उसमें मैसेज भी आ गया कि अगर आपने दस्तावेज नहीं जमा किए तो बीएलओ से संपर्क करें। इन्होंने भी बीएलओ से मुलाकात की नहीं। कोई फॉर्म इनको मिला नहीं। फॉर्म देखे आपने कैसा होता है? हां दिया है। एक निगम वाले ने दिया है। निगम वाले एक फॉर्म दे गए। ये जो कंप्यूजन है ये अलग। निगम वाला फॉर्म अलग है। उससे चुनाव आयोग का अलग है। तो निगम वाला फॉर्म जमा किया आपने? नहीं नहीं किया। नहीं किया। तो इनके आपके पास भी फॉर्म देखा आपने कैसा? फॉर्म तो हम देख नहीं। फॉर्म कैसा होता है? फॉर्म तो सोच रहे थे कि जाएंगे कहीं से लाएंगे। मैंने कि प्लान बना रहे थे। लेकिन फिर चेक किए तो मैंने पता चला कि यहां तो जमा हो तो फिर हम भुला गए कि अब कॉलेज जाने फॉर्म लाने के लिए तो जमा हो गया तो म कोई मतलब ही नहीं है लेकिन डर यही लग रहा है कि कहीं ना नाम ना काट दें जैसे धांधली हो रहा है कि भाई ये है आ गया बाहर से आ गया ये आ गया हो सकता है उसी दिन में हम लोग भी कहीं ना समेट दे ना कि नाम कट जाएगा राशन कार्ड में भी नाम कट जाएगा कि आप तो जब यहां के वोटर ही नहीं है प्रक्रिया खत्म हो जाएगा हां तो फिर आपको राशन राशन मिलने में भी दिक्कत होगी आपको बहुत तरह का परेशानी इसमें आ जाएगा राशन नहीं मिलेगा और कोई अथ नहीं मिलेगा हो आप ना बहुत बात हो सकता है यह ओनर हैं इस जो भी टिमबर फर्नीचर हार्डवेयर की शॉप के ये दो कारपेंटर हैं यहां ये इनके पड़ोसी हैं और मेरा मकसद सिर्फ यह चुनाव आयोग और बिहार के सीईओ और पटना के जिला निर्वाचन अधिकारी यानी डीएम तक यह पहुंचाना है कि क्या फर्जीवारा हो रहा है। उस इससे बड़ा सबूत और क्या चाहिए। सिर्फ कह देने भर से कि अगर मेरी मेरी खबर आएगी वीडियो आएगा उसको आप कह देंगे कि मिसलीडिंग है भ्रामक है यूबर अजीत अंजुम गलत सूचनाएं दे रहे हैं अपने YouTube के माध्यम से तो यह वोटर है यह मतदाता हैं इनके पास बीएलओ नहीं पहुंचा इन्होंने फॉर्म नहीं देखे और उसके बाद फॉर्म सबके भर दिए गए और सबसे बड़ी बात इनके माता-पिता का निधन हो चुका है और उनके नाम के फॉर्म भरे जा चुके हैं। फॉर्म अपलोड किए जा चुके हैं। मैसेज आ चुका है कि आपका फॉर्म मिल चुका है। दस्तावेज अगर नहीं दिया है तो बीएलओ से संपर्क करें और आपका नाम 1 अगस्त की सूची में होगा और ऐसे बहुत सारे लोग बिहार के अलग-अलग जिलों में मुझे मिल रहे हैं। ऐसे बहुत सारी जगहों पर मुझे जानकारी मिल रही है जिनका निधन हो चुका है। उनका भी फॉर्म जमा हुआ है। हजारों लोग ऐसे हैं सैकड़ों तक तो मुझसे संपर्क कर रहे हैं कि उनकी मुलाकात बीएलओ से नहीं हुई। उनको फॉर्म नहीं दिया गया और उनके फॉर्म अपलोड हो गए। फर्जी दस्तखत के साथ पता नहीं क्या डॉक्यूमेंट कौन दस्तखत कर रहा है और इतनी जल्दबाजी में हो क्यों रहा है? यह सवाल लगातार उठ रहा है कि मैं भी वीडियो में बोल रहा हूं कि इसके लिए मैं बीएलओ को कम जिम्मेदार मानता हूं। टॉप टू बॉटम बॉटम का

सबसे निचला तबका बीएलओ है। इन पर दबाव, प्रेशर, टारगेट जल्दी पूरा करने का दबाव और उस दबाव में ये सब ये फर्जीवारा हो रहा है। बीएलओ तो प्राथमिक स्कूल के टीचर होते हैं, शिक्षक होते हैं। एसडीओ, बीडीओ, डीएम इन सब के दबाव में वो यह काम कर रहे हैं। लेकिन अब क्या इस वीडियो को दिखाने के बदले एफआईआर या खंडन मेरी रिपोर्ट की होगी या फिर इन वोटर्स के साथ जो फर्जी वारा हुआ इसकी जांच होगी और जांच बहुत जरूरी है डीएम साहब बिहार के सीईओ फिलहाल इस वीडियो को खत्म करता हूं अलग-अलग इलाकों से लगातार मुझे ऐसी सूचना मिल रही है अलग-अलग जिलों से कुछ और दिन बिहार में गुजारेंगे और ऐसे वोटर से मुलाकात करेंगे नमस्कार सर।

Prashant Kushan
(TRUE COPY)

For <https://www.youtube.com/watch?v=8PvCKiVd3W4>

Transcript in English: from 11:10 to 17:55 minutes

"You filled the form, right? When did you fill it?"

"It's been four or five days."

"So where did you fill it?"

"Master took it at the school."

"Did you get any receipt after filling it?"

"No, no receipt was given."

"So you filled the form, but didn't receive any receipt?"

"No, no receipt. No one got a receipt."

Now this is the situation right in front of a school—look at how propaganda works, and how the Election Commission claims through photographs that everyone received an acknowledgment form. But we're looking for even a single person who actually received that acknowledgment—known in English as the *acknowledgment slip*. I've been searching across Bihar for 14 days now for even one voter who got it.

"Did you fill out the new voter form?"

"Yes, but haven't received anything yet."

"You guys filled the form?"

"Yes."

"Where are you from?"

"Doesn't matter, even the people next door filled the form."

"But why didn't you fill it?"

"Where did you fill the form? Which form?"

"The new voter form, the one being filled these days."

"Yes, I filled it."

"Did they give any receipt?"

"No."

"Where did you submit the form?"

"Somewhere. It had a photo section, name, etc."

"Do you know who your BLO (Booth Level Officer) is?"

"No."

"Do you know Vikas?"

"No."

"This person is a laborer; he doesn't understand all this. His house is right here."

"You filled the new voter form?"

"Yes."

“But no one came to get it filled?”

“No.”

Now you see, no one came to their house to fill the form.

“Did you fill it at the school?”

“Yes.”

“Did you get a copy?”

“No copy.”

“Then did someone take your photo?”

“Yes, they took a photo at the school.”

“But you didn’t get a receipt?”

“No receipt at all.”

If even one person near this school has a receipt, I’d like to see it. The Election Commission claims that everyone received it. But the reality? No receipts were given.

We’re trying to find someone who actually received a receipt. Come here—if I say this is fraud, the Election Commission gets offended. If I say BLOs are filling forms without even meeting voters, they get upset. If I say they’re signing on behalf of dead voters—those who passed away 5–7 years ago—they threaten with FIRs.

So today I’ve come to the very school where these pictures were taken and propaganda was done, claiming that everyone received an acknowledgment slip for voter form submission. But in reality, that slip is not with any of the voters.

