

**VIDHAN SABHA  
GENERAL ELECTIONS**

**A**

**CHECK LIST**

**FOR**

**ELECTORAL REGISTRATION OFFICERS**

**2013**

**ELECTION DEPARTMENT, SECRETARIAT-  
JAIPUR, RAJASTHAN**

# **PREFACE**

The General Election to the Vidhan Sabha will be held shortly. The accurate and error-free electoral rolls is most important pre-requisite for smooth conduct of elections. The electoral rolls are prepared and revised under the superintendence, direction and control of the Election Commission of India. The Election Laws, Rules and Notifications provide detailed procedure for the preparation and revision of electoral rolls. The Commission has also issued various orders and circulars from time to time in this regard.

The District Election Officers and Electoral Registration Officers play a very important and critical role in preparation and up-dation of electoral rolls. Some major changes have been made in various points of up-dation of electoral rolls in past years. Up-dated Election Manual and Hand Book for Electoral Registration Officer have been made available to you. You should make yourself thoroughly familiar with the Manual and latest directions of Election Commission and refer to them as often as you can and every time you are in doubt.

The Department has also prepared a checklist enumerating steps to be taken at various stages of up-dation of electoral rolls. The Department has taken every precaution to include all relevant Election Laws and directions of the Commission in this check list. However it may be kept in mind that this may not cover all action points and this is only a model checklist, a sort of broad reminder at various stages and is in no way a substitute in all respects for various provisions for the preparation and up-dation of electoral rolls. You should, wherever necessary, refer to legal provisions and latest directions of the Commissioner. I hope, this volume will be very useful for District Election Officers and Electoral Registration Officers.

Wishing you the very best for the ensuing elections,

Jaipur,

Dated : 03.09.2013

**(Ashok Jain)**

Chief Electoral Officer, Rajasthan

**A Check list for Electoral Registration Officers in  
connection with Conduct of Elections for  
Legislative Assembly**

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## **Part-1. General**

- 1.1 Electoral roll to be accurate and error free** - For a free & fair election, an accurate & error free electoral roll is the most important prerequisite.
- 1.2 District Election Officer (DEO)** - He shall coordinate & supervise all work in the district in connection with preparation/revision of electoral rolls. He shall also perform such other functions as may be entrusted to him by ECI & CEO (Sec. 13AA of RP Act, 1950).
- 1.3 Electoral Registration Officer (ERO)** – He will prepare and revise the electoral roll for the AC (Sec. 13B of RP Act, 1950).
- 1.4 Assistant Electoral Registration Officer (AERO)** - subject to control of ERO is competent to perform any function of ERO (Sec. 13C of RP Act, 1950).
- 1.5 Deemed deputation to ECI** - All the officers and staff employed in connection with the preparation, revision and correction of electoral rolls shall be deemed to be on deputation to ECI and will be subject to the control, superintendence and discipline of the ECI (Sec. 13CC of RP Act, 1950).
- 1.6 Relevant Legal Provisions**
- (i) Constitution of India - Art. 324, 325, 326 & 327.
  - (ii) RP Act, 1950 - Ss. 13A, 13AA, 13B, 13C, 13CC, 13D, 14 to 25, 28 to 32.
  - (iii) Registration of Electors Rules, 1960.
  - (iv) Instructions/Directions of ECI.
- 1.7 Eligibility for Registration as an Elector**
- (i) Caste, race, religion or sex is no base (Art. 325 of Constitution).
  - (ii) **Adult suffrage** - Any Indian citizen of not less than 18 years of age is eligible, if not disqualified on ground of non-residence, unsound mind or corrupt practice (Art. 326 of Constitution).
  - (iii) Every person can be registered in an electoral roll of the constituency, who is, -
    - (a) a citizen of India,
    - (b) not less than 18 years of age on qualifying date.
    - (c) is an ordinary resident of the constituency.

- (iv) No person shall be entitled to be registered in more than one constituency or more than once in a constituency (S. 17 & 18 of RP Act, 1950)

### **1.8 Disqualifications for registration** (Sec. 16 of RP Act, 1950) -

- (i) If the person is not a citizen of India
- (ii) If he is of unsound mind and declared so by a competent court
- (iii) If he is temporarily disqualified from voting on ground of corrupt practices and other offences in connection with election. After removal of disqualification name is to be included.

### **1.9 Qualifying Date** (Sec. 14 (b) of RP Act, 1950) -

- (i) 1st January of the year in which electoral rolls are revised or prepared.
- (ii) If no revision in a particular year, 1st January of previous year, in which rolls were revised, shall be qualifying date.

### **1.10 Ordinarily Resident (Meaning and Explanation)** (Sec. 20 & 20A of RP Act, 1950) -

- (i) Not defined. However, a person is said to be ordinarily resident in a place if he uses that **place for sleeping**.
- (ii) A person shall not be deemed to be ordinarily resident on the ground only that he possesses or owns a dwelling house, building or other immovable property.
- (iii) Following persons shall be deemed to be ordinarily resident:-
  - (a) Temporarily absent
  - (b) MPs and MLAs
  - (c) Person suffering from mental illness / defectiveness
  - (d) Person retained in prison / legal custody
  - (e) Person having service qualification and his wife
  - (f) Person holding declared office and his wife
  - (g) Overseas electors.
  - (h) Temporarily absent due to employment or pleasure & if the person possess the ability & intension to return to that place.
  - (i) Inmates of Jails, other legal custody, hospital, beggar homes, asylums etc. should not be included in the rolls of AC in which such institutions are located.
  - (j) Students- They have option to be registered at the place of their hostel/mess/lodge or at the residence with parents.

### **1.11 Electoral rolls for Constituency**

- (i) Every constituency (AC) shall have an electoral roll (Sec. 15)
- (ii) Constituency means - Assembly Constituency. (Sec. 14 (a) and R.3)
- (iii) Rolls for Parliamentary Constituency (PC) shall consist of the rolls for ACs comprised within that PC
- (iv) Separate roll for PC not necessary (Sec.13 D)

### **1.12 Lay-out & structure of Electoral Roll**

- (i) Roll is divided in to 'Parts' with identifiable geographical boundary having its individual title page.
- (ii) The title page is followed by a sketch map of PS area in that Part.
- (iii) Elector- details in prescribed format.
- (iv) Summary sheet at the end of roll of a Part.
- (v) These Parts are further organized into Sections.
- (vi) Elector-details are arranged in 8 - Column format in 'text-roll' and with photo in 'photo-roll'.
- (vii) Last Part for Service Voters in English.
- (viii) Number of names in a Part not to exceed 2000.

### **1.13 Revision of Electoral Rolls (Sec. 21)**

Types of revision, -

- (a) Intensive
- (b) Summary
- (c) Partly Intensive & Partly Summary
- (d) Special

### **1.14 Summary Revision -**

- (i) Provisions of rules 8-A to rule 23 of Registration of Elector Rules, 1960 shall be applied.
- (ii) For ensuing Vidhan Sabha General Election, 2013, special summary revision of rolls has been done.
- (iii) Stages of summary revision are :
  - (a) Preparation of Integrated Draft Roll
  - (b) Draft Publication of Rolls
  - (c) Period for filing of Claims & Objections

- (d) Special Campaign dates with Booth Level Agents of Political Parties for receiving Claims and Objections
- (e) Disposal of Claims & Objections
- (f) Updating the database, merging of photographs, updating the control tables and preparation and printing of supplementary lists and Integrated Electoral Rolls in semi-integration in fashion and preparation of multiple set.
- (g) Final Publication of Electoral Roll

## Part-2. Draft Publication of Electoral Rolls

### 2.1 Preparation of Draft Electoral Roll for Summary Revision -

- (i) **Suo-Moto Correction of Errors** - Errors noticed after last final publication should be verified through BLO also & after following due procedure incorporated in the supplement of continuous up-dation before the draft publication.
- (ii) **Check of names of MPs & MLAs** - ERO should check for the presence of the name of MPs & MLAs in the rolls.
- (iii) **Removal of names of disqualified persons** as required u/s 16 (2) of RP Act, 1950 & u/s 11-A of RP Act, 1951.
- (iv) **Polling Stations** – Reorganization of PSs not needed for this revision. Proposals only for shifting of building due to unavoidable circumstances can be sent. Auxiliary PSs will be set up where number of voters exceeds 1400 after this revision.
- (v) **De-duplication of Voters** –
  - (a) De-duplication software should be run to identify probable duplicate entries in the previously published final roll database.
  - (b) After running de-duplication software, CDs of AC wise probable duplicates in the previous final roll have been sent to districts.
  - (c) Duplicate entries should be verified in the field and the repeated names should be issued notices u/s 22 & procedure of verification of facts be followed.
  - (d) In case of double entry the person's name should be retained at one place where he/she is ordinarily resident (in consultation with him/her) and deleted from other location. Form 7 should be taken.
  - (e) Deletion carried upto printing of draft rolls would form part of continuous up-dation, but deletions carried out thereafter should be incorporated in the supplement to be prepared during summary revision.
- (vi) **Control table up-dation** – All modification in PSs, Sections, Service Voters etc. since the last final publication must reflected in control tables.
- (vii) **Integration of Supplements** & preparation of integrated Rolls– The existing mother roll & its supplements will be integrated into one basic roll which will be published as draft.



- (viii) **Disposal of applications** in process of continuous up-dation after preparation of draft rolls and before draft publication of Rolls –

The inclusions, deletions and corrections finalized upto preparation of draft rolls have to be incorporated in integrated Draft Roll however, applications U/S 22 & 23 in continuous updation have to be disposed- off thereafter also. All such inclusions/ deletions/ corrections ordered u/s 22 & 23 after preparation of draft rolls should be merged in the Supplement-1 to be prepared during special summary revision of Rolls.

