

**HAND BOOK  
FOR  
BOOTH LEVEL OFFICERS**

Election Commission of India

**2011**

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## **CHAPTER - I** **INTRODUCTION**

1. For a free and fair election, an accurate and error-free electoral roll is the most important pre-requisite. Some of the electoral malpractices like bogus voting and impersonation, in a large part, result from defective electoral rolls. For enhanced participation of electors in the electoral process and reducing the electoral malpractices, it is essential to improve the quality of electoral registration process and of the electoral rolls. Therefore, adequate stress has to be laid on the preparation and revision of the electoral roll.
2. Fidelity of electoral roll being the essential condition for a free and fair poll, it becomes imperative to address the issue effectively.
3. Through this Handbook for BLOs, an attempt has been made to explain the preparation, revision and maintenance of electoral roll. It covers all important points from the point of view of a Booth Level Officer (BLO), but is no substitute for all the relevant provisions of the Representation of the People Act, 1950 and the rules made thereunder and also the directions issued by the Commission from time to time for the preparation and revision of the electoral rolls.

### **Who is BLO**

BLO 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. In fact, BLO is a representative of Election Commission of India at the grass-root level who plays a pivotal role in the process of roll revision and collecting actual field information with regard to the roll corresponding to the polling area assigned to him. Though BLO is not a full time electoral official, but the responsibility of BLO adds an additional dimension to his profile as he is rendering a responsible civic duty. He is just like a friend, philosopher and guide of the local people in matters relating to the roll. Each BLO shall have one/two polling station area under his/her jurisdiction.

### **Appointment of BLO**

Under Section 13B (2) of Representation of People Act, 1950, BLOs are appointed from amongst the officers of the Govt. /Semi Govt. /Local Bodies. Generally, one BLO is responsible for one part of the electoral roll. The DEOs in consultation with the EROs of the Assembly Constituency (AC) appoint the BLOs. Following is a list of categories of the Govt/Semi Govt employees who can be appointed as BLO:-

1. Teachers
2. Anganwadi workers,
3. Patwari/Amin/Lekhpal,
4. Panchayat Secretary,
5. Village Level Workers,
6. Electricity Bill Readers,
7. Postman,

8. Auxiliary Nurses & Mid-wives,
9. Health workers,
10. Mid-day meal workers,
11. Contract teachers,
12. Corporation Tax Collectors, and
13. Clerical Staff in Urban area (UDC/LDC etc.)

2. **BLOs would continue to discharge the responsibilities assigned to them by their parent offices and would remain generally under the control of their administrative department, but they would not be transferred without prior permission of the DEO.**

3. **This will be the responsibility of the BLO 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 BLO would proceed on transfer only after handing over all election related papers, records and registers to his ERO or to an AERO authorized by the ERO.

4. As BLO would be involved in the revision of the roll, they would be considered on deputation to the Election Commission for this purpose and would be subject to the disciplinary control of the Election Commission. For any breach of duty, BLOs shall be liable to punishment under Section 32 of Representation of People Act, 1950 (**ANNEXURE 1.2**).

### **Duties and responsibilities of BLO**

The BLO will make a thorough study of the roll of the part assigned to him. He will make frequent field visits to the villages/Tolas in the said part and interact with local people particularly village elders and grass root level elected representatives and identify the names of the dead/shifted/duplicate voters in the roll, which need to be removed by the ERO under relevant provisions of law. The main functions of BLO are as follows:

- Receiving claims and objections.
- House to house visit and checking of overlapping, migration, transfer/shifting
- Identification of shifted/dead/non-existing electors
- Checking inclusion and exclusion errors
- Checking details of spellings, entries of duplicate names, part header page, photos etc. of electors in the roll
- Collecting photos of electors
- Collecting mobile numbers of electors (optional)
- Submitting reports to ERO so that notice can be issued to the persons whose names have to be deleted
- Display of draft roll/prescribed notices at designated locations
- Reading of rolls in gram/ ward sabhas – Liaisoning with RWAs in urban areas for registration.
- EPIC distribution (after preparation) to the right person and not to any other intermediary

- Maximization of EPIC coverage and enrolment
- SVEEP eg. Street plays, Dramas, Wall writings, etc.
- NVD activities – Administering NVD pledge and exhorting voters at NVD time.
- Correct Serialization of the houses and correct arrangement of sections falling within the part.
- Coordination with Booth Level Agents (BLAs)
- Detailing of Forms received
- Impart simple voter education at registration time
- Distribution of voters slip before election
- Preparation of Nazri Naksha with an ordinary geographical demarcation to avoid overlapping specially in respect of newly developed colonies

### **BLO's Kit**

Each BLO will be issued a kit containing a bag on which logo of the Election Commission of India is printed. All the following items shall be place in the bag:-

1. A copy of BLO's Handbook
2. BLO's Register
3. BLO's identity card
4. Writing pad with sufficient papers
5. Blank Register
6. Pen, Pencil, eraser, ruler
7. Sufficient number of blank Forms 6,6A,7,8 and 8A

### **Remuneration to BLOs:**

- Fixed *component is* Rs.3,000/- per annum for those BLOs who have only one part (polling station) assigned to them. Those BLOs who have more than one part will get an additional honorarium of Rs.750/- per part per annum over and above Rs.3,000/- per annum.
- Variable component shall be as follows:-
  - ❖ Rs.4/- shall be paid to the BLOs for each PER entry of photograph made, if PER percentage in the concerned part is less than 90%.
  - ❖ Rs.5/- shall be paid to the BLOs for each PER entry of photograph made, if PER percentage in the concerned part is 90% or above.

**CHAPTER – II**  
**RELEVANT CONSTITUTIONAL AND LEGAL PROVISIONS**

**Provisions of the Constitution of India (ANNEXURE 1.1)**

1. 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.
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, cast or sex.
3. Under Article 326 of Constitution of India, every person who is a citizen of India and who is not less than 18 years of age on 1<sup>st</sup> January of the year of revision of roll 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 such election.

**Representation of the People Act, 1950 and rules made thereunder:**

4. In exercise of power under Article 327 (**ANNEXURE 1.1**) of the Constitution, the Parliament has enacted the Representation of the People Act (RPA), 1950. In exercise of power under Section 28 of RP Act, 1950 the Central Government has promulgated the Registration of Electors Rules (RER), 1960.