“Where is the form now?”

“The photo is there.”

“Which photo?”

“The one at the end.”

“This one?”

“Yes.”

So they filled the form, took the photo, and then the form was taken back. That’s what the women are saying. The forms were collected again after the photo was taken. And the Election Commission tweeted that the acknowledgment forms were distributed—meaning the acknowledgment that voters should have received is not actually with them.

Women voters are saying that the forms were taken back after the photos were taken. So what was this? Just a *photo opportunity*? A staged picture for Twitter, for social media?

"Come, let's identify the photo."

"Yes, everyone's here."

"Sit, stand—who's in the photo?"

"Which one is yours?"

"This one—the green sari."

"Okay, that's you."

This photo of the woman in the green sari was tweeted by the Election Commission saying acknowledgments were being distributed. But in truth, they had the forms filled, took the photos, and then took the forms back.**

Transcript In Hindi :

आप फॉर्म भरे अप लोग जी कब भरे वही चार पांच दिन हो गया तो कहां जाके भरे रसीद मास्टर लिए स्कूल के तो आपको कोई रसीद दिया उसको भर के नहीं नहीं मिला रसीद नहीं मिला आप फॉर्म भर दिए जी रसीद मिला कोई अभी नहीं मिला नहीं मिला ये नहीं मिला ना रसीद रसीद किसी को रसीद नहीं मिला अब ये ठीक स्कूल के सामने एक स्थिति है देखिए प्रचार का प्रोपेगेंडा कैसे काम करता है और कैसे चुनाव आयोग की तरफ से कहा जाता है तस्वीर खिंचवाकर कि सबको प्राप्ति प्रपत्र का विवरण अब ये प्राप्ति जिसको एकनॉलेजमेंट बोलते हैं अंग्रेजी में ये किसको मिला है यहां पे हम तलाश रहे हैं कि किसको मिला है एकनॉलेजमेंट क्योंकि यह तलाश मैं 14 दिन से बिहार में कर रहा हूं ऐसे वोटर की जिसको एकनॉलेजमेंट मिला है फॉर्म भर ला वोट वाला फॉर्म भर दे ना भरला कुछ अभी ना मिल कुछ फॉर्म भरा भरा अभी मिलना ना है कुछ अरे तुम लोग फॉर्म भरे हो क्या ये के रहने वाले हो कोई बात नहीं बगल में तो फॉर्म भरे वोट वाला नहीं भरे काहे काहे नहीं भरे कहां भरा था फॉर्म? कौन सा फॉर्म? अरे वोट वाला जो नया वोट बन रहा है सब हां हो गया तो भर दिए हां तो उसका कोई रसीद दिया नहीं कहां दिया कहां भरे जाके फॉर्म वो तो भरा है वाला वोट वाला वोट वाला जो नया फॉर्म भरा जा रहा है भर दिए ना कहां भरा होगा अरे एक फॉर्म मिला होगा जिसमें फोटो लगता है जिसमें नाम हैं नहीं भरा तो बीएलओ कौन है आपका मतलब बीएलओ मतलब विकास में नहीं नहीं नहीं नहीं विकास पता नहीं इधर इधर आइए जरा इनको समझ में नहीं आ रहा ये मजदूर है आपका घर यही है फॉर्म भर देला वोट वाला फॉर्म वोटर वाला नया एक फॉर्म है ना कि सबके भरे छ नहीं पता नहीं पता है नहीं अच्छा क्या नाम है आपका हम तो सिमदार अब पहले से वोटर छ वो हां तो कोई नहीं फॉर्म भर वाला नहीं ठीक स्कूल के पीछे का ऐसा ही कह रहे इनको फॉर्म में भरने के लिए कोई नहीं आया हां अब देखिए तो यहां नहीं कोई ना इनके यहां ना कोई फॉर्म भर दे वोट वाला नहीं कहां भर तो तू भरला स्कूल फॉर्म भरला वोट वाला हां भरला कॉपी मिल कोई ना अभी कॉपी कॉपी ना मिलो

फोटो में तू तो फोटो खींच ले रहो हम तो फोटो खींच की स्कूल में ना भर ना सर जी फोटो खींच से अच्छा तो फॉर्म रसीद ना रसीद ना मिला एक आदमी रसीद वाला अगर इस स्कूल के पास मिल जाए जरा हम देखते हैं चुनाव आयोग कह रहा है कि क्या रसीद रसीद ना मिला ना हां रसीद वाला हम खोज रहे हैं कि किसको रसीद मिला है आइए जरा इधर यही जो है चुनाव आयोग अगर मैं कहता हूं यह फर्जीवारा हो रहा है तो चुनाव आयोग को बड़ी तकलीफ होती है। अगर मैं कह रहा हूं कि वोटर से मिले बगैर भी बीएलओ भर रहे हैं फॉर्म तो भी तकलीफ होती है। इधर आइए आप अगर मैं कह रहा हूं कि बहुत सारे वोटरों के दस्तखत करके बीएलओ भर रहे हैं। यहां तक कि मृत जो वोटर हैं जिनकी 5 साल सात साल पहले जिनका निधन हो गया उनके भी फॉर्म भर दिए गए और ये फर्जीवारा है तो तकलीफ होती है। एफआईआर की धमकियां आती है। तो आज मैं आ गया हूं उसी स्कूल में वहीं पर जहां ये तस्वीरें खींची गई है और जहां से प्रचार किया गया कोई के रसीद मिलकर वोट वाला वोट वाला रसीद ना मिलकर रसीद ना ना मिल फोटो पहचान पहचानो हम सत हक तो फॉर्म कहां है? तो फोटो है हां कौन फोटो है तो हम ना तो कहां फोटो है बच्चा तुम हट जाओ बेटा तो फोटो कहां है हम फोटो यह है लास्ट में खड़ा है ये फोटो है कहां पे कौन वाला यह है इसको ये है तो फॉर्म भर वो दिन भर और फॉर्म कहां है फिर पास में ना मिल डुप्लीकेट ना मिल कोई अब देखो इसमें तो अलावा में और के है सब दीदी फोटो खींच तो लोग बड़ा इंटरेस्टिंग है भाई इन महिलाओं को स्कूल में बुलाया गया इनको फोटो फॉर्म देकर खिंचवाया गया जो भरवाया गया होगा और फोटो सब लेकर उसके बाद वो फॉर्म फिर ले ले थोड़ा सा हां हां सब के ले ले सबके फॉर्म ले ले सबका फॉर्म वापस ले लिया गया और इलेक्शन कमीशन की तरफ से कहा गया पावती प्रपत्र वितरित वितरित करते हुए पी मतलब एकनॉलेजमेंट जो वोटर के पास होना चाहिए नहीं है महिला वोटर कह रही है कि वो फिर वो ले लिया मतलब क्या पिक्चर अपॉर्चुनिटी थी कि तस्वीर खींचा और उसके बाद Twitter के लिए एक्स के लिए हां अब सब लोग पहचानना पर तू आता है मां सब कोई सब कोई हथिया देखो सब लोग मिल गए हम बैठ अच्छा तन खड़ा हो जा हम फोटो मिल त खड़ा हो जा तो हम फोटो देख अच्छा तोहर कौन सा फोटो है बता बगल वाली कौन वाला बताओ ये वाला है बीच वाला बीच वाला ये हरियर साड़ी हरियर साड़ी बेटा तुम बच्चा हटो सब ये हरियर साड़ी अब बैठ जाते हैं हम फिर यहां पे ये हरियर साड़ी जो है हरी साड़ी हरी साड़ी वाली ये महिला है ये हरी साड़ी में पहने हैं। यह इलेक्शन कमीशन की तरफ से ट्वीट किया गया है कि पावती प्रपत्र सबको मिल रहा है। मतलब एकनॉलेजमेंट ये फॉर्म भरा के और ले लिया उन लोगों ने। हां सबका धरा दिया है। फोटो खींच दिया है। फोटो खींच के फिर कहा दे दो।

Preshant Kushan

(TRUE COPY)



Post



Election Commission of India

@ECISVEEP

[Translate post](#)
[#कोई_योग्य_मतदाता_छूटे_ना](#)


AC 129 में आंगनवाड़ी सहायिका, सेविका एवं जीविका दीदी की उपस्थिति में BLO द्वारा पावती प्रपत्र का वितरण।

[#Bihar](#) [#SIR](#) [#ECI](#)


Chief Electoral Officer, Bihar

2:06 PM · 19/07/25 · 6.4K Views

— Prashant Kushan
(TRUE COPY)

Ashok Lavasa writes: On Bihar SIR, EC must press pause

A bureaucratic approach coupled with an unclear purpose can be a nightmare for citizens.