Note: In case of application u/s 22 & 23 decided after preparation of draft rolls, it is to be kept in mind that the Sr. No. in existing Roll and Sr. No. in integrated Roll in respect of deleted/corrected entries will be different, therefore, in such cases it is to be deady ensured by ERO that deletion/correction of entry is made out in respect of same person whose entry was ordered to be deleted/corrected.

## **2.2 Printing of Draft Rolls-**

- (i) Immediately after completion of S-2 and the information contained in control tables updated and the data entry in the computerized software completed, integrated Rolls are to be printed.
- (ii) To be ensured that all necessary changes have been incorporated in the data base by vendors.
- (iii) No more changes should be allowed after preparation of draft rolls till the integrated Rolls are printed. Entire data base of electors supplied to the vendors up to preparation of draft rolls should be frozen.
- (iv) 10 Copies of Draft Roll are to be printed.
- (v) While printing of integrated roll by vendors a check-list will be supplied to ERO by the vendor for finalizing of proof. This check-list should be thoroughly checked immediately by ERO especially on following points:-
  - (a) Names of all registered electors with photo have been included/ printed.
  - (b) Name of electors with photos included in Addition Lists of S-1 & S-2 have been correctly entered at the proper place – Names of all family members should be at one place.

- (c) All entries in Deletion Lists of S-1 & S-2 have been carried out in respect of same electors. Ensure that no other entry is deleted.
- (d) All corrections in Correction Lists of S-1 & S-2 have been carried out in respect of same elector.
- (e) All registered electors to whom EPIC has been issued, are entered with photo in PER.
- (f) Estimated age in respect of electors is shown with reference to 01.01.2013.
- (g) All corrections in respect of all Sections/areas have been carried out.
- (h) All errors identified by ERO have been corrected.
- (vi) After verifying the check list it should be returned to vendor immediately for timely printing of roll.

## **2.3 Pre-requisites for Draft Publication of Rolls**

### **2.3.1 Revision – Staff –**

- (i) Before draft publication all the BLOs, Designated Officers, Supervisors etc. must be identified and appointed.
- (ii) The name, address, contact numbers with respective jurisdiction of all Roll - related officials, including BLOs, should be put on CEO's website before draft publication of rolls, in case of transfers website is to be updated immediately.
- (iii) Proper training and reorientation of staff– As per schedule one full day training to BLO/DO. – Training material & handouts – System of monitoring & reporting to be explained.

### **2.3.2 Availability of Forms –** Adequate number of forms should be ensured at all designated locations and with all revision related officials.

### **2.3.3 Readiness of CEO's website -**

- (i) The website is ready - Draft roll will be immediately put on the website.
- (ii) In case the name is not found then the person can found as to which is his AC, PS, BLO, BLO's/ERO's/AERO's

contact numbers & addresses and to whom he should apply. He can download the forms also.

- (iii) Search facility on the web site- Citizens can search their name by using name or EPIC number or location.
- (iv) The search facility should be utilized by ERO also to identify all Form-6 received whether the applicant is already enrolled at previous address or not and take necessary action accordingly.

#### **2.3.4 Providing elector information in requisite formats-**

- (i) Information in prescribed formats (Annexure 2.2 to 2.9 of ERO Handbook) will be sent by CEO to ECI after the draft rolls are integrated and are ready for publication.
- (ii) ERO to ensure that required information in prescribed formats should be sent invariably two days before draft publication by ERO to DEO, so that DEO may sent it to CEO & CEO to ECI on draft publication.

#### **2.3.5 Following information in prescribed formats should be furnished by ERO :-**

- (i) PS wise/AC wise elector information (Gender-ratio) (Ann. 2.2) – Format – 1A & 1B
- (ii) PS wise/AC wise elector information (E/P-ratio) (Ann. 2.3) – Format- 2A & 2B.
- (iii) District wise Age-cohort Elector information (Ann. 2.4) Format 3A.
- (iv) PS wise/AC wise information on inclusion and deletions in current Rolls over previous Rolls (Ann. 2.5) Format 4 A & 4 B.
- (v) PS wise/AC wise information on EPIC & Photo Coverage in current Rolls (Ann. 2.6) Format 5A, 5B, 5C & 5D.
- (vi) PS locations (PSL) details (Ann. 2.7) Format 6
- (vii) Information on Service Voters (Ann. 2.8) Format 7.
- (viii) PS wise/AC wise information on migrate electors (Ann. 2.9) Format 8 A and 8 B.

#### **2.3.6 Publication of Draft Electoral Rolls-**

- (i) As per programme fixed by ECI, the printed integrated rolls with required copies, shall be ready on before draft publication and will be published in draft on the fixed date.

- (ii) Information regarding draft publication by ERO to DEO & by DEO to CEO on same day should be reached positively.
- (iii) ERO shall publish the electoral roll in draft by making copy thereof available for inspection and displaying a notice in Form 5:-
  - (a) at his office,
  - (b) at such place in the constituency as may be specified by ERO, if his office is outside the constituency.
  - (c) at the polling station locations.

**2.3.7      **Additionally** – at CEO’s website the roll should be put in public domain on the same day.**

- (i) The draft roll on the website shall be in put in a text mode and no photograph would appear on public domain – Instead it would indicate elector wise whether photo is available or not.
- (ii) Search facility to electors – through name/place/ EPIC number etc.
- (iii) Search facility to a non- voter- who can get PS, AC, BLO, ERO, AERO details.
- (iv) Last Part of roll i.e., list of Service Voters also to be published. However, it will not be published at any PS but shall be kept in ERO’s office & to be posted on website.
- (v) Publication not to be made on public holiday.
- (vi) ERO shall prepare an authentic copy of draft roll, as published – each page to be ink signed by 2 officers assigned by ERO.
- (vii) A copy of authentic roll shall be kept in a sealed cover with DEO also for record.

**2.3.8      **Free supply of copies of Draft Electoral Roll to recognized political parties –****

- (i) U/r 11, ERO to provide free of cost 2 copies to every recognized political parties- copies included ‘soft copy’, soft pdf copy and one hard copy are to be shared as per direction of ECI.

- (ii) Soft copy only indicates that photo is available against the elector's detail and hard copy contains the photograph.
- (iii) Copies of all parts (including last part) are to be given.
- (iv) Soft copies without images are to be sold to all concerned by CEO/DEO/ERO.

### **2.3.9 Publicity to Programme of publication of Draft Roll-**

- (i) Information in writing to all recognized political parties, Local Bodies, MPs, MLAs at least one week in advance.
- (ii) Mass Media- TV, Newspapers, Radio to be used- Slide show, Paid Advertisements, Slogans, Posters etc.
- (iii) SVEEP- activities.
- (iv) After the draft publication, meeting with recognized political parties, at ERO & DEO level.

### **2.3.10 Booth Level Agents (BLAs)**

- (i) BLAs are appointed by the political parties under the direction of ECI, to help BLOs in Electoral Roll Management.
- (ii) Recognized Political Parties through its President/ Office bearer shall authorize one or more district representatives to appoint BLAs. Authorization form ID : BLA-1 must be signed in ink only.
- (iii) The authorized district representative will further appoint BLA for each PS in an authorization form (Form ID: BLA-2)
- (iv) BLA must be a registered voter in the relevant part of Draft Roll.
- (v) Person in service of Govt./Local Authority/PSU can not be a BLA.
- (vi) BLA will collect one printed copy of relevant part of draft roll. It is expected that he will scrutinize the entries.
- (vii) One BLA may be appointed for more than one Part, if concerned PSs are within same location.
- (viii) In case one BLA is authorized in r/o more than one Part, the separate authorization by the authorized person of party is must.
- (ix) Designated officer/BLO will hand over a copy of relevant Part to BLA only after production of appointment letter and getting acknowledgment. These copies are the copies

required to be supplied free of cost to parties. However soft copy will be given to political party by DEO/ERO.

(x)

(xi) Where no BLA is appointed, copies of draft rolls of such Parts may be collected by its authorized representative.

### **2.3.11 Duties of BLA**

- (i) Assists people in filling claim/objection properly.
- (ii) He can file upto 10 Forms of the applicants residing in his/her Part in a day alongwith declaration that entries in the applications are verified & found correct by himself.
- (iii) In case any BLA submits more than 30 forms during the entire period of summary revision cross verification by ERO/AERO is must.
- (iv) Remains present during the campaigns and help BLOs.
- (v) Verifies and conduct survey of the dead and shifted electors- List in prescribed format will be presented by him to DO/BLO.
- (vi) He is responsible if the survey is faulty.
- (vii) Understands and scrutinizes the Electoral Roll during meeting with BLO.
- (viii) Helps continuous updating of the Electoral Roll.

### **2.3.12 Actions after Draft publication and before Final publication**

- (i) ERO sends a certificate to CEO in prescribed Form in regard to the names of MPs & MLAs continued in the Electoral Roll
- (ii) ERO reports to CEO immediately in case of any omission of member's name from the Electoral Roll
- (iii) CEO/DEO and ERO calls recognized political parties to give their suggestions for any corrections in the Draft Roll
- (iv) ERO also scrutinizes Rolls himself at this stage like individual households showing more than 10 electors, death registers etc.
- (v) DO will sit on special campaign dates from 9 AM to 6 PM for receiving claims/objections.
- (vi) ERO scrutinizes the facts & figures of the Roll to ascertain its quality like gender ratio.