4.1. Sections 13A to 13CC of Representation of the People Act,1950 deal with provisions relating to appointment of Chief Electoral Officer (CEO), District Election Officer (DEO), Electoral Registration Officer (ERO) / Assistant Electoral Registration Officer (AERO) etc. (**ANNEXURE 1.2**)

4.2 Sections 13D to 25A of Representation of the People Act,1950 provide for preparation and revision of electoral roll and conditions of registration. (**ANNEXURE 1.2**)

4.3 Section 20A of Representation of the People Act,1950 makes special provision for enrolment of overseas electors. (**ANNEXURE 1.3**)

4.4 Section 32 of Representation of the People Act,1950 provides for punishment for breach of official duty in connection with the preparation etc. of electoral roll (**ANNEXURE 1.2**)

4.5 Rules 4 to 22 of Registration of Electors Rules 1960 provide for various stages and conditions of process of preparation/revision of roll. (**ANNEXURE 1.4**),

4.6 Rule 8A of Registration of Electors Rules, 1960 devises the manner of enrolment of overseas electors. (**ANNEXURE 1.5**)

- 5 The Election Commission has issued various directions under the RPA, 1950 and the RER, 1960 from time to time. In addition, the Commission has also issued executive instructions and clarifications (**ANNEXURE 1.6 to 1.13**)

**Representation of the People Act, 1951**

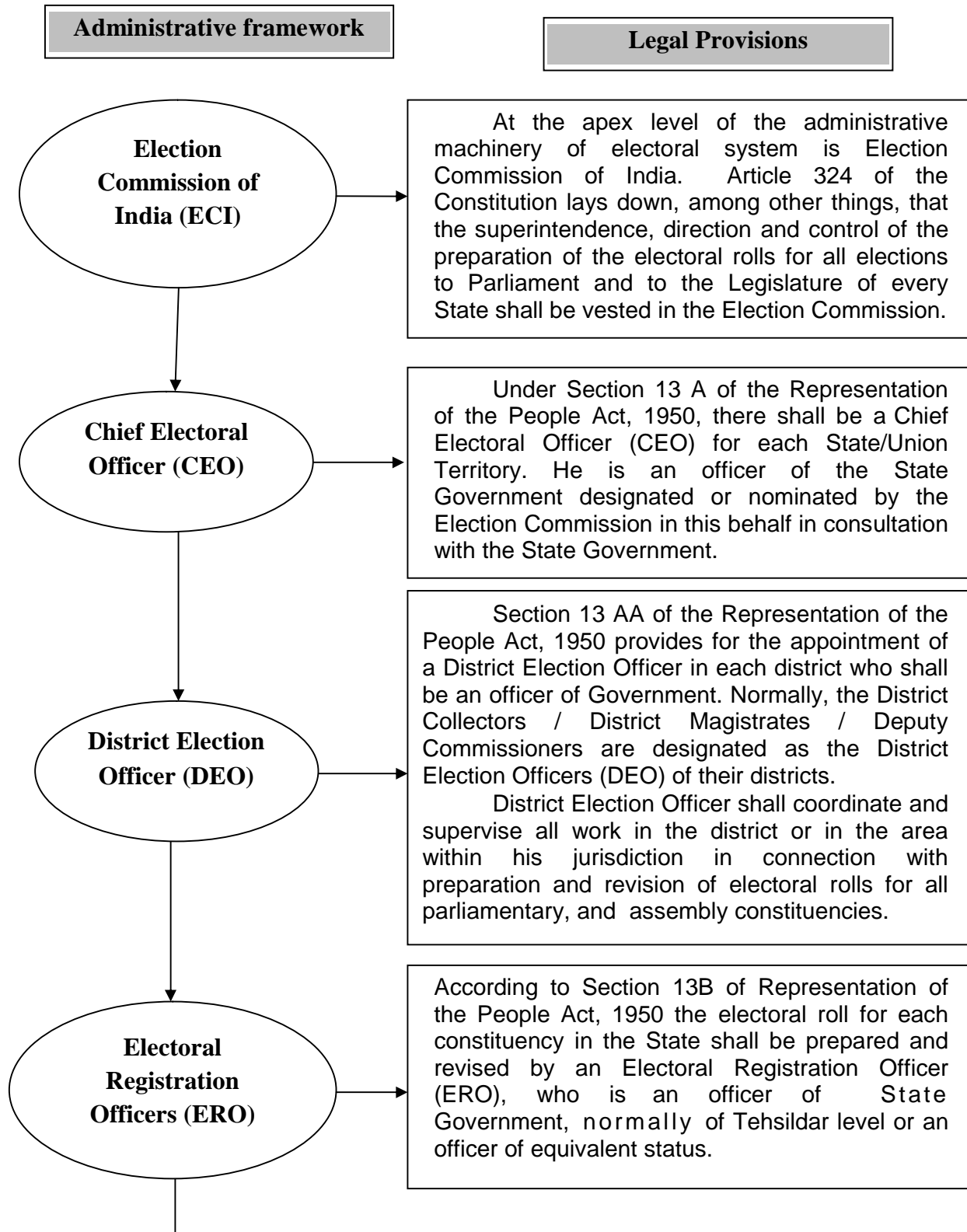
- 6 Section 11A of the Representation of the People Act, 1951 specify disqualification arising out of conviction and corrupt practices (**ANNEXURE 2**)