In the absence of definitive proof of citizenship issued under the Citizenship Act, the ECI has done a credible and commendable job in preparing inclusive electoral rolls that have expanded from about 180 million electors in 1951 to about 990 million in 2025. This has been possible because of an expansive and pragmatic approach, with the ECI's motto, "no voter is left behind". In that process, it has devised its own procedures to ascertain the identity, bona fides, and "ordinary residence" of Indian citizens so that they are not deprived of the democratic right to elect a government. Conscious of its constitutional obligation, the ECI neither waited for the government to fulfil its legal responsibility of issuing a citizenship document nor was guided by it into adopting a system to

satisfy itself about a citizen's eligibility in preparing electoral rolls. This served the country and its citizens well and earned accolades for the ECI as an empathetic, transparent and efficient independent organisation. It rightly adopted systems that do not conflict with extant laws and do not unduly encumber the citizen — from enrolment to voting.

In fact, the ECI has been indulgent. Even though it is an elector's responsibility to ensure that she is not enrolled in more than one place, the ECI has been tolerant of this while working on methods by which such duplication can be detected and deleted. It has not filed a single case against electors who may have committed this irregularity because it was confident that its procedures would not permit electors to vote more than once. It has innovative ways of facilitating voters embracing modern technologies to make the system failproof.

The Indian electoral system has faced a fundamental challenge in determining where an elector should vote. EPIC recognises an elector's eligibility but is not sufficient to vote till the elector's name appears in the electoral roll of a particular constituency. The EC has been flexible in allowing an elector to be enrolled in a place of his ordinary residence. The meaning of "ordinarily resident" is defined in the RP Act in an ambivalent manner that enables the ERO to exercise his judgement in determining the claim made by the elector seeking registration:

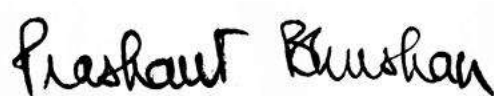
The person seeking to register as a voter is required to give an affidavit that she is a citizen of India and provide documentary evidence of her identity and ordinary residence. In fact, as per Rule 18 of the Registration of Electors Rules, 1960, "if the registration officer is satisfied as to the validity of any claim or objection, he may allow it without further inquiry". He must conduct an inquiry, if demanded. Even in the case of deletion, he cannot do so without giving the person an opportunity to be heard, and the onus of proof is on the objector.

What is puzzling in the case of Bihar is that the EC discarded its own

findings of more than two decades in registering electors as per its notified due process, and placed the burden of proof on electors. In an unprecedented step, it ordered that registration till 2003 would carry “probative evidence of eligibility, including presumption of citizenship”, not mentioned in earlier revisions. The previous EC orders for SIRs should be seen in this regard. The practice hitherto, as per available information, was house-to-house enumeration where the head of the family would provide details of all adult members, as per Forms 4 and 5, without any document for supporting citizenship. Therefore, the distinction made between pre-2003 and post-2003 is illogical.

A bureaucratic approach coupled with an unclear purpose can be a nightmare for citizens. Even if the ECI agrees to expand the list of documents that electors are required to submit for reconfirming the satisfaction of the ERO, the distinction made between two groups of electors, pre and post-2003, is unreasonable and needs review. Similarly, the distinction between different categories of citizens based on their date of birth is unprecedented. It may not be desirable to let an overzealous ECI enlarge its sphere of responsibility. After all, hasn't the ECI steadfastly remained away from enforcing the order of the Central Information Commission treating political parties as public entities under the Right to Information Act as it doesn't lie in its remit? Or should we expect the ECI to take that issue up with equal conscientiousness?

The writer is a former election commissioner



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RESPONSE TO THE EC's CLAIMS ON COVERAGE OF 'ELIGIBILITY DOCUMENTS' IN BIHAR

Document	EC's Estimate (Converted into % of 7.9 cr potential electorate in 2025)	Our Estimate for persons not on ER 2003 (% of population 18-40 yrs)	Our response to the ECI data and basis for our calculations
Identity card or Pension Payment Order	(1.8%) 14.39 Lakh (9.65 L Employees + 4.74 Lakh Pensioners)	1%	EC data source is credible and its figures are accurate, but it over-estimates the numbers as a) All pensioners are likely to be in the Electoral Rolls of 2003, and b) at least half of the present employees are likely to be in the age group 40-60 and therefore assumed to be on ER-2003. The correct estimate therefore is 4.8 lakhs (1% of potential electorate in Age Group 18-40 years)
Identity Card /Document issued by Government/ LIC/PSUs prior to July 1st 1987	"Cannot be ascertained"	Nil	No comment needed
Birth Certificate	(49.7%) 3.93 Cr.	2%	EC claim is grossly misleading on several counts: a) The reference period used (2001-2024) is invalid. As EC concedes anyone born after 2007 cannot be on electoral rolls.b) the figures are for births registered, rather than for birth certificates issued or received. A small proportion of registered births used to apply for birth certificates during 1985-2007, the time period relevant for us. The correct source for estimating the number of persons who possess a birth certificate is the National Family Health Survey, Round 3 which found that 2.8% of households in Bihar possessed a birth certificate for a child born between 2001-05. Since our reference period is 1985-2007, the figure is likely to be much lower, well below 2%.

Passport	36.6 Lakh (4.6%)	4.6 %	EC data source is credible. Though the data is inflated (as it includes expired passports) but may be retained in the absence of an authentic break up. It may be noted that most of the passport holders are also likely to possess matriculation/degree certificates and are not additive in nature.
Matriculation	(36.8%) 2.91 Cr. (2.86 BSEB + 0.017 OS + 0.028 Sanskrit)	43.3%	EC uses correct data source, but uses wrong reference years (1980 to 2025) whereas the only relevant years are from 2001 (matriculate of that year would have become a voter after 2003) till 2023 (matriculates after that are not eligible yet) . The number for 2001 to 2023 (including Bihar Madrassa Board Data provided but not used by EC) works out to 2.06 Cr (43.3% of the age group 18-40 years)
Permanent Residence Certificate	(176%) 13.9 Cr.	Nil	The data is irrelevant since the EC admits that “Permanent Residence Certificate is not issued in Bihar”. The figures are for ‘Residence Certificate’ that is issued for one year and cannot have presumptive value for citizenship. The astronomical data exceeds the total population of Bihar. Oddly, the EC has not provided any source document for this data.
Any Caste Certificate	(111%) 8.73 Cr	16% to 20%	The astronomical figure given by ECI cannot be relied upon as a) The ECI has not attached a copy of the letter or source document; b) the ECI does not explain why it covers the period from 2011 to 2025; c) the data purports to be about the number of certificates issued rather than the number of persons to whom it was issued. In the absence of specific data, the figure is unusable. Therefore we draw upon an older research paper which measured availability of caste certificates among SC (20%), ST (38%) and OBC (18%). Assuming no caste certificate for the General category, it works out to 16% for the entire population. Since this research pertains to 2011-12, and we must assume higher availability since then, it is safe to give a range of 16-20%
National Register of Citizens (wherever it exists)	Does not exist for Bihar	Nil	Not mentioned by the EC.
Family Register	(27.3%) 2.16 cr (15.77 PR Dept + 2 Cr Vikas Resister)	1.2 %	Highly misleading and speculative data. As is clear from the Annexure D of ECI, the Vikas Register 2.0 of Bihar Mahadalit Vikas Mission is a purely an internal administrative document for official use with a login. This is not a certificate available to people. The other figure of Vanshvali certificates issued by Panchayati Raj