- (vii) E/P ratio is studied and reported to ECI revealing the age-wise under or over enrollments in comparison to census figures
- (viii) Age cohort analysis of the electors in the Roll with census population for various ages groups is carried out (annexure 2.4)
- (ix) Polling Station wise abnormal addition and deletion over last 3 years is identified, verified, corrected and reported to ECI (annexure 2.5)
- (x) Data on EPIC & photo coverage in photo Electoral Roll is analyzed in the prescribed formats (annexure 2.6)
- (xi) Information regarding Polling Stations and their locations will be provided in prescribed format. (annexure 2.7)
- (xii) In an election year, data on registered voters but found absent during field verification is collected and appropriate action is taken under Rule 21A of RER, 1960 (annexure 2.8)
- (xiii) Complete report on service voter is sent to ECI (annexure 2.9)
- (xiv) Roll Observers appointed by ECI will visit to check and report on the quality of the draft roll, disposal of application & final roll.
- (xv) ERO shall generally scrutinize the Rolls suo-moto for detection of printing errors, clerical mistakes, oblivious omission, duplicate entries, dead voters etc. (R.22 (1)). Such items should be listed and remedial should be taken – A list of amendments shall be prepared and incorporated in the supplement to be prepared.
- (xvi) List of dead persons and ceased to be ordinarily residents also shall be prepared.
- (xvii) ERO will exhibit on the notice board of his office, list of names to be deleted from the Roll to invite any objections. Before taking decision on the ground that person has ceased to be ordinarily resident or is otherwise not entitled to be registered, reasonable opportunity be given and spot verification be conducted.

## **Part-3.Claims and Objections**

### **3.1 Forms of Claims, Objections and Corrections**

- (i) Form 6 – Inclusion of name (Service personnel to attach “Form of Declaration”)
- (ii) Form 6A– Inclusion of name of overseas electors
- (iii) Form 7 – Objection to addition / seeking deletion of name
- (iv) Form 8 – Correction to a particular entry
- (v) Form 8A – Transposition of name from one Part to another Part in same AC
- (vi) Person desirous of getting enrolled with photograph must submit their photograph along with Form-6 itself. Separate Form 001-A for this purpose not needed.
- (vii) Persons shifting their place of residence within the same AC should file Form 8 A, and not Form-6.
- (viii) Applicant seeking transposition of entry may attach Form 8-A, if EPIC has not been issued to him/her earlier.
- (ix) Every objection to a name shall be preferred in Form 7 only by a person where name is already included in that roll.
- (x) Application for correction in Form 8 - only by the person to whom that entry relates. Correction to an entry includes inclusion, deletion or replacement of photo also and in such case correct photo (in duplicate) should be attached with Form 8. Separate Form 001-B not needed.
- (xi) Blank copies of ‘Form for Declaration’ to be submitted along with Form 6 by service personnel for inclusion of name as general elector at his posting place should be kept as designated locations in cantonment area.
- (xii) Similarly the ‘Declaration Forms’ (to be submitted by the applicants of age 25+ seeking registration in a new place on change of residence but without an EPIC having been issued earlier) should also be kept.
- (xiii) Forms in adequate number, should be available with DO/BLO, and be distributed free of cost. Forms may be on type written, cyclostyled, photo state or manuscript also, provided they are in prescribed form.
- (xiv) Forms can be downloaded from CEO’s website.

### **3.2 Receipt of Forms of Claims and Objections**

- (i) During summary revision - After the prescribed last day of lodging of claims/objections forms should not be accepted.



- (ii) After specified period is over, the form can be accepted at any time during continuous updation with reference to the last finally published roll.
- (iii) Forms can be presented in person to ERO/AERO or DO/BLO.
- (iv) On-line applications, also, shall be received by ERO.
- (v) Forms can be submitted to ERO by post.
- (vi) If application is presented in person, the applicant should be given acknowledgment.
- (vii) If it is received by post, acknowledgment to be sent by post/e-mail/SMS (if given in application form).
- (viii) Due to non-availability of separate employees for DO, BLO may be designated as DO. DOs will sit at PSs to receive forms.
- (ix) Each application should be computerized on daily basis and list of these applications in the format (ECI's No. 23/2012-ERS (Vol. III) Dated 27.08.2012) be posted on the CEO's website on a day to day basis.
- (x) CEO's website provides the facility for the purpose that on clicking on any row in the PS wise list, the concerned application form can be printed without photographs by any citizen.
- (xi) DEOs/EROs prescribe the holidays and non teaching days and non teaching hours as duty period for teachers appointed as DO/BLOs. Such note should be mentioned in the appointment letters.
- (xii) Non teaching staff as BLOs remain on-duty throughout the prescribed period (irrespective different working hours and if institution is closed).
- (xiii) Only individual applications are to be accepted, except for an individual presenting the applications of his/her family members.
- (xiv) BLO/DO/AERO/ERO should not receive Forms 'in bulks'.
- (xv) Bulk application means applications that are submitted by one person on behalf of many persons not belonging to the same family.
- (xvi) Bulk applications received by post also should not be accepted.
- (xvii) Lists of Forms received shall be displayed at ERO's notice board, Polling Station notice board, website of CEO.

### **3.3 Publicity about availability of List of Claims/Objections on website** (ECI's No.23/2012-ERS(Vol.III)Dt.27.08.2012 & 06.11.2012)

- (i) Adequate publicity about the fact that list of claims/objections is available on CEO's website and objections can be raised before the ERO based on this list.
- (ii) DEO/ERO should hold meetings with political parties and inform them about the publication of list of claims/ objections on website and the latest instructions of ECI about disposal of claims/objections.
- (iii) Political parties should be informed in writing also about publication of above list on website.
- (iv) List of claims/objections to be made available by ERO to all recognized parties at the end of every week. ERO should call a meeting of recognized political parties & personally handover to them a list of claims/objections.
- (v) This practice shall continue till the period of claims/objections is over. Names included in the list once given need not be included in the next list.
- (vi) This list should also simultaneously be displayed on CEO's website, notice board of ERO & polling station.

### **3.4 Preliminary Checking of Forms**

- (i) After proper verification, acknowledgement / receipt should be given to the applicant.
- (ii) Before giving an acknowledgment it should be noted that:-
  - (a) Form is not submitted as Part of bulk or in bulk.
  - (b) Form is not unsigned or without thumb impression (not being in prescribed manner) (Rule 17).
  - (c) No column in the Form is left blank.

#### **3.4.1 Preliminary Checking of Form 6**

- (i) Applicants shifting residence in the same AC should be guided to file application in Form 8A and not Form 6.
- (ii) Details of the immediate family members (father, mother, husband) already enrolled in current Rolls should be indicated for applicants applying for the first time on attaining age 18 years.
- (iii) Date of birth and age should be indicated. Where age is not known, approximate age as on qualifying date should be written.

- (iv) For age group 18-25 years, name and relation should be checked with respect to the applicant's family members already enrolled.
- (v) Applicants of age group 18-21 should attach documentary proof of age and in case there is no document, declaration in prescribed format by either of parents, (already enrolled) be obtained.
- (vi) Underage applicant who has not attained age of 18 years on 01.01.2013 (qualifying date) should not get enrolled.
- (vii) Previous EPIC details should also be reflected in the Form 6 (with copy of EPIC).
- (viii) Non EPIC holders of 25+ age-group should give a declaration in the prescribed format.
- (ix) Part II of Form 6—ordinary residence address with proof should be checked. The proof can be – Bank/ Kisan/ Post Office Pass Book/ Ration card/Driving license/Passport/ Gas connection/ Telephone/ Electricity/ Water bill etc.
- (x) In case non-availability of any document of residence proof, the DO/BLO shall verify on the spot and record the facts on application form.
- (xi) If an applicant has been staying at an address for one year or more but not enrolled, then the circumstances why he/she has not applied should be ascertained and recoded on the application Form.
- (xii) Applicants should be advised to fill in the details like Part no., serial no. and EPIC no. of their immediate family members in Part III of Form 6.
- (xiii) The applicant must fill Part IV related to the full details of previous enrollment especially the address.
- (xiv) **The declaration of Part IV, at the end of Form 6 should be complete in all respect.**
- (xv) Check that a declaration of non-inclusion of name, should be attached by Service personnel along with Form 6.

### **3.4.2 Preliminary Checking of Form 7 and 8**

#### **Form 7**

- (i) Form should not be received without details of the objector and person objected to, and the reasons for objections.
- (ii) The Form without complete details may be rejected u/r 17.

### **Form 8**

- (i) Forms should have the exact details of the entries to be corrected in Part IV.
- (ii) The applicant must attach the supporting documents wherever needed.

### **3.5 Handling the Forms Received**

- (i) Every DO/BLO should prepare list of the entries in duplicate for -
  - (a) claims in Form 9.
  - (b) claims by overseas electors in Format 9 A.
  - (c) objection to the inclusion of names in Form 10.
  - (d) objection to particular details in Form 11.
  - (e) applications for transposition in Form 11A.
- (ii) DO/BLO should display the copies of these Forms on notice board at DO office of the area.
- (iii) The DO should maintain the lists (u/r 15).
- (iv) EROs should also maintain the 4 lists of Forms (u/r16) received from AERO/DO/BLO.
- (v) ERO to exhibit list on notice board till the disposal of claims and objections.