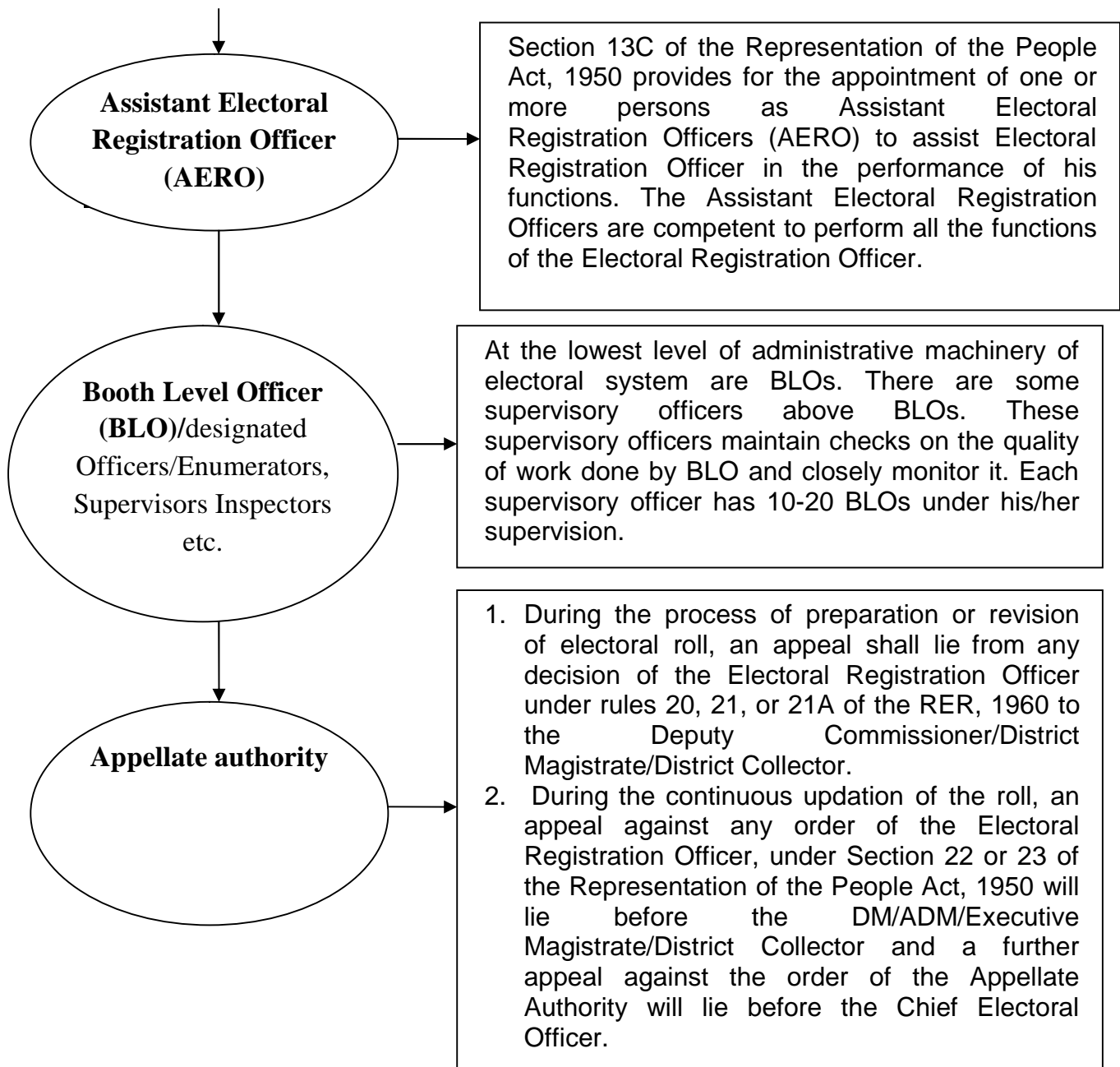


### CHAPTER III

#### ADMINISTRATIVE MACHINERY OF ELECTORAL SYSTEM

The following chart depicts the hierarchical pyramid of administrative machinery of electoral system in India:-





- **Designated Officers**

In addition to the above statutory appointments, required number of Designated Officers are also appointed by the ERO under Rule 14 of the R.E. Rules, 1960. All these officers are subject to the superintendence, direction and control of the Election Commission. The Designated Officer displays the electoral roll parts and receives claims and objections. He also distributes Form 6, 7, 8, 8A to the electors on demand.

- **Roll Observers**

In addition to the above, the Election Commission may also appoint some senior officers as roll observers. These observers may verify the electoral rolls on a random basis and report directly to the Commission.

**All the above officers while functioning in the above capacities shall be deemed to be on deputation to the Election Commission for the period and during that period be subject to the control, superintendence and discipline of the Election Commission. (Section 13CC of Representation of the People Act, 1950 – ANNEXURE 1.2)**

## CHAPTER IV

### GENERAL PRINCIPLES OF VOTER REGISTRATION.

#### **Who can be registered as an elector**

According to the provisions of Section 19 of Representation of the People Act, 1950, subject to some restrictions, every person shall be entitled to be registered in the roll of the constituency who :-

- a. is not less than 18 years of age on the qualifying date, and
- b. is ordinarily resident in the said constituency.

#### **Disqualifications for registration in the roll:**

1. According to Section 16 of Representation of the People Act, 1950, a person shall be disqualified for registration in an electoral roll if (s)he—
  - a. is not a citizen of India; or
  - b. is of unsound mind and stands so declared by a competent court; or
  - c. is, for the time being, disqualified from voting under the provisions of any law relating to corrupt practices and other offences in connection with elections (Section 11A of Representation of the People Act, 1951 – **Annexure 2**).
2. The name of any person who becomes so disqualified after registration shall forthwith be struck off from the electoral roll in which it is included.
3. No person shall be entitled to be registered in the roll of more than one constituency and no person shall be entitled to be registered more than once in the roll of any constituency as provided in Sections 17 and 18 of Representation of the People Act, 1950,

#### **Meaning of 'ordinarily resident' (Section 20 of the Representation of the People Act, 1950):**

- . A person is said to be ordinarily resident in a place if he uses that place for sleeping. He need not be eating in that place and may be eating from a place outside. Temporary periods of absence from this ordinary place of stay can be ignored. It is not necessary that the period of stay should be continuous for any particular length of time and should be without any break. Temporary absence on account of duty or employment or even for pleasure should not be considered to interrupt the concept of ordinary residence.