			Department is relevant, though the figure of 15.77 lakh is inflated as two-thirds are likely to be under 18 yrs or above 40 years. So the correct figure is around 5.77 lakhs (1.2%)
Any Land/ House Allotment certificate by Government	(15.6%) 1.24 Cr (5.78 lakh Allotted Land + 4.6 lakh Urban houses+ 1.13 Cr Beneficiaries of PMAY-G, IAY, PMAY-U, MMGAY)	1.2%	Two of the three figures are misleading and inapplicable. While Land allotment under Bhoomi Bandi Basti Parcha qualifies as "land allotment", grants under IAY, PMAY-G and PMAY-U involve no allocation of house or land as these are grants to construct a house on one's own land. The numbers given here are of Scheme Beneficiaries who have obtained a Sanction Letter which is not a House Allotment Certificate. So the only relevant figure is 5.78 lakhs (1.2%).
Forest Right Certificate	Not mentioned by EC in Counter Affidavit	Negligible	Only forest dwelling ST communities are eligible for this. As per one report Bihar has had only 191 such certificates granted till date.

Preshant Bhusan

(TRUE COPY)

EC's estimate Our best estimate Our sources

Rapid Assessment of Special Intensive Revision of Electoral Rolls in Bihar: Provisional Report of a Survey

Date: 9th July, 2025

Place: Delhi.

Introduction

Bharat Jodo Abhiyan team conducted a rapid survey in 8 Districts of Bihar on 5th, 6th and 7th of July 2025. The main objectives of the survey were to do a quick assessment of:

- a) How many households and persons received the Enumeration Forms that the BLOs were supposed to supply to everyone whose names figure on the existing Electoral Rolls of 2025?
- b) How many adult persons fulfill either of the two conditions laid down in SIR guidelines:
 - a) Name in Electoral Rolls of 2003 OR
 - b) Availability of at least one of the 11 documents required under the SIR process

Here are the key findings of the survey:

- **Only 43%** households had received the Enumeration forms, with some improvement after the 5th of July when this figure was just **39%**
- Since not all members get the Form at the same time, **35%** individuals had received the Enumeration form. Of this, the vast majority had received just 1 copy, not 2 copies as required by SIR.
- As many as **37%** of the sample did not qualify the Eligibility Criteria defined by the SIR.
- Of those within the 18-40 age group, who were not on the 2003 electoral rolls, an overwhelming majority of **63%** did not possess any of the 11 documents to qualify for eligibility. Although each one of them possessed EPIC or Aadhar as an identity proof, this is not admissible under SIR guidelines.

The present report contains the initial findings of the survey. A more detailed statistical analysis is still underway. The summary findings of the Survey were reported on 8th July in the Indian Express (Annexure 1).

https://indianexpress.com/article/opinion/columns/in-bihar-its-not-just-about-a-voter-list-10114638/?ref=top_opinion

Rationale

The notification of Special Intensive Revision (SIR), has led to widespread public concern and apprehensions. Several ground reports in the media have highlighted the concerns of the people. However, these reports are, as is bound to be the case, anecdotal. The big picture eludes everyone. Hence, the Bharat Jodo Abhiyaan team, a part of the Bihar Civil Society, decided to carry out a rapid sample survey across many sites in the state. The objective was to provide a glimpse to the wider world of a) the operational challenges of the first step of the project – households obtaining an Enumeration Form to enter their details and b) the availability of the documents deemed mandatory by the Election Commission to prove one's eligibility.

Methodology

The survey was carried out in:

- 8 districts: Katihar, Araria, Darbhanga, Madhubani, Saharsa, Sitamarhi, Patna, Rohtas
- 12 Assembly segments within these districts
- 17 polling stations (mostly rural) within these segments

In all 12 teams (one team for each assembly segment) comprising 27 members visited a total of 162 houses and gathered information on 709 adults in these sampled households.

Face to face interviews were carried out with an informed member of each sampled household. A structured proforma (Annexure 2) was used to gather information. The surveyors were volunteers of Bharat Jodo Abhiyan who received summary online training for this purpose. Each team carried printouts of both the current 2025 electoral rolls for their polling booth and the relevant polling booth from the 2003 electoral rolls.

Interviews were carried out over three days: 5, 6 and 7 July. Detailed written instructions (Annexure 3) were also issued to all the survey teams. The teams were asked to keep field notes for relevant points not directly tackled in the questionnaire. Hand-written forms were scanned and transmitted online and analysed by the national team of Bharat Jodo Abhiyaan.

Sample

Given the time and logistical constraints, it was not possible to follow pure scientific random sampling procedure. So the following process was adopted to ensure a representative sample:

- The choice of districts and assembly segments were based on availability of teams
- Within the district, the teams were requested to select villages that represented the social demography of the constituency
- Within the selected polling booth the teams were asked to sample 20 persons (later revised to 12) following strict random sampling protocols ($r+n$ where r is a random number and n is the total electorate/ 20 or 12)

Our final sample does not accurately capture demographic diversity of Bihar but is representative in some basic respects. There was a concentration of Districts from North Bihar - six of the eight districts we surveyed, Katihar, Araria, Darbhanga, Madhubani, Saharsa, Sitamarhi are from North Bihar. The remaining two Patna and Rohtas are South of the Ganges. Except Patna (ranked among the top performers), all these fall among the middling performers in SIR. Hence, though the sample is not geographically representative, the situation in Bihar overall should differ too much just because of the Districts chosen (List of Districts and Constituencies Surveyed in Annexure 4)

Just over half of our sample (51%) was from the 18-40 age groups. This is lesser than the age distribution estimated by the report on Population Projections for India and States (2011-36), which is around 59%. This is probably because, despite our guidance, many of our surveyors were unable to elicit information of all the circular migrants in each family. So we may have under-sampled the most vulnerable group likely to find itself out of the Electoral Rolls.

Major Findings

Availability of Enumeration Forms

The ECI claimed that as on 5th of July it had disbursed Enumeration Forms (presumably two copies each) to 94 per cent of the persons on the last Electoral Rolls. However, though most of our sample was surveyed after this claim by the ECI, our findings were contrary:

Table 1

Enumeration Forms Status: Households (n=162)

Category	%
Households which received no Enumeration Form	57
Households which received one or more Enumeration Form	43

Almost three fifths of the households had not received an enumeration form. The process did seem to have speeded up after the ECI declared that it was near completion: on 5th July 39% of the surveyed households reported receiving the Enumeration Forms, this increased to 44% on 6th July and 43% on 7th July.