### **3.6 Handling the application form received on-line**

- (i) At the CEO's website a special icon "Apply Online Registration\_ New" is available for the purpose.
- (ii) All online applications received in ERO's account should be downloaded on daily basis.
- (iii) All applications received should be entered in a separate register.
- (iv) Such applications shall be checked/ verified through BLO within 7 days.
- (v) BLO should contact personally to the applicant. Applications be get signed by applicants and necessary documents be collected from applicant.
- (vi) After checking and due comments BLO shall return the applications to ERO.
- (vii) After return of applications from BLO, entry in the register shall be made.

- (viii) All such applications shall be included in the list in Form 9, Format 9A, Form 10, Form 11 and Form 11A, as the case may be.
- (ix) All other actions viz, uploading on website, sending list to political parties, exhibition of list on ERO's office notice board & at polling stations, showing status of applications in the prescribed list on CEO's website should be taken similarly as in off-line applications.

## **Part-4. Disposal of Claims and Objections**

### **4.1 Procedure for disposal -**

- (i) EROs to ensure that applications are disposed as per law and direction.
- (ii) All Form 6 without particulars of previous EPIC and 25+ age should be confirmed that they are not enrolled in other area.
- (iii) All Forms 6 with previous EPIC details should be enrolled by informing the ERO of the previous residence to delete the entry from that area and transfer the photo of concerned elector.
- (iv) ERO may refer applications (Form 6, 7, 8, 8A) to the AERO for disposal. ERO/AERO may the details by the DO/BLO get verified.
- (v) ERO can reject the claims/objections not lodged within the specified period or in the prescribed form and manner as mentioned in Rule 17.
- (vi) ERO, if satisfied, may directly allow the entry in the Roll u/r 18, or may verify in case of doubt.
- (vii) Before allowing any claims/objections, if a demand of enquiry is made in writing it should not be allowed without enquiry.
- (viii) In other cases, ERO may ask the DO/BLO to verify facts and receive entries with remarks in small batches either daily, weekly or whenever the number of applications exceed 50.
- (ix) An individual notice with date and time of hearing should be sent to the applicants in case of inquiry. The ERO has to give notice of hearing.
  - (a) In case of a claim to the claimant – in Form 12.
  - (b) In case of an objection to the inclusion of name, notice to objector – in Form 13 and to the person objected to in Form 14
  - (c) In case of objection to a particular or an entry – Form 15.
- (x) The notice may be served or caused to be served either personally or by registered post or by affixing it to the person's residence on last known residence within constituency.
- (xi) ERO need not to wait to commence the inquiry & hearing until the last date of filing claims/objections.
- (xii) ERO should draw up the program of hearing within a period of 7 days after receiving the applications.
- (xiii) ERO to hold summary enquiry-ERO has power to require any claimant, objector, person objected to, to appear in person before him, ERO can ask the information on oath / affidavit.

- (xiv) ERO to record the decisions with reasons on concerned form .i.e. Form 6, 6A, 7, 8 & 8A.
- (xv) Moreover gist of decision should be entered just below the entries in the lists in respective Forms 9,10,11, 11A so that these forms will be self contained.
- (xvi) Status of each application should be entered in the list of applications in formats as prescribed by ECI's letter dated 27.08.2012 to be uploaded on CEO's website on daily basis.
- (xvii) List of applications accepted and rejected should be displayed on the notice board.
- (xviii) ERO should insist on the presence of the claimant.
- (xix) In verification cases the verifying officer/ DO/BLO should submit full particulars of verification like date of visit, if the person was physically present etc.
- (xx) If the ERO is not satisfied of the age of the applicant even after the verification, he may take the evidence on oath of applicant as well as any member of family.
- (xxi) No person objected to should be deleted unless the person objected to has been given a proper notice in Form 14 & he had been given a reasonable opportunity of being heard.
- (xxii) In doubtful cases, in absence of the persons at home during verification, ERO should send an individual notice with a date and time of hearing.
- (xxiii) Hearing could be held at the village/tehsil/zonal offices.

#### **4.2 Decision on claims/objections** (ECI's No. 23/2012-ERS(Vol. III)

Dated 06.11.2012)

Decision on claims/objections should be taken only after all of the following has been done:-

- (i) At least 7 clear days has passed after list of claims/objections has been published on all of the following:-
  - (a) Website of CEO,
  - (b) Notice Board of ERO
  - (c) Notice Board of Polling Station
  - (d) A personal notice has been served on the person whose name is proposed to be deleted in cases other than death cases.
- (ii) At least 7 clear days has passed after list of claims/objections has been given to recognized political parties.
- (iii) Deletions on ground of death shall be made only after ascertaining the facts to the satisfaction of ERO.

**4.3 Precaution to be taken for Deletion of Names** (ECI's No. 23/2012-ERS(Vol. III) Dated 27.08.2012 & 20.09.2012 & No. 23/2013-ERS(Vol. III) Dated 11.04.2013)

- (i) Proper enquiry is must before taking a decision by ERO to delete an existing entry.
- (ii) Deletion of names of electors can be done in following situations:-
  - (a) Death,
  - (b) Shifted,
  - (c) Missing,
  - (d) Disqualification and
  - (e) Repeated entry
- (iii) Deletions due to reason of death should be allowed by ERO if any one of the following conditions is met,-
  - (a) Death certificate by Registrar of Births & Deaths is available.
  - (b) Death certificate by Local Bodies, Sarpanch, Ward Member etc. is available.
  - (c) Form 7 from some close relatives, friends, neighbors etc. is available.
  - (d) Statements of neighbors are taken by the enquiry officer/BLO.
- (iv) In cases of shifted electors,-
  - (a) Where new address is known from Form 7 hearing should be conducted compulsorily. If the elector residing in nearby area hearing can be held by ERO who is deleting the name.
  - (b) In case elector has shifted to some far-flung area a reported statement of the elector through the ERO of that area can be obtained.
  - (c) If the previous address is known, name from previous address should be deleted only when name is enrolled at new place.
  - (d) After enrollment of voter at new place the ERO of new place will inform the ERO of previous place to delete the name of shifted voters. In case the previous place of shifted voter is in other State, the ERO will send list of all such voters to CEO of that State for further action.
  - (e) If the new address of shifted elector is not known notice can be published in a local daily news paper and a notice can be pasted on the last known address in the presence



of at least two witnesses. The same procedure can be adopted in case of missing electors.

- (v) In disqualification cases,-
  - (a) In cases with regard to under age persons ERO should hold enquiry and the person be asked to give documentary proof/evidence to the satisfaction to the ERO. If the persons fails name should be deleted.
  - (b) In cases relating to S.16, the ERO can delete the name of concerned person forthwith as soon as the order is passed to this effect by the competent court/authority.
- (vi) In case of repeated entries,-

Verification must be done and name of elector should only be retained in one place where the person is found to be ordinarily residing and deleted from the other location. An intimation to this effect be sent to him/her. Form 7 should be taken from the elector.
- (vii) Cases of deletions, except death cases, in which orders are passed by ERO should be cross verified,-
  - (a) 2% verification by Dy. DEO or equivalent officer.
  - (b) 1% verification by DEO.
  - (c) 0.5% verification of Roll Observer.
  - (d) In those cases where the cell phone number or e-mail id of elector is known an SMS or e-mail or both should be sent to him/her informing him/her that the ERO intends to delete the name and also informing him/her of the date of hearing.

#### **4.4 Verification of Decisions on Additions/Deletions** (ECI's No. 23/2012-ERS(Vol. III) Dated 27.08.2012, 20.09.2012 & 06.10.2012)

- (i) All cases of additions/deletions must be cross verified by AERO or equivalent officer if they fall in any of the following categories:-
  - (a) Deletions in PSs where number of deletions exceeds 2 % of total electors in that PS.
  - (b) Deletions where the same person is objector in more than 5 cases.
  - (c) Additions are more than 4%.

#### **4.5 Application u/s 22 & 23 received after last date of filing of claims/ objections during summary revision**

- (i) Continuous up-dation does not cease even during the period of summary revision. However application u/s 22 & 23 can be taken up only in respect of entries in the last finally published rolls, and not for entries in draft rolls.
- (ii) In case of all applicants who have completed 18 years of age on qualifying date (01.01.2013) Form 6, 6 A, 8 and 8A may be considered as having been filed during the period of continuous up-dation (u/s 22 & 23), if any applicant so request by filing such application in duplicate.
- (iii) ERO can add, modify or transpose names and can issue EPIC consequent to the change in the Roll without waiting for final publication. These should also be included in the supplement for the summary revision.

#### **4.6 Communication of Orders of ERO to the Applicants**

- (i) Every applicant should be intimated of the decision. – Intimation letter within 24 hours from the order date.
- (ii) For the purpose of reckoning the time period for filing appeal the date on which the ERO dispatches the intimation will be treated as crucial date.
- (iii) Communication can be through BLO also. – SMS may be sent– Cell phone number given in Form 6, 7, 8 and 8A can be used.

#### **4.7 Determination of citizenship**

- (i) Citizen of India being one condition should be verified completely.
- (ii) Officer inquiring the details of the applicant must consider all the evidence, documentary, otherwise submitted by the applicant to decide.
- (iii) Officer concerned will bear in mind the Constitution and Citizenship Act, 1955 and all other provisions related to the citizenship before passing the order.
- (iv) If the citizenship of any person is suspected, the ERO should go through the entire procedure of inclusion of elector before taking the decision.
- (v) Though the onus of proof of citizenship lie on applicant, the ERO must be satisfied with all the proofs which can be any of the following:-
  - (a) National Register of Citizens (NRC)

- (b) Citizenship certificate issued by competent authority
- (c) Valid passport by Government of India
- (d) Birth Certificate etc.
- (vi) If still not satisfied the ERO should refer the matter to the competent authority under the relevant law

#### **4.8 Documentary Proof of Age**

- (i) No documentary proof of age is required if the age is obviously more than the age of eligibility.
- (ii) Documentary proof may be asked for only when applicant is of the age group 18-21 years.
- (iii) Certificate or mark-sheet of class 12, 10, 8 or 5; certificate of a sarpanch, councilor, ward member etc. are accepted as age proof.