## Exceptions to the general principle of ordinary residence:

1. **Members of Parliament and the State Legislatures** are entitled to be registered in their home constituencies notwithstanding the fact that they are away from their normal place of residence in connection with their activities as legislators (Section 20 (1B) of the Representation of the People Act, 1950 – **Annexure 1.2**).
2. **Inmates** of jails, other legal custody, hospitals, beggar homes, asylums etc. should not be included in the electoral rolls of the constituency in which such institutions are located (Section 20 (2) of the Representation of the People Act, 1950 – **Annexure 1.2**).
3. **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 name in the roll at their residence with their parents instead.
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 and Assam Rifles, State Armed Police personnel posted outside state, and the government servants posted outside India are entitled to get registered at their native places which may be different from places of their ordinary residence. The wife of a service voter if she ordinarily resides with her husband is also entitled to get registered in the electoral roll of native place with her husband (Section 20 (3) of the Representation of the People Act, 1950 – **Annexure 1.2**).
5. **Overseas Electors:** A citizen of India who has not acquired citizenship of any other country and who is absenting from his place of ordinary residence in India owing to employment, education or otherwise outside India shall be entitled to have his/her name registered in the roll of the constituency at his/her place of ordinary residence in India as mentioned in his/her passport (Section 20 A of the Representation of the People Act, 1950 – **Annexure 1.3**).
6. **Persons holding declared offices:** Declared office holders such as President and Vice President, Ministers and Ministers of state and Deputy Ministers of the Union, Deputy Chairman and Members of the Planning Commission, Speaker and Deputy Speaker of the Lok Sabha, Deputy Chairman of the Rajya Sabha and Parliamentary Secretaries of the Union, and declared office holders of a state, viz., Governor, Cabinet Ministers, Ministers of State and Deputy Ministers, Chairman and Deputy Chairman of State Legislative Council, Speaker and Deputy Speaker of State Legislative Assembly, Parliamentary Secretaries of state and the Lt.

Governor of UTs can get themselves registered in their home constituency. 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 evidence to the contrary to object to the inclusion of name of a holder of declared office (Section 20 (4) of the Representation of the People Act, 1950 – **Annexure 1.2**) in his declared home constituency.

7 Thus , it would be clear from above that all cases cannot be dealt with in an identical manner nor can any uniform rule be laid down to define ordinary residence. **Generally speaking, a person should not be enrolled at an address where he is staying temporarily; and on the other hand, he is to be enrolled at his normal place of residence even though he may be temporarily absent from there.**

## **CHAPTER-V WHAT IS AN ELECTORAL ROLL**

1. The statutes provide that for every Assembly Constituency (AC) there shall be an electoral roll. The electoral rolls are maintained AC wise.
2. There is no separate electoral roll for Parliamentary Constituencies (PC). The electoral roll of a PC consists of the electoral rolls for all the ACs comprised within that PC. Jammu and Kashmir and Union Territories (UTs) not having a Legislative Assembly are the exceptions. In J&K the electoral rolls are prepared for PC and AC separately. In case of UTs too, that do not have Legislative Assembly, the rolls are maintained PC wise.
3. For J&K, the rolls for ACs are prepared in accordance with Jammu & Kashmir Representation of the People Act, 1957 and the rules made there under. Only state-subjects as defined under the Constitution of Jammu and Kashmir are entitled to be included therein.
4. In accordance with sub-rule (1) of Rule 5 of Registration of Electors Rules, 1960, the electoral rolls are further organized into geographically defined 'parts' and each 'part' is further required to be organized into geographically identifiable 'sections'. Each 'part' has an identified polling station (precinct) which is where the arrangements are made for the electors of that 'part' to cast their votes on the poll day.
5. The electoral rolls are prepared or revised with reference to a qualifying date which is the first day of January of the year in which the rolls are so prepared or revised.
6. If the electoral roll is not revised as above in any year for any reason whatsoever, the continued operation of the electoral roll shall not be affected.
7. Further, the Election Commission may at any time, for reasons to be recorded, direct a special revision of the electoral roll for any constituency or part of a constituency in such manner as it may think fit.

### **Lay-out and structure of electoral roll**

1. The roll of every AC shall have a title page showing the year of preparation/revision, the number, name, reservation status, extent of the constituency and the number of parts into which roll is divided, followed immediately by a table of contents indicating in serial order and the area covered by each part of the roll. A sample title page of AC roll is at

**Annexure 3.1.** The title page shall be followed by a constituency map. At the end of the roll shall be the Summary Sheet (**Annexure 3.2**)

2. Each part of the roll also has an individual title page providing information about that part of the roll. Sample of this title page of a 'part' of the roll is at (**Annexure 3.3**). This title page is followed by a sketch map of the polling station area covered by the part. *The sketch map depicts the settlements (habitation area), sections, streets, important buildings like polling stations, post office, health centers etc.* Thereafter the elector details in prescribed format shall be provided. At the end of roll of a part, there shall be a Summary Sheet (**Annexure 3.4**).
3. These parts shall further be organized into geographically identifiable 'sections'.  
Under these 'sections', household-wise elector's details shall be entered. *In the normal course, a building should not be scattered into different sections. A new section should start with a new page.*
4. The electors' details are arranged in 8-column format in a 'text roll' and photograph of the elector is provided additionally. A sample of electors' details of photo roll is at **Annexure 3.5** and of text roll is at **Annexure 3.6**.
5. Normally, a part should not have more than 1200 electors in urban area and 1000 electors in rural area.
6. The last part of the roll will have the list of Service Voters.

### **Language of electoral roll**

Language of the electoral roll shall be as directed by the ECI under Rule 4 of R E Rules. According to the extant policy, the electoral roll of an AC, is normally prepared in the official language of the State, but where more than 20% of the electors speak and use a different language than the official language and the number of people literate in that minority language and script is significantly large, the roll shall be printed and published in the majority as well as in that minority language. Besides, the language of the roll in metros may be English also. The last part meant for Service voters is also printed in English.



### **Polling Stations**

1. Each part of the roll shall cover a well defined and compact geographical area. For each such area there shall be a polling station (precinct) where the electors of that part vote at the time of voting.
2. 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 roll and the number of polling station shall invariably be same.
- 3 The Commission has envisaged that the polling station should not normally be at a distance of more than 2 KMs for voters
4. Generally, a polling station should not have more than 1200 electors in urban area and 1000 electors in rural area.