Since these forms are individualised (with printed name and photo of the person from the latest ER), not all members of the family receive the forms simultaneously: there were numerous cases of households where one of the members had received a form but one or more of other members who were on the existing voting list did not receive a form.

At individual-level **just under 2/3rd** of individuals had received forms in the survey period.

TABLE 2

Enumeration Forms Status: Individuals (n=709)

Individuals Surveyed Received:	%
No Enumeration forms	65
1 Enumeration Form	30
2 Enumeration Forms	6

Importantly, very few individuals reported receiving two enumeration forms: in the entire process defined by the SIR, the acknowledgment on the second enumeration form by the BLO, when collecting the filled forms is the only quality check. That is one single documentary evidence for redress for a person who submits the enumeration form, yet finds herself out of the Draft Electoral Roll.

Crossing the ‘Eligibility’ Line

Three fifths of the individuals were either on the electoral rolls of 2003 or possessed the requisite documents to make it to the revised rolls. This was determined on the basis of detailed inquiry about each family member. Our teams took the Electoral Rolls of 2003 for the relevant booth and helped people locate their names in that. Those who did not fulfil this criteria (mostly because they were too young then) were told about the 11 documents required under the SIR. They were asked if they possessed any of these. They were also asked if they possessed EPIC or Adhar or Ration Card or MNREGS Job Cards, though these were not admissible under SIR.

We found that 60 per cent of our sample was eligible for the inclusion of their names in the Electoral Rolls in any of the two broad criteria for eligibility. Either their name figures in the Electoral Rolls of 2003 or they possess at least one of the documents required by the ECI. As many as 37 per cent who did not fulfil any of these two conditions are thus vulnerable to exclusion from the new Electoral Rolls. The remaining 3 per cent cases fell in the unclear category, as they were unsure of the documents they possessed or the validity of those documents.

TABLE 3

Eligibility as per SIR (n=709)

	%
Eligible	60
Not eligible	37
Doubtful as per SIR	3

This rapid assessment estimate of 37 per cent “ineligible” voters out of the ECI’s current electoral roll of 7.9 Cr works out to around 2.9 crore currently eligible voters who may be deprived of their constitutional right to vote.

This “ineligibility” hits the young the most. We have age-related data for 675 out of the 709 individuals. 51.4% of these are in the 40 years and under age group who need to provide eligibility documents, unless they are on the 2003 voter list. Around 8% of these are on the 2003 voter list, perhaps because the current Electoral Roll does not record their age correctly. Of the remaining 317 individuals in the 18-40 age group, just 116 (37 per cent) fulfil the current eligibility criteria. An overwhelming proportion of 63 per cent of this category runs the risk of losing their voting rights.

The risk of mass disenfranchisement, especially for this age group, highlighted by various opposition party leaders, activists and domain experts seems further validated by the survey’s findings.

Limitations

Our survey has numerous limitations. Above all, this is a small and not a fully representative sample. So, it is not a strict scientific survey nor has it any claims to be. This is a rough estimate

and is a preliminary account of the extent of the issue. It does not aim to settle the debate on the impact on SIR. Yet it offers the first big picture and broad estimates drawn from the ground.

Conclusion

This study points to the need for independent verification of the claims being made by and on behalf of the Election Commission of India, since:

- There is a massive discrepancy between the ECI's data (94 per cent) on the distribution of Enumeration Forms and ground estimate (36 per cent) generated by this survey.
- This makes the latest claims about submission of Enumeration Forms (46 per cent by 8 July) highly improbable, though it is impossible to verify these claims since the unit level data is not in the public domain.
- The proportion of adult persons living in Bihar who face real risk of losing their voting rights is as high as 37 per cent. Even if the final number turns out to be half of this estimate (thanks to the ongoing rush for Residence and caste certificates) or even less, this is unacceptable in a country that lives by the principle of universal adult franchise.

ANNEXURE 1

It's not just about a voter list

A sample survey shows that the very principle of universal adult franchise is in danger of being undermined by the way EC's special intensive revision exercise is being conducted in Bihar



DESHKAAL

BY KAMAYANI SWAMI
RAHUL SHASTRI AND
YOGENDRA YADAV

CONFUSION AND CHAOS among ordinary people. Staggering discrepancy between official claims and ground reality. A majority of people without any of the documents that are being demanded of them. An overwhelming anxiety among the marginalised sections about losing their right to vote, if not their citizenship.

These are some of the conclusions that emerged from a rapid appraisal, based on perhaps the first sample survey of its kind, of the Special Intensive Revision (SIR) exercise currently underway in Bihar. Over three days (July 5-7), volunteers of the Bharat Jodo Abhiyan travelled to eight districts and collected information about 709 potential voters. They carried a copy of the latest electoral rolls of 2025 as well as the electoral rolls of 2003 for the relevant booth, downloaded from the Election Commission website. They conducted long face-to-face interviews with 163 households and asked them about supply of the enumeration forms and the availability of the documents required for enrolment as per the EC order for each adult member of the household.

The sudden announcement of the SIR and widespread reports about disruptions and apprehensions caused by it demanded a quick, if rough, idea of the big picture. Our survey cannot claim the level of accuracy of a proper scientific study. Six of the eight districts we surveyed (Katihar, Araria, Darbhanga, Madhubani, Saharsa, Sitamarhi, Patna and Rohtas) are in north Bihar. Except Patna (ranked among the top performers), all these fall among the midling performers in the SIR. While the selection of assembly segments (12 in all) and that of polling booths (17 in all) was dictated by the availability of teams, the household selected for interview was chosen randomly from the latest electoral rolls. While the findings of the survey are subject to a wide margin of error, they may be more robust than drawing-room speculation or anecdotal evidence.

The big news first: Two-thirds of Bihar's adult population had not received the enumeration forms till the 13th day of the SIR. We found that, in all, only 43 per cent of families reported receiving enumeration forms, despite a slight but steady improvement on each day of our survey — from 39 per cent on the first day to 43 per cent on the final day. Since these forms are individualised (with the printed name and photo of the person from the latest ER), not all members of the family receive the forms simultaneously. In all, only 36 per cent of the adult household members reported receiving the form. Only 6 per cent had received two copies of the forms (one to be submitted and another to be retained by the applicant) as required under the SIR guidelines. The remaining 30 per cent were supplied only one copy.

Compare these sobering figures with the official claims. The EC claimed on July 5 that it had disbursed enumeration forms (presumably two copies each) to 94 per



CR Sasikumar

cent of the persons on the last electoral rolls. Not just that, the EC has also claimed that more than 36 per cent have already filled in the enumeration form and submitted it to the election officials by July 7. Now, as mentioned above, our survey may contain fairly large errors, but the difference between the official claims of 94 per cent and the survey estimate of 36 per cent is simply too big to be the result of a sampling error. Unless the EC has misread the number of forms dispatched from its office as the number delivered to the end user and the number of forms supplied as the number submitted, we are looking at a Himalayan discrepancy that is crying for attention.

The survey findings also confirm the aggregate data analysis and the series of reports in this paper that a large proportion of the voters who may be required to submit documents to prove their citizenship do not possess any of the 11 documents on the EC list. Our teams helped the household members to locate their names on the 2003 rolls and explained documentary requirements to those who did not figure there. In all, only 60 per cent of all the persons surveyed fulfilled the EC's conditions for inclusion of their names as per the guidelines of the SIR. As many as 37 per cent of all persons did not fulfil any conditions. Their names did not figure on the 2003 rolls and they did not possess any one of the documents asked for by the EC. (The remaining 3 per cent of cases were unclear.) The proportion of those who may be declared ineligible was staggering — above 60 per cent — among those in the age group 18-40.