#### **4.9 Documentary proof of residence**

- (i) Documentary proof of residence may not be insisted if it is not available specially in case of homeless persons, tenants who have disputes with landlords etc.
- (ii) In such cases the BLO or some other officers can verify by visiting the place of residence mentioned in the application form that the applicant actually lives there

#### **4.10 Supervision and Checks**

- (i) **Roll Observers (Div. Commissioners)**
- (ii) **DEO** - Coordinate and Supervise all work related to electoral rolls.
- (iii) **DEO/Dy. DEO** - Minimum 0.5% check.
- (iv) **ERO** - Test checks quality of disposal of Forms 6, 7, 8, and 8A - 10% of Forms disposed by AEROs.
- (v) **AERO** - Randomly field verification of 1% of entries in Roll.
- (vi) **Supervisor** - Verify 5% of each of BLOs work.
- (vii) **BLO** - Proper verification of Forms 6, 6A, 7,8, and 8A.

#### **4.11 Suo- Moto Action by ERO after Draft Publication**

- (i) ERO can *suo-moto* include or delete names which may have been inadvertently deleted or added respectively, in the Draft Roll during revision process (except during Continuous Updation), after following due procedure (calling objections

through exhibition of list of such cases for 7 days, hearing of objections, if any.)

- (ii) ERO may direct the inclusion of names of electors in Roll if statements in Form 1 are received after Draft publication (Rule 7).
- (iii) ERO will check claim application for summary revision, to ensure the addition/deletion/NBW (non-bail able warrant) of all the respective entries under the title.
- (iv) ERO will prepare the list of entries for inclusion, deletion and display on the notice board with time and place where actions would be taken.
- (v) **Unexecuted non-bailable warrant (NBW) cases**
  - (a) Person who is unexecuted for a period of 6 months or more is not considered as the ordinary resident of the address mentioned.
  - (b) ERO may take *suo-moto* action of deleting the name after giving due notice with date and time of hearing.

#### **4.12 Appeal Against ERO's Decision**

- (i) ERO's decision can be appealed to Appellate Officer (District Election Officer (Collector)) in Form of a memorandum u/r 23.
- (ii) Appeal can be for the decisions u/r 20, 21 and 21A only.
- (iii) The appeal cannot be considered if he has not availed himself of the right to be heard or make representation to the EROs.
- (iv) On receiving an appeal, the Appellate Officer would -
  - (a) check if the appeal is received in time. Time-barred appeals would be rejected
  - (b) call for the records of the concerned ERO
  - (c) give opportunity to ERO to be heard- shall take the necessary actions and dispose the appeal in maximum 3 weeks
- (v) The changes made shall be considered from the date of decision taken. Decision of Appellate Authority is final.
- (vi) ERO to make the changes after the decision taken.

## **Part-5. Integrated Mother Rolls, Supplements and Final Publication**

### **5.1 List of Amendments (Supplements)**

- (i) Final Roll is the Draft Roll with the lists of supplements prepared in the prescribed format.
- (ii) Work of preparation of supplements for individual parts need not wait until after the disposal of all claims/objections.
- (iii) Supplements have three components:
  - (a) Component I – Additions
  - (b) Component II – Deletions
  - (c) Component III – Corrections
- (iv) Serial numbers for voters in Supplement - Component I is the continuation of last serial number in draft Roll.
- (v) If there are no entries in one or more components, “nil” is entered under the relevant heading.
- (vi) In case of all “nil” amendments, “nil” Final lists of amendments are prepared.

### **5.2 Statistical Analysis in Format 1 to 8**

- (i) Assembly and PS wise analysis of EP ratio, Sex ratio, Age Cohorts, additions and deletions percentages against expected values etc. in prescribed formats as given in Annexure 2.2 to 2.9 (Format 1 to 8 ) with comments once again (after draft publication) to be ensured before final publication.
- (ii) Any abnormality with explanatory memorandum shall be submitted to ECI.
- (iii) Permission to be sought from ECI for final publication based on Statistical Analysis.

### **5.3 Integration and printing of final photo rolls**

- (i) PDF copy of supplements with summary sheet shall be printed as soon as the Final lists of amendments are prepared and Finalized.
- (ii) Name and designation of ERO is to be printed at the end of all copies of Final lists of amendments.
- (iii) Simultaneously, and before printing is completed, a pdf copy of supplements should be appended to draft Roll and complete set of Electoral Roll should be uploaded on CEO’s website in public domain with search facility.

- (iv) As soon as the roll of entire AC is ready the title page with date of publication should be added at the top.
- (v) The orders of pages stitched together are: title page, table of contents, general Part and last Part of Electoral Roll.
- (vi) In election year at the time of final publication, the basic mother (integrated draft) roll shall be reprinted.

#### **5.4 The reprinted mother roll shall remain the same as was published except in following four manners:-**

- (i) The word "D E L E T E D" shall be superimposed diagonally (computer generated) on the elector detail box to indicate that the entry has been deleted in the Supplement. - In the Supplement, the alphabets, 'E' 'S' 'Q' 'R' or 'M' shall be prefixed against Sr. No. of each deleted entry to denote the reason for deletion.
- (ii) A hash (#) sign shall be prefixed before Sr. No. of the entry corrected to indicate that the entry has been corrected in the supplement but no correction actually should be carried out in the mother roll.
- (iii) Photographs of electors corrected in the supplement of corrections will not be added/changed/corrected in the reprinted mother roll. - In the reprinted mother roll, in the space provided for photograph, the words "Photo as in Correction List" in bold should be printed. - In case the existing photograph was wrong these words should be stamped/imprinted over an existing photograph.
- (iv) Where the photo in draft roll is wrong and correct is not captured before final publication, in such case "Photo Deleted" may be imprinted on the wrong photo in mother roll and a # sign affixed. In the supplement against the space for image there should be no image and words "Photo Deleted" should be inscribed.

#### **5.5 Final publication of Rolls**

- (i) **Displaying notice** - Notice to be displayed in Form 16 at the notice board of ERO for statutory publication of final Electoral Roll.
- (ii) **Free Supply of Copies to Recognized Political Parties-**
  - (a) ERO to supply free of cost two complete sets of Electoral Rolls to all the recognized political parties after every publication of Roll.
  - (b) One copy is hard copy and other is soft PDF copy.

- (c) Soft PDF copy has only elector details without photographs. It only indicates whether photographs are available.
- (iii) ERO to prepare an authentic copy of Roll with each page ink signed by two assigned officers.
- (iv) *Copy of authentic Roll is kept with DEO for record purposes.*

## **Part-6. Continuous Updation of Electoral Rolls**

(Sec. 22 and 23 r/w R. 26)

### **6.1 Regular(Continuous) Process -**

- (i) Revision and Correction is a **regular process** (Sec 22 and 23) - For such cases procedure is given in R. 26.
- (ii) Such applications shall be accompanied with prescribed fee (S.25) (But there is no fee prescribed in rules).
- (iii) Applications in Forms 6, 6A, 7, 8 or 8A shall be in duplicate.
- (iv) Action u/s 22 and 23 can be taken only in respect of entries in the finally published rolls - These sections are not applicable for the entries in draft rolls.
- (v) Inclusion of names of service voters by way of statements in Forms 2, 2A or 3, as the case may be.

### **6.2 Manner of presentation of applications**

- (i) Applications can be presented in the office of ERO/AERO.
- (ii) On-line applications can be presented.

#### **6.2.1 Forms**

- (i) Applications u/s 22 or 23 should be made in duplicate.
- (ii) Form 6 - For inclusion of name
- (iii) Form 6A - For inclusion of overseas elector.
- (iv) Form 7 - For objecting inclusion or seeking deletion of name
- (v) Form 8 - For correction to particulars entered in roll by a person to whom that entry relates
- (vi) Form 8A - For transposition of entry in roll within AC.
- (vii) Persons desirous of getting enrolled with photo, must submit their photos (in duplicate) alongwith Form 6. No need to submit separate Form 001 A.
- (viii) Similarly all electors desirous of getting their photograph corrected, replaced or added should submit their photo (in duplicate) alongwith Form 8. No need to submit separate Form 001 B for this purpose.

#### **6.2.2 Applications in bulk by Volunteers**

- (i) Applications can be given in bulk **only during continuous up-dation**, provided the following conditions are followed:-



- (a) The volunteer can present applications only in respect of that Part of roll in which he/she is enrolled as an elector having EPIC.
- (b) The volunteer must enclose a covering letter with list of applications (showing basic particulars) duly authenticating the substance in the applications.
- (c) The volunteer must also give a declaration that he is aware of penal provisions of S.31 of RP Act, 1950.