## CHAPTER-VI REVISION OF ROLL

### **Types of Revision**

1. There are four kinds of revision, namely, (i) intensive, (ii) summary, (iii) partly intensive and partly summary, (iv) special.
2. In an **intensive revision** the entire roll is prepared de-novo without reference to the earlier existing roll. In any year when an intensive revision is ordered, there will not be any summary revision. In the first visit BLOs assign new number to each house if not already assigned. In their second visit they 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. Utmost care should be taken in enrolment of under aged persons, orphans and students staying in hostels / lodges. 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.
3. **Summary Revision** of the electoral rolls for all ACs are normally undertaken every year except when intensive revision is ordered in any year. In a summary revision, there is no house-to-house enumeration. The existing roll is published in draft inviting claims and objections. After disposing of these claims and objections, the roll is finally published.
4. In a **partly intensive and partly summary revision**, existing rolls are published in draft. Simultaneously, BLOs are sent to the households for verification. After disposing of claims and objections, lists of additions, deletions and corrections are prepared which together with main roll form the Electoral Roll.
5. 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 may order **special revision** of the roll of any constituency or part thereof. It may be intensive, summary or partly intensive and partly summary revision.
6. Besides, there is a provision of **continuous updation** of roll in the period when no revision of rolls is underway. The qualifying date of the last finally published roll is applicable during such continuous updation.

## **Preparation Of Electoral Roll**

### **Publication of draft electoral roll:**

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

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

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

8. From the web-site, it can be verified every claim (Form 6) that is received, as to whether it is already a registered voter elsewhere in the same constituency or the district. The website shall further facilitate an elector to check whether he/she has been registered as an elector or not and what are the details registered against his/her entry in the roll.

9. The publication of roll must be of all parts of the roll of an AC and must include the last part of the roll containing 'Service Voters' list also. The 'last part' of the roll is not published at any polling station but is kept in ERO's office or such other place as has been specified by him for display of the roll after publication.

10. The draft rolls shall be published in the polling station itself for the reason that the general electors may easily identify these places as the places at which they can have inspection of electoral roll and file their claims and objections.

11. The publication is not made on a public holiday.

12. In those cases where the rolls are prepared in more than one language, copies of the roll in all the languages are published.

## Claims and Objections during revision process

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

2. After the draft publication of the roll is made, preferring claims and objections are the methods by which names can be included or deleted in the roll and elector particulars can be corrected. These claims / objections and corrections can be filed anytime except that,

(i) After last date for receiving nominations till the elections are over, no change in the electoral roll can be effected;

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

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

### Forms for claims, objections and corrections:

1. Every claim shall be in Form 6 & 6A (**Annexure 4.1 & 4.2**) signed by the person desiring to be enrolled as a voter in the roll in which the claimant desires his name to be included. In the context of photo-rolls, all **persons** desirous of getting enrolled with photograph, must submit their photographs (in duplicate) along with Form 6/6A (for inclusion) itself.

2. **Persons shifting their place of residence within the same constituency should be guided to file application for transposition of entry in Form 8A and not in Form 6 as is the normal practice.**

3. Every objection to a name included in the draft roll shall be preferred in Form 7 (**Annexure 4.3**) only by a person whose name is already included in that roll in which the name objected to appears.

4. Every application for correction to a particular or particulars in an entry in the draft roll shall be in Form 8 (**Annexure 4.4**) and preferred only by the person to whom that entry relates. Correction to any entry includes inclusion, deletion or replacement of photograph in the photo electoral roll and correct photograph should be attached with Form 8 for the purpose. All electors desirous of getting their photographs corrected, replaced or added should submit their photograph (in duplicate) along with Form 8 (for corrections).

5. In case a person desires the transfer of his name or any other person's name from one part to another part of the electoral roll of the same constituency, he should file an application in Form 8A (**Annexure 4.5**).

6. Blank copies of the 'Form for Declaration' to be submitted along with Form 6 by Service Personnel (**Annexure 4.11**) for inclusion of name as general elector in the place of residence where he is posted, shall also be kept at designated locations in cantonment areas.

#### **Receipt of claims and objections:**

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

**2. During a Summary Revision or a Special Summary Revision, applications in bulk shall not be received and entertained.**

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

**4. Forms received by the BLOs shall be displayed (in Form 9, 10, 11, and 11A) at the Designated Officer's office for the area.**

## **Preliminary checking of Forms at their presentation**

1. An acknowledgement/receipt should be given for each application of claim or objection received. However, before giving an acknowledgement, preliminary checking of every Form must be done and the following ascertained:
  - (i) The Form is not submitted as part of a bulk or in bulk;
  - (ii) No unsigned form should be received. It must be signed by or thumb impression obtained from the applicant and no other person. Form 6, 7, 8 and 8A make it clear that claims and objections must bear the signature or thumb impression of the claimant or the objector at the appropriate places. Where the claimant is literate, he should sign his name and not merely append some mark or symbol of his name written by the scribe, and where the claimant is illiterate, he should put his thumb impression and not any other mark in the form. This being the prescribed manner, under Rule 17 of R.E. Rules, 1960. The BLOs, should refuse to receive any claim or objection not duly signed by the person preferring it or not containing his thumb impression.
  - (iii) No column or the information called for in the Forms shall be left blank. Where the information being asked for is not known, the words "not known" should be written;
  - (iv) No incomplete application (in which previous address is not given) should be received

## **List of supporting documents as proofs of Date of Birth and Residence**

### **1. Date of Birth**

- (i) Birth certificate issued by a Municipal Authorities or district office of the Registrar of Births & Deaths or Baptism certificate; or
- (ii) Birth certificate from the school (Govt. / Recognized) last attended by the applicant or any other recognized educational institution; or
- (iii) If a person is 10<sup>th</sup> or more paas, he should give a copy of the marksheet of class 10 as a proof of date of birth; or
- (iv) Marksheet or certificate of class; or
- (v) Marksheet of class 8 if it contains date of birth; or
- (vi) Marksheet of class 5 if it contains date of birth; or
- (vii) A declaration in prescribed format given in **ANNEXURE 4.10** by either of his parents if the person is not educated till class 10; or
- (viii) A certificate of his age given by a Sarpanch of the concerned Gram Panchayat or by a member of the concerned Municipal Corporation/Municipal Committee, if the person is not educated and both of his parents are not alive.

## 2. Place of Ordinary Residence

- (i) Bank / Kisan / Post Office current Pass Book, or
- (ii) Applicants Ration Card / Passport / Driving License / Income Tax Assessment Order, or
- (iii) Latest Water / Telephone / Electricity / Gas Connection Bill for that address, either in the name of the applicant or that of his / her immediate relation like parents etc., or
- (iv) Postal department's posts received / delivered in the applicant's name at the given address.