This rapid assessment estimate of 37 per cent "ineligible" voters works out to about 2.9 crore potential eligible voters who may be deprived of their right to vote. The figure may come down if many people succeed in obtaining fresh certificates in the next fortnight. Or, if the EC expands, formally or informally, the "indicative (not exhaustive) list of documents" in its SIR order. As things stand today, the apprehension of mass disenfranchisement is not misplaced.

Our teams discovered that marginalised social groups — poor, Dalit, extremely backward communities, Muslims and women cutting across all communities — were dis-

proportionately at the receiving end of possible exclusion. In the village of Sharanpur, 25 km from Araria, is the Nona (EBC) family of Rampati Devi. Four of the eight adults do not have their names on the 2003 list, nor do they have any of the listed documents. Like most families we surveyed, they have Aadhaar and ration cards and the MGNREGA job card, which the EC won't accept. The condition was much worse in families in Mahadalit groups like Musahars. Our surveyors found a mad rush for caste or residence certificates, often triggered by the BLO's instructions. In Sonvarsha segment of Saharsa district, Pirvat Ram, a Dalit worker, has spent Rs 150 to apply for a caste certificate for himself, his wife and his mother. Women face a special problem. In the family of Palti Devi from Bahadurpur in Darbhanga, her three daughters-in-law, Sanjana (26), Pooja (20) and Neha (18), do not know if their parents had their names in the 2003 list. Tara Khatun (47) and Kismato Khatun (36) in Surajpur talahave the same question: How do we get the 2003 list from our *mayka* (parents' home)?

To be sure, this preliminary and rough estimate cannot settle the debate on the impact of the SIR. But at the very least, it points to a desperate need for independent verification of official claims. We would invite all media persons to travel to rural Bihar and investigate the ground reality. We would urge academics and social scientists to carry out bigger and more representative sample surveys, immediately after July 25, to assess the impact of the SIR. We would also urge the EC to put out unit-level data (names of persons who have submitted forms) in the public domain, so that it can be verified. (This is not confidential information, as the draft electoral roll will in any case be published.) What is at stake is not just the voter list in Bihar, but the very principle of universal adult franchise.

Kamayani Swami is state coordinator of Bharat Jodo Abhiyan, Bihar. Rahul Shastri and Yogendra Yadav work with the national team of Bharat Jodo Abhiyan. We would like to thank district team leaders Ram Babu Arya, Mohammad Tavjee, Pawan, Govind, Umesh Sharma, Vishwanjan, Sanjay Kumar and Bhola Nath Singh

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बिहार वोटर लिस्ट के गहन पुनरीक्षण (SIR) की ज़मीनी स्थिति का सर्वे

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1.फॉर्म नंबर _____ 2.विधानसभा नाम _____ 3. वि स संख्या _____ 4. बथू संख्या _____ 5. गाँव/बस्ती का नाम _____

6. घर का पता/टोला _____ 7. सूचना देनेवाले का नाम _____ 8. जाति _____

9. आपके परिवार में 18 साल या बड़े कितने लोग हैं जिनका नाम वोटर लिस्ट में होना चाहिए? (जवाब टेबल में नोट करें , हर व्यक्ति का नाम, उम्र, जेंडर और 2025 का क्रमांक दर्ज करें)

10. क्या पिछले कुछ दिनों में आपके घर कोई व्यक्ति वोटर लिस्ट वाला फॉर्म लेकर आया है? (a) हाँ (b) नहीं

11. अगर हाँ, तो परिवार में किसका फॉर्म अभी तक मिला है? (जवाब टेबल में हर नाम के सामने अलग लिखें)

12. फॉर्म लेकर कौन आया? (a) सरकारी कर्मचारी /अध्यापक /BLO (b) पंचायत या नगर पालिका के जन प्रतिनिधि (c) पार्टी के कार्यकर्ता (d) और कोई (e) कोई नहीं आया

13. जो आए उन्होंने आपको क्या सचूना दी ? (a) बस फॉर्म दे दिया, कोई सचूना नहीं (b) सिर्फ जमा करने की अंतिम तारीख बतायी (c) फॉर्म के साथ क्या प्रमाण लगाने हैं इसकी पूरी जानकारी दी

(1) परिवार के हर वयस्क व्यक्ति का नाम (2025 लिस्ट में नाम हो तो क्रमांक भी लिखें , नहीं तो 0 लिखें)	(2) पिता/पति /माँ का नाम (जैसा वोटर लिस्ट में है)	(3) फॉर्म मिला? हाँ एक प्रति हाँ दो प्रतियाँ / नहीं मिला	(4) 2025 में नाम है? हाँ/नहीं	(5) 2003 में नाम था? हाँ/ हाँ, लेकिन नाम में बदलाव/ नहीं	(6) आयु (लिस्ट वाली)	(7) जेंडर M/F/ OTH	(8) 2003 में माँ-पि ता का नाम था? दोनों / एक/ 0/पता नहीं /NA	(9) चुनाव आयोग की सूची का कौनसा दस्तावेज उपलब्ध है? नाम लिखें. दस्तावेज समझाएं अगर कॉलम 5 में हाँ है तो ना पूछें	(10) आधार/ EPIC/राशन कार्ड/ मनरेगा जॉब कार्ड है? कोई एक भी होने पर हाँ, या फिर 0

14. परिवार में किसी व्यक्ति का फ़ोन नंबर _____ 15. सर्वे करनेवाले का नाम और फ़ोन नंबर _____ 16. तारख _____

सर्वे निर्देश

(Annexure 3)

- उद्देश: बिहार के कुछ जिलों की ग्रामीण आबादी में एक रैपिड सर्वे के माध्यम से SIR से संबंधित दस्तावेजों की उपलब्धता की जानकारी लेना, जिससे ज़मीनी हकीकत जाहिर होगी

रैपिड सर्वे की तिथि

- 5 और 6 जुलाई 2025

सैंपल का चयन

- हर टीम एक मतदान केंद्र (polling booth) में 5 जुलाई को और एक दूसरे मतदान केंद्र में 6 जुलाई को सर्वेक्षण करेगी.
- पहले और दूसरे मतदान केंद्र की आबादियों में **भिन्नता** होगी, ताकि दोनों मतदान केंद्र मिलाकर आपके सर्वे सैंपल का सामाजिक चरित्र लगभग आपके निर्वाचन क्षेत्र के सामाजिक चरित्र के करीब हो.
- ऐसा मतदान केंद्र न चुनें जहाँ आप पहले से ही जानते हैं कि SIR-दस्तावेज़ मिलने की गुंजाइश बहुत कम है /बहुत ज्यादा है
- चुने हुए मतदान केन्द्रों की 2025 की वोटर लिस्ट प्राप्त करें। साथ ही, वहां की 2003 की वोटर लिस्ट प्राप्त करने की भी कोशिश करें. ध्यान दें कि 2003 से 2025 के बीच मतदान केंद्र का नंबर बदल सकता है
- हर मतदान केंद्र में एक टीम 20 घरों का, यानि 20 परिवारों का सर्वे करेगी। 20 घर कैसे चुनें? एक सामान्य मतदान केंद्र में लगभग 1000 से 1400 मतदाताओं के नाम होते हैं।