### **6.3 Preliminary Checking of application forms**

- (i) An acknowledgement/receipt should be given for each application.
- (ii) Before giving an acknowledgment, preliminary checking of application forms must be done. Following points should be ascertained-
  - (a) All columns should be filled up properly. Applications with incomplete information and without proper declaration should not be accepted.
  - (b) It must be signed by or thumb impression obtained from the applicant and no other person.
  - (c) Persons shifting their place of residence within same AC should be guided to file Form 8 A and not in Form 6.
  - (d) The date of birth and /or age must be indicated.
  - (e) Person seeking inclusion for the first time to give detail about his family members already enrolled, in appropriate column.
  - (f) Photocopy of EPIC, if already issued, should be attached - Non EPIC holders of 25 + age group should give a declaration in format (Annexure 5.7 of booklet)
  - (g) For age group 18-25 years, name and relation should be checked with respect to the applicant's family members already enrolled.
  - (h) (viii) Applicants of age group 18-21 should attach documentary proof of age and in case there is no document, declaration in prescribed format by either of parents, (already enrolled) be obtained.
  - (i) Complete address has to be given - Copy of any documentary proof of address should be asked- In absence of such document enquiry should be conducted.
  - (j) In case of stay at present address for one year or more then the circumstances because of which applicant did

not apply for enrolment should be ascertained and be recorded on application.

- (k) Details like Sr. No. Part No., EPIC No. of family members, if any, already included in the roll should be given.
- (l) Person seeking inclusion of his name on the ground of shifting of residence, should be asked to give full details of his previous address.
- (m) Declaration in Part IV (Form 6) is complete in all respects.
- (n) From applicants of age 25+, the previous address must be obtained and database search be done to ascertain that he has not already enrolled elsewhere.
- (o) The declaration of Part-IV of Form 6 should be completed in all respect.
- (p) Applicant, if he is service personnel, must enclose an additional Declaration stating non-inclusion of his name as a service elector in the last part.
- (q) Form 7 should not be received if the complete details of objector as well as the person objected to and the reasons for objection are not filled up in appropriate columns. Incomplete Form 7 may be refused u/r 17.
- (r) In form 8 exact details of entries to be corrected must be indicated- Supporting documents should be asked.
- (s) Form 6 and 8 should be accompanied with two photographs also.

#### **6.4 Handling the application form received on-line**

- (i) At the CEO's website a special icon "Apply Online Registration\_ New" is available for the purpose.
- (ii) All online applications received in ERO's account should be downloaded on daily basis.
- (iii) All applications received should be entered in a separate register.
- (iv) Such applications shall be checked/ verified through BLO within 7 days.
- (v) BLO should contact personally to the applicant. Applications be get signed by applicants and necessary documents be collected from applicant.
- (vi) Applications after checking by BLO shall be returned to ERO with comments of BLO on each application.
- (vii) After return of applications from BLO, entry in the register shall be made.

- (viii) All other actions viz, uploading on website, sending list to political parties, exhibition of list on ERO's office notice board & at polling stations, showing status of applications in the prescribed list on CEO's website should be taken similarly as applications received by post/in person.

## **6.5 Corrections in the finally published rolls**

- (i) The word "correction" used in Sec.22 and R. 26 includes deletion of names also.
- (ii) The word "entry" u/s 22 will refer not only to the entries in the roll for describing an elector but also the other details, like the No. of part, description of area headings of column, footnotes etc.
- (iii) Transposition of a name can be made from one part of the roll to another part of the roll or within the same part from one place to another of the same constituency.
- (iv) Name cannot be transposed from one AC to another - For this purpose a person should apply u/s 23 in Form 6 to the ERO of the latter AC.
- (v) Deletion can be made on the following grounds:
  - (a) that the person concerned is dead;
  - (b) that the person concerned has ceased to be ordinarily resident in that AC; or
  - (c) that the person is otherwise not entitled to be registered in the roll.
- (vi) An elector registered in the roll of AC may submit an application for objecting inclusion of a name or seeking deletion of a name.

## **6.6 Handling/ Disposal of Applications**

- (i) Immediately after the receipt of application for additions/deletions/corrections a copy of application should be affixed on Notice Board together with a notice inviting objections within a period of 7 days.
- (ii) Each application should be computerized on daily basis and list of applications in the format (prescribed by ECI vide letter dated 27.08.2012) should be posted on CEO's website as and when the application is received.
- (iii) List of application will be made available by ERO to all recognized political parties.
- (iv) The lists should be displayed simultaneously on CEO's website, notice board of ERO & polling stations.

- (v) In case of application of deletion a notice should be served upon the person whose entry is objected to (except death cases) and also to the person presenting the application for deletion mentioning the date of hearing.
- (vi) ERO should simultaneously take steps for verification of fact.
- (vii) ERO, if he deems necessary, should conduct a summary inquiry before passing order.
- (viii) If any demand for inquiry has been made in writing the application shall not be allowed without further inquiry.
- (ix) In case any objection on such application received by ERO opportunity of hearing should be given to the objector and applicant both.
- (x) There is no prescribed form for raising objection to such applications.
- (xi) An individual notice with date and time of hearing should be sent to the applicants in case of inquiry. The ERO has to give notice of hearing.
- (xii) In case of a claim to the claimant – in **Form 12**.
- (xiii) In case of an objection to the inclusion of name, notice to objector – in **Form 13** and to the person objected to in **Form 14**.
- (xiv) In case of objection to a particular or an entry – **Form 15**.
- (xv) The notice may be served or caused to be served either personally or by registered post by affixing it to the person's residence or last known residence within constituency.
- (xvi) In case of rejection of any application reasons to be recorded.
- (xvii) In cases of additions, if the applicant is registered in other constituency also, the ERO shall inform the ERO of that other constituency - Thereafter ERO of that other constituency shall strike off the applicant's name from that roll.
- (xviii) ERO to hold summary enquiry-ERO has power to require any claimant, objector, person objected to, to appear in person before him for clarification, ERO can ask the information on oath / affidavit.
- (xix) ERO to record the decisions with reasons on concerned form .i.e. Form 6, 6A, 7, 8 & 8A.
- (xx) Status of each application should be entered in the list of applications in formats as prescribed by ECI's letter dated 27.08.2012 to be uploaded on CEO's website on daily basis.
- (xxi) List of applications accepted and rejected should be displayed on the notice board.

## **6.7 Decision on Applications**

- (i) Decision on claims/objections should be taken only after all of the following has been done:-
  - (a) At least 7 clear days has passed after list of claims/objections has been published on all of the following:-
    1. Website of CEO,
    2. Notice Board of ERO
    3. Notice Board of Polling Station
    4. 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 7 clear days has passed after list of claims/objections has been given to recognized political parties.
  - (c) All deletions which are done for reason of death shall be made only after ascertaining the facts to the satisfaction of ERO.

## **6.8 Corrections/deletions by ERO on his own motion** (Sec. 22)

- (i) ERO if satisfied on his own motion amend, transpose or delete any entry on the ground specified in Sec. 22. - However, the powers of ERO u/s 22 to delete names on his own motion, are subject to the general or specific directions of the ECI.
- (ii) There is no provision for inclusion of a name by ERO suo-moto.
- (iii) The current instructions of ECI are that suo-moto deletion u/s 22 should not be done, except death cases.

## **6.9 Deletions of entries of Dead Voters**

- (i) Deletions due to reason of death should be allowed by ERO if any one of the following conditions is met,-
  - (a) Death certificate by Registrar of Births & Deaths is available.
  - (b) Death certificate by Local Bodies, Sarpanch, Ward Member etc. is available.
  - (c) Form 7 from some close relatives, friends, neighbors etc. is available.
  - (d) Statements of neighbors are taken by the enquiry officer/BLO.

## **6.10 Survey of bogus voters etc.**

- (i) After final publication of rolls on 26.08.2013, a survey has to be conducted to prepare a list of persons under the following categories and who are registered in the finally published roll:-
  - (a) Dead voters
  - (b) Duplicate voters
  - (c) Bogus voters
  - (d) Under age voters
  - (e) Absentee voters with family linkage
  - (f) Absentee voters without family linkage
  - (g) A person not eligible for other reasons
- (ii) ERO shall delete the names of dead voters after following due procedure. In cases of remaining above mentioned categories information has to be prepared. However, in case application in Form-7 is received, the ERO may decide the application after following due procedure and giving opportunity of hearing to the concerned.
- (iii) A list of such Absentee / Shifted voters whose names are not deleted, shall be prepared for the use of polling parties also.

## **6.11 Record of applications received u/s 22 and 23**

- (i) During the period of continuous updation, preparing list in Form 9, 9A, 10, 11 and 11A **not** required.
- (ii) Every application should be entered in register provided for the purpose.
- (iii) Registers shall be serially numbered and on first page a certificate shall be recorded by ERO indicating number of pages.
- (iv) Four sets of registers in the format prescribed by the ECI ( See Ann. 8.1, 8.2, 8.3 and 8.4 of the booklet) - One each for applications in Form 6, in Form 7, in Form 8 and in Form 8 A.
- (v) Separate register for application received for enrollment as Overseas electors.
- (vi) Action taken and disposal of applications should also be indicated in the registers.
- (vii) Once the ERO has decided the cases, the entry shall be made in registers in serial order starting from number following the last serial number in the previous finally published roll of that Part or the last serial number in the supplement published as final.

## **6.12 Preparing Supplement**

- (i) All applications received in a fortnight should be disposed off during next fortnight and manuscript should be prepared for every Part separately, in duplicate, by hand by 25th & 10th day of every month.
- (ii) One copy of manuscript alongwith application forms & photos will be transferred to vendors immediately for data entry and preparation of EPICs.
- (iii) Prepare manuscripts daily for transposition, addition, deletion etc updating practically till last date of nomination.
- (iv) There is no provision of publication of such addition/deletion lists resulting from continuous updation at fixed intervals, therefore, the EROs are required to maintain such list corrected up-to-date at all times, in the register respectively.
- (v) The format of supplement would be same as for summary revision. The serial number of supplement shall be one more than the serial number of previous supplement.
- (vi) In the title page of Supplement against the heading “Supplement Process & Year” the words and figures “Continuous Up-dating < from date > to < to date > would be indicated.
- (vii) In continuous up-dation the serial number of electors are already communicated to them hence, the serial number should not be changed & this supplement will **not** be sorted out either Section wise or house number wise.
- (viii) Supplement of continuous up-dation (S-2) shall be prepared for the period from 26.08.2013 (date of final publication of Rolls) to the last date of filing of nominations.