### **Handling of forms thus received:**

Ever BLO shall prepare, in duplicate, a list of claims in Form 9 (Format in **Annexure 4.6**), a list of objections to the inclusion of names in Form 10 (Format in **Annexure 4.7**), a list of objections to particulars in Form 11 (Format in **Annexure 4.8**) and a list of transposition applications in Form 11A (Format in **Annexure 4.9**). The BLO shall prepare such lists for the Forms received by him/her and display it at his/her office. The BLO should keep exhibited one copy of each of the 4 lists on the notice board in his office for the Forms received by him. Maintenance of such lists is mandatory under provisions of Rule 15 of RER 1960. The BLO shall send the lists to the ERO.

### **Preparation of Supplements:**

1. During the revision period after draft publication supplement is prepared for those electors whose names have been added or deleted from the roll or transposed from one part to the other part of the same Assembly Constituency and whose entries have been modified/corrected is prepared during revision period after draft publication of the electoral roll. At the time of final publication the supplement is appended to the mother roll which was published as draft. The serial number of electors entered in the addition list of the electors whose names have been newly added to the roll starts after the last serial number of the mother roll and it is prepared section-wise. Deletion or modification list is not prepared section-wise and the electors in these lists bear the same serial number as they have in the mother roll.
2. In the deletion list of the supplement symbols denoting the reasons of deletion are prefixed before the serial numbers. These symbols with their explanation are printed as foot note on every page of the deletion list. On the corresponding box in the mother roll of deleted electors the word "DELETED" is superimposed through software. This does not change the serial number and the number of electors printed on the part header also remains unchanged.
3. There may be one or more supplements attached to the mother electoral roll due to revision or continuous updation. In such instance a page as summary of electors is attached after the mother roll and the supplements. This summary page contains the number of electors added through the

addition list, deleted through the deletion list and the sum total of the electors in the entire roll after additions and deletions before the names of every elector whose details have been modified, a sign of hash (#) is printed through the software.

### **Continuous updation:**

1. The process of continuous updation of electoral roll is effective from final publication to next draft publication of electoral roll.
2. During elections, from the last day of nomination to the end of election process, the process of continuous updation is inoperative. Even though the application for addition, deletion or correction can be given after the beginning of election process, no action will be taken upon these applications, till after the election is over.
3. The electoral registration system is essentially in the nature of a continuous updation, even though general public do not get benefit of this process due to lack of awareness. Therefore **Booth Level Officer should publicise the provisions of addition, deletion, correction or transposition of entries in the roll through continuous updation.**
4. Registers should be maintained for applications received for addition, deletion and correction in finally published roll during continuous updation (RP Act, 1950/RER, 1960).
5. The supplement of continuous updation shall be printed as part of the draft roll below the last supplement for that particular year for publication as draft roll. These can be incorporated during revision of electoral roll as final supplement of draft electoral roll entering the supplementary process and the date thereon. The supplementary list prepared in the process of continuous updation for addition, deletion, correction or transposition is published during election. There is no provision of publication of such addition/deletion lists resulting from continuous updation at fixed intervals.
6. After any application for registration is allowed, its entry will be done just after the last serial number of finally published roll/ supplementary roll.
7. Entries of addition, deletion and correction should be entered under concerned headings of the supplement.
8. By 7<sup>th</sup> of the following month, one copy of the manuscript will be transferred to the DEO/ERO/AERO for data entry in the ERMS/computerized working copy of the electoral roll.



**CHAPTER-VII**  
**ENROLMENT OF OVERSEAS ELECTORS**

1. Under Section-20A of the Representation of the People Act, 1950, inserted vide Representation of the People (Amendment) Act, 2010, which has come into force w.e.f. 10<sup>th</sup> February, 2011, every overseas elector, i.e., an Indian citizen who is absenting from his place of ordinary residence in India owing to employment, education or otherwise, and has not acquired citizenship of any other country and who is not included in the electoral roll, is entitled to have his/her name registered in the electoral roll of the constituency in which his/her place of residence in India as mentioned in his/her passport is located.

2. 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 on 01-01-2011, and is desirous of registering his/her name in the electoral roll, can submit claim application in Form-6A (**ANNEXURE 4.2**) for registration in the electoral roll of the constituency in which his/her place of residence as shown in the passport is located. The claim application in Form-6A can either be submitted in person directly to the registration officer of the constituency concerned or sent to such registration officer by post alongwith the documents mentioned in Form-6A and the guidelines. If the application is submitted in person before the Electoral Registration Officer, the original passport should be produced for verification. When the claim application is sent by post, it should be accompanied by self attested photocopies of the relevant pages of the passport.

3. Verification of self-attested documents which accompany applications in Form 6A received by post shall be done by BLOs. For this purpose, BLOs will visit the home address mentioned in the passport. They will ask relatives of the applicant, if any, to verify the self-attested copies of documents and give a declaration to this effect. In those cases, where no relatives are available or relatives are not willing to give the declaration for verification of documents or the ERO is not satisfied with verification of documents by relatives, documents will be sent for verification to the concerned Indian Mission in the foreign country where the applicant resides.

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

**CHAPTER VIII**  
**ENROLMENT OF SERVICE VOTERS**

- 1 Service voter is a voter having service qualification. According to the provisions of sub-section (8) of Section 20 of Representation of the People Act 1950, service qualification means —
  - (a) Being a member of the armed Forces of the Union; or
  - (b) Being a member of a force to which provisions of the Army Act, 1950 (46 of 1950), have been made applicable whether with or without modification;
  - (c) Being a member of an Armed Police Force of a State, and serving outside that state; or
  - (d) Being a person who is employed under the Government of India, in a post outside India.
  
- 2 Persons having a service qualification can get enrolled as ‘service voters’ at their native places even though they actually may be residing at a different place (of posting). **They have, however, an option to get themselves enrolled as general elector at the place of their posting where they factually, at the point of time, are residing ordinarily with their family with a sufficient span of time.**
  
- 3 The wife of a service voter shall, if she is ordinarily residing with him, be also deemed to be a service voter in the constituency specified by that person provided in case of Armed Force voter, a declaration in Form 2 (**ANNEXURE 5.1**) or 2A (**ANNEXURE 5.2**) that his wife ordinarily resides with him has to be made. This facility is available only to the wife of a male service voter and is not available to the husband of a female service voter.
  