यदि 1000 नाम हैं, तो **वोटर लिस्ट** से 1000/20 यानि हर पचासवे व्यक्ति से मिले और उनके पूरे परिवार का एक सर्वे फॉर्म भरें. पहला व्यक्ति आप कोई भी चुन सकते हैं फिर अगला व्यक्ति उसके पहचास के बाद होगा, यानि अगर मैंने सबसे पहले 30 नंबर क्रमांक पर दर्ज व्यक्ति के घर का फॉर्म भरा तो अगला व्यक्ति 30+50वां व्यक्ति होगा यानि 80वां और फिर 130वां आदि, और ऐसे कुल बीस परिवारों का सर्वे करें

- यदि किसी का घर बंद हो तो अगले व्यक्ति के घर जाएँ (जैसे वोटर लिस्ट में 4 नंबर के नाम का घर बंद है तो 5 नंबर के व्यक्ति के पास जाएँ और उसका और उसके परिवार का सर्वे करें). फिर पुरानी सीरीज जारी रखें (नाम 54, 104, 154, 204....)
- इसी तरह अगर मतदान केंद्र में 1400 नाम हैं, तो 30वें, फिर $30 + (1400/20): 4+70 = 100$ वें, फिर 170वें, 240वें ... इस तरह 70-70 के अंतर में बढ़ते हुए 20 व्यक्तिक्त्यों के घर जाएँ और उनके परिवारों का सर्वे करें
- हर परिवार में, उस व्यक्ति से सवाल पूछें जो इस तरह के सवालों की कुछ जानकारी दे पाए. अगर परिवार में ऐसा कोई व्यक्ति नहीं है तो फिर भी आप, किसी भी/सभी सदस्यों से सवाल पूछ सकते हैं

फॉर्म भरने के (केवल पेचीदा सवालों के लिए) निर्देश

हर एक फॉर्म एक घर/परिवार के लिए है। जहाँ एक से अधिक विकल्प हैं, वहाँ उचित विकल्प पर गोला (circle) लगाएँ, ✓ न करें।

1. **फॉर्म नंबर:** सरलता के लिए 1 से शुरू करें: फिर 2, 3....20 तक पहुँचे। दूसरे दिन फिर 1 से शुरुवात करें
4. **बूथ नंबर:** दर्ज करने से पहले दोबारा जाँच लें क्योंकि यह जानकारी महत्वपूर्ण है।
7. **सूचना देनेवाले का नाम (Informant):** कोशिश करें कि घर का सबसे जानकार व्यक्ति ही जानकारी दे। अगर कोई पड़ोसी भी आता है और बीच बीच में कुछ बताता है, फिर भी मुख्य सूचना देने वाले परिवार के सदस्य का ही नाम दर्ज करें
8. **जाति (Jaati):** जाति लिखें, surname नहीं।
9. **Table में जानकारी (सभी 18+ वयस्कों की)**

Table में 18 वर्ष से अधिक उम्र के सभी वयस्कों की जानकारी दर्ज करें। अगर किसी वयस्क का 2025 के वोटर लिस्ट में नाम नहीं है, तो फिर भी उस व्यक्ति की पूरी जानकारी table में दर्ज करें। परिवार के हर वयस्क व्यक्ति की जानकारी एक-एक करके दर्ज करें। Table की हर पंक्ति एक व्यक्ति के लिए है। सात पंक्तियाँ हैं क्योंकि ज्यादातर परिवारों में वयस्कों की संख्या सात से कम होगी

Table 9 के प्रश्नों का विवरण:

- 9(1): यदि व्यक्ति 2025 की वोटर लिस्ट में है, तो उसका क्रमांक (वोटर लिस्ट serial number) दर्ज करें। अगर व्यक्ति 2025 वोटर लिस्ट में नहीं है तो 0 लिखें।
 - 9(2): वोटर लिस्ट में जो नाम है, वही लिखें।
 - 9(3): फॉर्म यानि SIR Enumeration फॉर्म। **हर व्यक्ति को दो** Enumeration फॉर्म मिलने चाहिए। (Notification के अनुसार एक भरा हुआ फॉर्म BLO ले जाएगा है और दूसरे पर BLO Acknowledgment देगा) दर्ज करें कि व्यक्ति को 2 या 1 या 0 फॉर्म मिले हैं।
 - 9(5): यदि व्यक्ति का नाम 2003 की वोटर लिस्ट में है, तो 2025 की लिस्ट से नाम की तुलना करें। अगर नाम में बदलाव है, तो हाँ, लेकिन नाम में बदलाव - ये विकल्प चुनें।
 - 9(6): वोटर लिस्ट के अनुसार उम्र।
 - 9(8): केवल 18 से 40 वर्ष की उम्र वालों से पूछें।
 - 9(9): यह सवाल केवल उन व्यक्तियों से पूछें जो 2003 की लिस्ट में नहीं थे (Qn 9(5) में 'नहीं')। उन व्यक्तियों को दस्तावेजों की सूची बताएँ। जो दस्तावेज उनके पास हैं, उन सभी का नाम लिखें, अन्यथा "नहीं" लिखें। ध्यान रखें:
- प्रधानमंत्री ग्रामीण आवास योजना के लाभार्थियों का कागज इस सूची के नौ कागजों में शामिल नहीं है।
 - ज़मीन आवंटन प्रमाणपत्र यानि ज़मीन के रजिस्ट्री के दस्तावेज नहीं

अगर व्यक्ति पहले भूमिहीन था और सरकार से ज़मीन मिली और उसे लाल कार्ड मिला है, तो "लाल कार्ड" जरूर लिखें

बाकी प्रश्नों के लिए कोई विशेष निर्देश नहीं हैं

अगर किसी घर/परिवार से संबंधित कोई विशेष टिप्पणी हो, तो उसे फॉर्म के पीछे नोट करें. आशा है हम सभी इस सर्वे से ज़मीनी हकीकत जान पाएँगे, दुनिया को हालत सुना पाएँगे

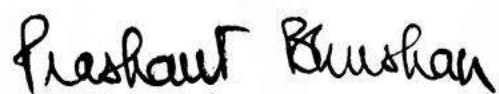
सवाल 9(9) के दस्तावेजों की सूची

1. पब्लिक सेक्टर कंपनी में कर्मचारी हैं / थे तो सरकार द्वारा जारी पहचान पत्र या पेंशन आर्डर
2. सरकार/स्थानीय निकाय/बैंक/एल.आई.सी/सरकारी उपक्रम द्वारा 1987 के पहले निर्गत हुआ पहचान पत्र, सर्टिफिकेट आदि
3. जन्म प्रमाण पत्र
4. पासपोर्ट
5. मैट्रिक का सर्टिफिकेट, मान्यता प्राप्त बोर्ड या विश्विद्यालय द्वारा निर्गत सर्टिफिकेट
6. स्थाई निवास प्रमाण पत्र
7. वन अधिकार सर्टिफिकेट
8. जाति प्रमाण पत्र
9. सरकार द्वारा दी गयी जमीन/आवास का आवंटन सर्टिफिकेट जैसे भूदान, लाल कार्ड, सीलिंग आदि के ज़मीन के कागज़

Annexure 4

NAME OF THE CONSTITUENCIES AND DISTRICTS SURVEYED

Constituency No.	Name	District
49	Araria	Araria
47	Raniganj(SC)	Araria
85	Bahadurpur	Darbhanga
81	Alinagar	Darbhanga
64	Kadwa	Katihar
68	Barari	Katihar
66	Pranpur	Katihar
37	Rajnagar(SC)	Madhubani
189	Masaurhi(SC)	Patna
209	Kargahar	Rohtas
74	Sonbarsha(SC)	Saharsa
28	Sitamarhi	Sitamarhi



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ANNEXURE: R24

Table 1: Normal Electors to Adult population ratio for India and large States, 2024