## **6.13 Communication to the affected persons**

- (i) If applications for enrollment are allowed the fact should be communicated to the applicant about the Part number & serial number- supply of copy of order not needed.
- (ii) An uncertified copy of order should be supplied free to the person whose name has been deleted by allowing the objection so that he may file an appeal.
- (iii) In case application is rejected, an uncertified copy of the order should be supplied to the applicant free of cost.
- (iv) Certified copies only on payment when applied for.

**6.14 Restriction on passing orders during certain period** [S. 23(3)]

- (i) Amendment, transposition or deletion of any entry and inclusion of any name shall not be made in the electoral roll after the last date of nominations and before the completion of elections
- (ii) However, applications can be presented by applicants and copy thereof may be exhibited on notice board. Such applications should not be decided during the aforesaid period and decision thereon should be kept pending.



## **Part-7. Service Voters**

### **7.1 Enrolment of Service Voters**

#### **7.1.1 Who is Service Voter-**

- (i) Service Voter is a voter having service qualification. [Sec 20(8)] - Four categories-
  - (a) A member of the Armed Forces of the Union;
  - (b) A member of a Force to which provisions of the Army Act, 1950 are applicable;
  - (c) A member of an Armed Police Force of a State, and serving outside that state;
  - (d) A person who is employed under GOI, in a post outside India.
- (ii) The wife of a service voter shall, if she is ordinarily resident with him, be also deemed to be service voter. However this facility is not available to the husband of a service voter.
- (iii) Service Voters can be enrolled at their native place even if they are residing at different place,

#### **OR**

They (and spouse) can be enrolled as general elector at the place of their posting if they are residing with family and posted there for sufficient span of tenure. For this they must submit a declaration in the prescribed format (Annex. 5.5 of Handbook)

### **7.2 Last part in Electoral Roll**

- (i) List of service voters is prepared separately for an AC as a whole and all service voters are registered at the end of the roll as a separate 'last' part.
- (ii) Last part is prepared in English and has three sub parts-
  - (a) "A" is for Armed Forces (Including CPF) -
  - (b) "B" is for Armed Police Forces of the States serving outside that State
  - (c) "C" is for employees of GoI, posted abroad.
- (iii) Even if there is no service voters, a 'NIL' electoral roll for each of the sub-parts should be prepared.
- (iv) Serial numbers of each sub-parts should begin with 1. Names will be arranged in order in which applications received and accepted.

### **7.3 Forms for Service Voters**

- (i) Form No. 2 - For members of Armed Forces of Union (Including CPF)
- (ii) Form No. 2 A - For members of Armed Police Forces of States, posted outside the State.
- (iii) Form No. 3 - For GoI's employees posted outside India.

### **7.4 Submission of Application by Service Personnel**

- (i) Application in above forms (in duplicate) have to be handed over to the Officer-in-Charge of Record Office/Unit- or Nodal Officer in MEA.
- (ii) Every Form 2 or 2A (not 3) is accompanied with declaration in prescribed format that the applicant and his wife is not registered as general elector.
- (iii) The statement by service voter is acceptable if it gives adequate details of place of residence.
- (iv) The record office of armed forces or nodal authority in MEA checks the forms to ensure the details are correct and full address are included.
- (v) The Officer-in-charge carefully verifies & signs the verification certificate provided in the Form.
- (vi) Thereafter, the Nodal Officer puts all filled & signed applications together along with declaration Forms and forwards them to the concerned CEO attaching -
  - (a) a covering letter
  - (b) A list of copy of statements in duplicate (annexure 10.3)
- (vii) CEO acknowledges the receipt of these Forms by returning one copy of the statement.
- (viii) CEO identifies the DEO and send him the Forms for further processing.

### **7.5 Processing of Application at DEO/ERO level**

- (i) DEO will acknowledge the receipt of application to CEO.
- (ii) DEO will send to the concerned EROs.
- (iii) DEO/ERO will identify the AC of the Service Voter through the full address / details of residence provided by the applicant in the Form.
- (iv) Processing of application and preparation of last Part of Electoral Roll will be completed by ERO.

- (v) ERO need not make any enquiry related to the place of ordinary residence of a person having service qualification.
- (vi) ERO place all the applications completed in all material information for data entry.
- (vii) Declaration made by Service Voters in Form 2, 2A or 3 also includes declaration with respect to his wife.
- (viii) The ERO will send counter-foils, after recording the serial number & details of service elector, back to the senders without waiting for publishing service elector's supplement.
- (ix) Name of the wife is entered immediately after the name of husband in all sub Parts 'A', 'B' and 'C' with an additional entry of 'w' and husband serial number in the relevant columns for easy identification.
- (x) ERO publishes the supplements twice a year and sends extracts from the Roll to the respective addresses in order to keep the Service Voter's enrolment updated.
- (xi) Officer in charge or MEA Nodal Authority retains one copy of these extracts and returns the other with changes to ERO for updation and corrections.
- (xii) First copy of the extract is kept in Unit/Record Office arranged Constituency wise for EROs easy future reference.
- (xiii) Second copy of the extract (returned to ERO for updation in the Roll) is arranged in a file in ERO's office.
- (xiv) Corrections are made by ERO in the main list without any supplement of corrections.
- (xv) For updation of sub Part 'C', ERO sends copy of duplicate statements to the Ministry of External Affairs so that they can check the latest posting of the officers and return a copy to ERO for his action.
- (xvi) Updation in Service Voter Part is maintained in supplements and the last Part is consolidated at the stage of integration of Roll as directed by ECI.
- (xvii) List of amendments to the last Part of Roll will be maintained similar to the basic Roll.
- (xviii) Updated last Part of the Roll helps RO to dispatch the postal ballot papers to the electors correct address and receive with recorded votes before the commencement of counting.
- (xix) ERO should take action to correct the last Part of the Roll related to the name of elector, dispatch address etc under the provisions of Section 22 of RPA, 1950.
- (xx) On transfer to 'reserve' or discharge/ retirement from service the person to have service qualification- In such case name of

service voter and his wife should not be retained in the last part.

## **7.6 Preparation of Last Part**

- (i) To be updated twice in a year - forms received upto 31st December are to be incorporated in the 1st supplement and brought out on 31st January- Forms received after 31st December is incorporated in the 2nd supplement and brought out on 30th June.
- (ii) In case of an election, application received upto the last date of nomination shall be procured and published as a supplement, additionally.

## **7.7 List of Service Voters to be posted on website**

- (i) Soft copy of list of Service Voters (in pdf format) should be sent by ERO to CEO so that it can be posted on CEO's website.

## **7.8 Classified Service Voters (CSV)**

- (i) Service Voter belonging to (a) Armed Forces of the Union or (b) a force to which provisions of the Army Act, 1950 are applicable, have the option to voting through proxy
- (ii) A Service Voter, of above two categories, who opt for voting through proxy are called Classified Service Voters.
- (iii) Wife of the service voter not entitled for voting by proxy.
- (iv) Service voter of remaining two other categories are also not entitled for voting by proxy.
- (v) The proxy should be an ordinarily resident of that constituency, and must not be disqualified to be registered as a voter- He need not be a registered voter.
- (vi) Voting through proxy is valid till one is a service voter.
- (vii) Once appointed, the proxy will continue until revoked by the service voter or proxy is dead.
- (viii) CSV can revoke and opt back for postal ballot or even substitute the proxy.
- (ix) Appointment of proxy - applying to R.O. in Form 13 F.
- (x) Application for appointment of proxy received after the last date of nomination can not be considered for the current election, it will be valid for future election.
- (xi) CSVs shall not be issued postal ballot by R.O. All CSVs shall be added as sub-list at the end of the part of roll pertaining to that polling station.
- (xii) R.O. will update the ERO for appropriate entry of the CSV in the last part of roll.

## **Part-8. Overseas Electors**

### **8.1 Legal Provisions –**

- (i) Every citizen of India whose name is not included in the electoral roll, and who has not acquired the citizenship of any other country and who is absenting from his place of ordinary residence in India owing to his employment, education or otherwise outside India (whether temporarily or not) shall be entitled to have his name registered in the electoral roll in the constituency in which his place of residence in India as mentioned in his Passport is located. (S.20A of RP Act, 1950)
- (ii) After the commencement of R.P. (amendment) Act, 2010 and at such other times as the ECI direct, CEO may, for the purpose of inclusion of names of overseas electors in the roll, make a public notification requesting every person entitled to be registered as an overseas elector u/s 20A to make an application u/r 8B and a copy of such notification shall be forwarded to all foreign missions of the Central Government and also make such further publicity as he may consider expedient and necessary. (Rule 8A of RE Rules, 1960)
- (iii) CEO has already made a public notification envisaged in Rule 8A.