- 4 A person having service qualifications should not to be enumerated as general electors **during intensive revision** for inclusion in the preliminary (draft) roll alongside their other eligible family members, even if such person is member of the household and incidentally happens to be present in the house at the time of enumeration
  
- 5 Similarly, wife of a service voter, if she is ordinarily residing with her husband at the place of his posting, should also not be enumerated as general elector even if she is present in the house at the time of enumeration during intensive revision.
  
- 6 However, if a person having service qualification is ordinarily residing with family for a sufficient span of time at one’s place of posting, then the person can be enumerated as a general voter during enumeration (in case of intensive revision) and through a voluntary request made in Form 6 (in case of summary revision). In such cases, a declaration should be obtained from the service voter and the spouse in the prescribed format (**Annexure 4.11**).

- 7 Only those serving members who are not already enrolled in the last part of electoral roll of a constituency of their native place and who have remained in the place of their present posting for sufficient span of time with their families are eligible to be enrolled as general electors in the general part of the electoral roll.

## CHAPTER IX

### ELECTORS PHOTO IDENTITY CARD (EPIC)

1. Electoral Photo Identity Card (EPIC) is an identity document issued by the Electoral Registration Officer under Rule 28 of R. E. Rules. The EPIC contains details of the elector like Name, Father's/Mother's/Husband's Name, Date of Birth/Age on the qualifying date, Sex, Address and most importantly, the photograph of the elector. The format of EPIC can be seen at **Annexure 6**.
2. EPIC is a permanent document for an elector. It is to be used by the elector to establish one's identity at the time of polls. It is compulsory for an elector who has been issued an EPIC to produce the EPIC at the time of polling to enable voting.

#### **Format of EPIC**

3. The size of EPIC has been fixed by Election Commission and should be 5.0cm horizontal x 8.4cm vertical. The photograph should be of size 2.4cmx1.8cm and of resolution 320x240 pixel with 75% area covered by the full frontal scape of the face of the elector in a light background. The Name, Father's/Mother's/Husband's Name, Sex and Date of Birth/ Age on the qualifying date on the EPIC should be derived from the elector detail database. In the electoral roll, the date of birth does not appear, instead, only the age appears. But this age is derived from the date of birth that the elector has provided in Form 6, if known to the elector. Thus the date of birth should be captured from the Form 6 for EPIC purposes. If the date is not available or not mentioned in the Form 6 and only age is mentioned, then the year of birth should be calculated from that age and only 'year of birth' should be mentioned in the EPIC in the column 'date of birth'.

4. The EPIC has the photograph of the elector printed on it and a security hologram pasted half on the photograph and half on the vacant space on the left of the photograph. The reverse side of the EPIC has the address of the elector and the facsimile signature of the ERO issuing the EPIC.

5. As per the Commission's guidelines, the paper used for printing EPIC should not be less than 165 GSM. Where EPIC is produced by single side printing on paper and folding, the paper used should not be less than 80 GSM. The polyester film used for laminating the EPIC should be at least 125 micron thick.

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

6. For the purpose of preparation of EPIC, the ERO (or the DEO or the CEO) would have identified vendors and provided them space to prepare EPICs. One of the most important things required for preparation and issue of EPIC is

the photograph of the elector. For getting the electors photographed, there are Designated Photography Locations (DPLs) or VRECs in each AC/District.

7. The reverse side of EPIC has the address of the elector as provided by him after due verification. This is followed by a facsimile signature and designation of the ERO issuing the ERO. The facsimile stamp of the ERO is a critical instrument that is kept in custody of the ERO.

8. The EPIC so prepared is laminated and handed over to the elector. It has to be ensured that the EPIC is handed over to the same elector whose EPIC it is and proper acknowledgment of the receipt of EPIC should be taken. Under no circumstances should any intermediary be handed over the EPIC for further distribution of the EPIC.

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

1. An EPIC, once issued, is valid across the country and the elector need not be issued another EPIC even if, he shifts from the Constituency where EPIC was originally issued. The purpose of EPIC is to identify the elector with his name in the Electoral Roll. EPIC once issued no matter in which Assembly Constituency it was issued, can meet this purpose.

2. Different checks are required to be conducted depending on the situation under which the EPIC is being issued. For an elector who is being issued an EPIC for the first time, the issue of EPIC would normally be with his enrollment in the electoral roll. After his name has been added in the electoral roll, the EPIC can be issued after physical verification of his photograph and his address. The fact that the applicant is a first time elector should be verified from the declaration that he has given in Part IV of the Form 6.

3. For cases where an elector has been enrolled from before and claims that he has not been issued any EPIC in the past, a declaration to this effect should be taken from him. Before issuing him an EPIC, it should be verified from the database of his Constituency of the previous place of residence, as declared in the Part IV of the Form 6, that no EPIC has been issued to him in past. In case, it is observed that the elector has given a non traceable address of previous residence, EPIC should not be issued and the elector should be advised to provide full and correct address of previous residence. If the antecedents of the elector in the database of deleted electors of the constituency of previous place of residence of the applicant cannot be found, further enquiry should be conducted before issuing the EPIC.

4. In cases where an elector has been issued an EPIC in a Constituency and has applied for new EPIC since he has shifted to a new place of residence in another Constituency, the EPIC details of the elector, including the photograph, should first be obtained from the database of the Constituency of his previous

place of residence. The elector should be asked to surrender his original EPIC. In case, it is observed that the elector has given a non traceable address of previous residence, EPIC should not be issued and the elector should be advised to provide full and correct address of previous residence. After obtaining these details and proper verification of his current residential address, and also the original EPIC issued to him EPIC should be issued to the elector using the same EPIC number under which the previous EPIC was issued on payment of fee of Rs 25/- . In the new EPIC, the word “DUPLICATE” should not be printed on the EPIC.

5. In cases where EPIC has been issued to an elector and the elector has requested for corrections in the details mentioned, this request of the elector should be made in Form 8 for carrying out the requested changes. Under these circumstances, the EPIC, with the requested modifications should be issued after acceptance of Form 8 under the same EPIC number in which the previous EPIC was issued. In the new EPIC, the word “DUPLICATE” should not be printed on the EPIC.