ELECTORS TO ADULTS RATIO (2024 LS)			
State	Adult Population in Cr. ¹	Electors in Cr. ²	Electors/Adult Popn
Andhra Pradesh	4.07	4.13	102%
Assam	2.5	2.45	98%
Bihar	7.93	7.71	97%
Chhattisgarh	2.08	2.07	100%
Gujarat	5.16	4.8	93%
Haryana	2.18	2.01	92%
Jharkhand	2.67	2.58	97%
Karnataka	5.07	5.47	108%
Kerala	2.73	2.77	101%
Madhya Pradesh	5.81	5.66	97%
Maharashtra	9.56	9.29	97%
Odisha	3.23	3.37	104%
Punjab	2.36	2.15	91%
Rajasthan	5.46	5.34	98%
Tamil Nadu	5.93	6.23	105%
Telangana	2.88	3.32	116%
Uttar Pradesh	15.63	15.41	99%
West Bengal	7.54	7.6	101%
India	98.87	97.8	99%

Observations : All over the world, the best measure of the inclusiveness of the electoral rolls is the “Electors to Adult population Ratio”, calculated by dividing the total number of electors by the total population of the voting age group. A score of 100% indicates a perfect match. A score above 100% indicates the possibility of some malpractice of over-inclusion. A score below 100% suggests under-enfranchisement. India has done fairly well on that score. Table 1 presents the all-India and state wise data on Electors to Adult Ratio in the Lok Sabha election of 2024. Since there was no Census in 2024, it uses Population Projections from the Report of the Technical Group on Population Projections (2019), by the National Commission on Population, Ministry of Health and Family Welfare. These figures are used for all official purposes, including by the Election Commission. It should also be noted that Census figures and projections

¹ All Population Projections from Report of the Technical Group on Population Projections (2019), by the National Commission on Population, Ministry of Health and Family Welfare.

² Electors from ‘9 -State Wise Number of Electors’, column ‘GENERAL(Including NRIs)’ from <https://www.eci.gov.in/general-election-to-loksabha-2024-statistical-reports>.

based on that are not subject to any duplication, as they count everyone wherever they happen to be on one given day.

Table 1 shows that all-India Elector to Adult ratio was a healthy 99%. The table also shows that at 97%, Bihar was among the average states, just below the national average.

Table 2: Likely impact of SIR on Electors to Adult population ratio in Bihar

Juncture	Adult Popn. (In Cr).³	Electors⁴	Electors/Adult Popn.
2019 Lok Sabha Election	6.97	7.11	102%
2020 Vidhan Sabha Election	7.27	7.36	101%
2023 Special Summary Revision (SSR)	7.68 ⁵	7.58	99%
2024 Lok Sabha Election	7.93	7.71	97%
2025 January Special Summary Revision	8.07 ⁶	7.8	97%
24 June 2025 before Announcement of Special Intensive Revision (SIR)	8.16	7.9	97%
25 July 2025 Closing of Enrolment of SIR	8.18	7.23	88%

Observations: Table 2 presents the data on Elector to Adult population Ratio for the state of Bihar from 2019 Lok Sabha elections onwards. It shows that Bihar has hovered around the national average, with a slight decline from 102% in 2019 to 97% in 2024. It suggested that the ECI needs to take steps to address possible under-enfranchising of about 3% eligible population. The special summary revision completed in January 2025 added about 9 lakh names in the voters list, but since the population had also grown, the Elector to Adult population Ratio remained the same. Minor ongoing changes from 1 January 2025 to 24 June 2025 did not make any difference to this ratio that stood static at 97%.

³ All Population Projections from Report of the Technical Group on Population Projections (2019), by the National Commission on Population, Ministry of Health and Family Welfare.

⁴ Electors Data for Lok Sabha 2019 from ' General Election to Lok Sabha 2019, State Election Management Plan, ECI'. For 2020 VS and 2024 LS from <https://www.eci.gov.in/general-election-to-loksabha-2024-statistical-reports>. For 2023 SSR and 2025 SSR from respective Format 3B. For 'Announcement of SIR' from ECI's Press Release of 28th June 2025, 12:52 PM. For 'Closing of SIR' from ECI's Press Release of 25th July 2024, 4:50 PM

⁵ The Population Projections of the Bihar Election Commission as per Format 2B for this SSR are identical to those from Report of the Technical Group on Population Projections

⁶ The Population Projections of the Bihar Election Commission as per Format 2B for this SSR are identical to those from Report of the Technical Group on Population Projections

The last row in Table 2 shows the drastic and adverse impact of SIR. In July 2025, the adult population of Bihar was projected at 8.18 crores. So, in a perfect electoral roll (100% ratio), there should have been 8.18 crore names on the Draft Electoral Rolls. If we allow for Bihar's prevailing ratio of 97%, it should still be around 7.93 crores. As per the ECI the total number of eligible voters to be included in the proposed Draft Rolls stood at 7.23 crores. This suggests a dramatic and unprecedented fall of 9 percentage points in the Elector to Adult population Ratio. A comprehensive and de novo writing of Electoral Rolls would have required improving the Elector to Adult Population ratio from 97% to an ideal situation of 100%. That would have meant an addition of about 28 lakh voters. If the SIR had maintained the existing ratio, it would have still resulted in an Electoral Roll of 7.93 Cr. Instead, the SIR has taken a deep dive in the opposite direction by bringing the figure down by 70 lakhs.

It is submitted that the final figures of SIR show only 7.23 Cr names as against the norm of 8.18 Cr. Thus there are 95 lakh adult persons (8.18 crores minus 7.23 crores) living in Bihar who should have been on Electoral Roll but whose names will not appear on the Draft Electoral Rolls. This would be the biggest single act of disenfranchisement in the history of independent India and indeed in the history of any country in the 21st Century.

It is submitted that the calculation presented here would not change by the data on the number of dead/permanently away/duplicate names on the Electoral Rolls. The denominator in this ratio is the official projection on adult population which takes deaths and migration into account and which is not affected duplicacy. It means that in July 2025 the government of India's official estimate for the number of adults living and present (excluding permanent migrants) in Bihar was 8.18 Cr. There were already 26 lakh "missing voters" (persons above 18 years of age, present and living in Bihar, whose names do not appear on the Electoral Rolls) in Bihar before the SIR exercise began. Instead of bridging the gap, the SIR has now turned this into 95 lakh "missing voters" in Bihar. Thus even if it is assumed that all the deletions made during SIR on grounds of death, migration or duplication are valid, there still are another 95 lakh adult persons in Bihar whose names would not feature on the proposed Draft Electoral Rolls after SIR.

Preshant Bhusan

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Dol Bhandari <bhandaridolraj@gmail.com>

Sub: Rejoinder Affidavit in Writ Petition (Civil) No. 640 of 2025 titled Association for Democratic Reforms & Ors.. Vs. Election Commission of India

1 message

Dol Bhandari <bhandaridolraj@gmail.com>

Sat, Jul 26, 2025 at 1:06 AM

To: eklavya.d22@gmail.com, apandeyadvsc@rediffmail.com

Cc: Prashant Bhushan <prashantbhush@gmail.com>

Bcc: Neha Rathi <neha305@gmail.com>

Dear Sir/Madam

I, on behalf of the Petitioners have filed an attached copy of the Rejoinder Affidavit in Writ Petition (Civil) No. 640 of 2025 titled Association for Democratic Reforms & Ors.. Vs. Election Commission of India.

Thank You.

Yours sincerely

Dol Raj Bhandari

Clerk of Mr. Prashant Bhushan Advocate

Mobile No. 9868255076

**Final Rejoinder Election Commission of India.pdf**

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