### **8.2 Rule 8B of RE Rule, 1960 - Inclusion of names of overseas electors in the rolls.-**

- (i) Every overseas elector, who is not otherwise disqualified for registration and is desirous of being registered in the roll for the constituency pertaining to the locality in which his place of residence in India as mentioned in his passport is located, may make an application in Form 6A to the concerned registration officer directly or send the application to him by post.
- (ii) The provisions of sub-rules (2), (3) and (4) of rule 13 shall mutatis mutandis apply for filing of claims or objections to the inclusion of name or to any particulars of an entry or for transposition of any entry from one place to another in the roll as an overseas elector.
- (iii) Every application in Form 6A sent by post shall be accompanied by copies of all the documents mentioned in the said Form duly self attested.
- (iv) Every application in Form 6A presented in person to the registration officer shall be accompanied by photocopies of all the documents mentioned in the said Form along with originals thereof for verification by the registration officer.

- (v) Where a personal hearing is necessary in respect of any claim for inclusion or objection to the inclusion of name in the roll as an overseas elector, the registration officer may, if considered necessary, designate an official in the Indian Mission in the concerned country for the purpose.

### **8.3 Overseas Electors- Application for enrollment**

- (i) Overseas electors can apply in form 6A –
  - (a) In person to the ERO
  - (b) By post
  - (c) On-line
- (ii) The application should include a self attested copy of the passport showing the address in India and the relevant Visa pages

### **8.4 Procedure by ERO**

- (i) Separate register for Form 6 A.
- (ii) List of all claims/objections to be published by ERO in format – 9A on notice board on every Friday.
- (iii) All public notices shall also be published by the ERO in electronic gazette or the website of CEO
- (iv) ERO can satisfy himself about the correctness of the particulars in form 6A by –
  - (a) Verification from original passport in case application in form 6A is submitted in person
  - (b) Verification by BLO from neighbors or family members.
  - (c) Verification from the concerned Passport Office/Indian Mission abroad if necessary.
- (v) Decision should be communicated to the applicant by post & sending SMS.
- (vi) ERO shall submit monthly report in format prescribed by ECI to CEO so that consolidate report of the State may be sent to ECI on 5th of every month.

### **8.5 Other Important Points**

- (i) Names of overseas electors are kept in the relevant part of the elector roll in the last section which is made only for overseas electors.
- (ii) Overseas electors can vote only in the concerned polling station.

- (iii) Identity of overseas electors is verified only on the basis of their Passport. EPIC is not issued to them.
- (iv) BLOs may be given form 6A to be distributed to family members of overseas electors in places where large number of people migrate overseas. Family members may be requested to send the form to their overseas family members and get filled forms back for enrollment.

## **Part-9. Miscellaneous**

### **9.1 Appeals** (Appeal u/s. 24 read with u/r 27) -

- (i) First appeal before the District Magistrate or Addl. District Magistrate against order passed by ERO u/s 22 & 23 of RP Act, 1950 i.e, during continuation up-dation.
- (ii) Second appeal before the CEO from any order passed by DM/ADM in first appeal.
- (iii) Appeal should be presented within 15 days from the date of announcement of orders.
- (iv) Such appeal in the form of a memorandum signed by appellant shall be accompanied by a copy of order and a fee of Rs. 5/-.
- (v) Memorandum of second appeal can be delivered by applicant or on his behalf to the CEO himself or to any other officer appointed by him in this behalf.
- (vi) Civil courts jurisdiction debarred (Sec.30).

### **9.2 Sharing the copies of rolls with political parties**

- (i) One printed copy and one soft copy in PS-CD ROM - shall be supplied to recognized political party free of cost immediately at the time of draft publication as well as the final publication.
- (ii) Printed copy shall have the elector's photographs and the soft copy of the roll shall be supplied without images.
- (iii) Complete set of roll including last part of roll (service voters) as on final publication shall be given to recognized political parties.
- (iv) Supplement of continuous updation, within 3 days after withdrawal of nominations should be supplied free of cost to the recognized political parties. - Not necessary to supply again a complete set.
- (v) A complete set of electoral roll shall be supplied free of cost to each candidate of recognized political parties including last Part and PS wise CSV's sub-lists.
- (vi) Political parties or candidates of recognized political parties may be asked in writing to mark the deletion/ corrections in the supplements by hand in the mother roll and previous supplements.

### **9.3 Making available sets of Roll for use in conduct of poll**



- (i) In an election year there shall be one integrated mother roll, one supplement of final publication (S-1) and another supplement of continuous up-dation (S-2).
- (ii) All modifications till last date of nominations to be included in S-2.
- (iii) ERO shall supply one authenticated copy of the complete roll at each stage of publication alongwith PDF version thereof, to the DEO and the RO in a sealed cover, which shall be reference copy in case of any dispute. The DEOs/ROs shall preserve the sealed copy of the electoral roll.
- (iv) Besides, the ERO shall give a few more copies and a CD of the roll in printable form to the DEO/RO for making as many copies as may be necessary (for use in election.)
- (v) It shall be the responsibility of the RO to reflect all the deletions and corrections, if any, appearing in the Supplements.
- (vi) At Supplement- 1 stage (final publication) the roll is computer generated and all deletions/corrections are software generated (as explained in earlier slides in PART – A).
- (vii) The RO shall share this computer generated roll with political parties. It shall be same and therefore, identical to final reprinted roll with S-1.
- (viii) At S-2 stage (modifications up to last date of nominations) - All deletions in S-2 shall be marked by hand through a rubber stamp "D E L E T E D" with alphabets, 'E' 'S' 'Q' 'R' or 'M' written with red ink to indicate the reason in mother roll or S-1, as the case may be.
- (ix) All corrections in S-2 shall be indicated by putting a hash (#) sign by hand in red ink on the entries corrected just after the name of elector concerned.
- (x) In case of correction/addition of the photograph the photo box in the mother roll or S-1 (as the case may be) should be hand written/stamped in red ink with "Photo as in Correction List".
- (xi) In case of wrong photo in mother roll or S-1 and correct is not captured, "Photo Deleted" may be stamped on wrong photo in mother roll or S-1 and a (#) sign by hand in red ink shall be affixed to indicate the change in S-2.
- (xii) The officials authorized by RO to reflect corrections shall put his signature on each correction.
- (xiii) One copy of Final Roll is used for marking the names of electors who are issued post ballot (PB) and election duty certificates (EDC).

- (xiv) Proxy voter list (CSV's sub list) in the prescribed format shall be attached to this copy of Roll set apart for marking.
- (xv) Three more identical copies of this Final Roll is given to presiding officer and Polling team to conduct elections and are called **“Working Copies”** of Roll.
- (xvi) Copies of Electoral Rolls supplied to candidates should be identical to working copy of Roll supplied to Polling team except the PB, EDC markings and proxy voter's list.
- (xvii) Working copy with PB, EDC markings is shown to agents and candidates before Polling so that they can compare entries, deletions and corrections with their copies.

#### **9.4 Separate List of Electors in Alphabetical Order**

- (i) It shall be used by the staff in PS campus for easy identification and search of voters. This list is only as a locator and not a statutory list.
- (ii) Any candidate may get copy of this list on cost.
- (iii) Copies of absentees/shifted/dead voters not to be given to candidates/political parties.

#### **9.5 Penalty for False Declarations** (Sec.31)

- (i) 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.

#### **9.6 Breach of Official Duties** (Sec. 32)

- (i) Breach of official duties by officers and staff engaged in connection with preparation/ revision of rolls shall be punishable.
- (ii) No court shall take cognizance unless there is complaint made by order of or under authority from ECI or CEO.

#### **9.7 Jurisdiction of Civil Courts** (Sec. 30 of RP Act, 1950)

- (i) Jurisdiction of Civil Courts with regard to entitlement of a person for inclusion in electoral roll and legality of any decision given by authorities under this Act, is barred.

## **9.8 Staff of local authority**

- (i) Staff of local authorities can be deployed by ERO in connection with revision/ preparation / correction in electoral rolls.

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

- (i) Following papers are kept in EROs' office or at place specified by CEO after Roll is Finally published under Sub-rule(1) of Rule 32 of RER, 1960:
  - (a) A complete copy of Roll
  - (b) Statements submitted to ERO under Rule 7
  - (c) Statements submitted to ERO under Rule 8
  - (d) Register of enumeration Forms
  - (e) Applications related to preparation of Roll
  - (f) Manuscript Parts prepared by enumerating agencies and used for compiling
  - (g) Papers related to claims and objections
  - (h) Papers related to appeals under Rule 23
  - (i) Applications under Section 22 & 23 of RPA,1950
- (ii) Electoral Roll for each Polling booth is kept with the mother Roll folder related to intensive/summary revision plus all supporting documents as directed by ECI.

## **9.10 Inspection & Certified Copy of Electoral Rolls**

- (i) Every person has right to inspect the election papers under Rule 32 of RER,1960 and can procure attested copies on payment
- (ii) Certified extract copy of relevant entries of Electoral Roll can be given to the person in prescribed formats based on text Roll or photo Roll (see annexure 6.2 & 6.3 of ERO hand book)
- (iii) Only certified copy of entry related to oneself in photo Roll can be obtained by an applicant.
- (iv) Attested/certified copies of complete Electoral Roll is supplied under Right to Information Act 2005 or Rule 23 of RER, 1960 if demanded.
- (v) Individual entries or selective pages are not provided under RTI.

### **9.11 Application received under RTI is to be dealt in context of Section 8(1)(j) of RTI, 2005**

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

XXX

XXX

XXX

XXX

XXX

XXX

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

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

- (i) The expired papers in rule 32 related to general/special revision ordered by ECI are disposed off as directed by CEO.
- (ii) These papers are shredded and made into pulp for recycling on the specified expiry period.
- (iii) Excessive Copies of Electoral Roll are disposed of after 3 months period from the date of Final publication of Electoral Roll after next intensive revision.