6. If the elector claims that the EPIC issued earlier is lost, a declaration to this effect should be obtained from him. The EPIC should be issued to him with the same details with which the previous EPIC was issued, including the EPIC number. In the new EPIC, the word “DUPLICATE” should be printed on the EPIC.

7. The Commission has prescribed a nominal fee of Rs. 25.00 to be levied so that there is some deterrence for repeated request for issue of EPIC. This fee is not charged:-

- a. for issue of first EPIC
- b. In Case an error that can be attributed to the electoral machinery.
- c. when the EPIC is lost with loss of property during natural calamities like flood, cyclone earthquake etc.

8. Since the first issue of EPIC is free and EPIC, once issued, is valid for lifetime anywhere in the country, there is no situation where an elector would be compelled to pay this fee for the purpose of establishing identity during election. In cases where the elector is issued an EPIC due to change of address or other particulars on his request or after rectifying details that had appeared incorrectly, the old EPIC of the elector must be taken from him. **Under no circumstances should an elector possess two EPICs.**

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

27. All efforts have to be made to ensure universality, uniqueness and permanence of EPIC details of an elector. The link between the details of electors and their EPIC details are provided by the EPIC Number. EPIC Number is designed to act as the permanent unique identity for every elector and thus it is very crucial that, once created, this information is not lost. Even in cases where

door to door verification drives are taken that lead to larger scale, changes in the Electoral roll, the EPIC number of every individual should be captured like every other detail.

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

**CHAPTER-X**  
**BOOTH LEVEL OFFICER'S REGISTER**

**BLO's register comprises of the following two parts:**

Annexure -I consists of present entries of electors in the rolls, and corrections thereof if any, are to be done in the relevant column of the format.

In Annexure -II BLOs have to mention and update the information pertaining to the newly developed areas / societies / Apartments etc. in the part allotted to the BLO. More over they have to update the information regarding newly arrived electors and new eligible electors but left out to be registered in the electoral roll (**ANNEXURE 7.1**)

**ANNEXURE -I**

(1) BLOs have to verify the electoral roll of the relevant part given to them and note down the corrected details from it. If any particulars of elector, is subject to correction viz. Name of the elector, age, sex, relation, House No. EPIC No. etc, the original particular is to be encircled and below that correction be indicated. This exercise is to be done in red ink. The details of elector's name, surname, relation's name and house no. have been given in both the languages i.e. English and the language widely spoken in the State. It should be shown to the elector and verified. If any of the State language detail of the elector is wrong, it should be encircled in red ink and correct detail should be written in the appropriate column in the space below. Likewise, if any of the English detail of the elector is wrong, it should be encircled in red ink and correct detail should be written in the appropriate column in the space below.

(i) If the elector's photo image is correct, should be put mark in column-1. In case of wrong photo image of the elector X mark should be put. And in such case correct photo should be obtained. Even in case of non-image entry, correct photo is to be obtained by writing "No Photo".

(ii) In case of wrong entry of EPIC No. it should be rounded with red ink in Column-3 and correct EPIC No. should be indicated.

(iii) Elector's date of birth is to be shown in column no. 3. If date of birth is shown, it should be verified. If the entry relating to date birth is wrong, it should be circled in red ink and correct date of birth should be shown in the space below. The date of birth should be written after verifying specific and valid evidences like School Leaving Certificate, Birth Certificate, Caste Certificate, BPL Certificate or any other government document issued by the competent authority. In case of non-production of such evidences, this column should be left blank. (Wrong and presumed information should not be entered without verification)

(iv) In case of wrong entry of House No., the entry should be encircled with red ink in Column-4 and correct House No. should be mentioned.



(v) If there is any wrong entry of the name of the elector – the same should be encircled with red ink around in Column-5 and correct particulars should be written. Besides application in Form 8 should be obtained.

(vi) If there is incorrect entry of relation, the particulars in Column-6 should be encircled with red ink and correct one shall be mentioned.

(vii) If there is incorrect entry of sex of an elector, the wrong entry in column-6 should be encircled with red ink and correct entry should be mentioned.

(viii) In case of the wrong entry of the age of an elector; the same in Column-6 should be encircled with ink and age should and the correct age as on Dt.01-01-2011.

(2) In Column-8 particulars of ESR (E=Expired, S=Shifted, R=Repeated) should be mentioned. Instructions for this are as follows;

(i) Information pertaining to death of any elector should be mentioned in Column-8 as "Expired" along with the date of death and Form No.7 should be obtained from the family member of the deceased. When Form No.7 has been received it should be mentioned in Remarks (Column-10).

(ii) When the elector is found shifted from the area of the relevant part it should be updated with indication "Shifted" in Column-8. As far as possible it is desirable to obtain duly filled up Form-7 from such elector. If Form-7 is received mention it in Column-10. Shifting could either be with family or without family. If the elector has shifted with his family, in column 10, "shifted with family" should be written and if the elector has shifted alone and his family resides at the place mentioned in the roll, "shifted without family" should be written in column 10. During verification, BLO should give notice in prescribed format to the shifted elector on the spot. The reasons for shifted should also be noted. Probable reasons for shifting of electors could be as under :

- (1) Changing/evacuating the residence / house as being tenant
- (2) Migrating/ shifting for the purpose of occupation.
- (3) Marriage.
- (4) Divorce
- (5) Changing house.
- (6) Other reasons.

(iii) (1) If the name of any elector is found more than once in the electoral roll the same should be mentioned as "Repeated" in column-8 And related part No. / Sr. No. should be noted in (remarks) column- 10 with due care.

(2) The no. of years that the elector is residing at the address shown in the roll should be shown in column 9.

[3] Information and particulars of Annexure-I should be filled meticulously and after verification only as the Electoral Registration Officer shall decide addition/deletion / correction of entries of the electoral roll on the basis of this.

[4] **Annexure-II**

(i) Regarding newly developed area /society/apartment/colonies etc.

Within the geographical limits of the relevant part of the electoral roll BLOs have to verify and update the information pertaining to newly developed area/society/apartments/colonies which have come in to existence and the same should be mentioned in the relevant form of this volume. It must also be ensured that the information of such society/area is not duplicated in the other parts of the electoral roll.

(ii) Listing of immigrant electors :

In this format the electors who have come from outside and residing at newly developed areas / societies / colonies or existing areas of your part should be mentioned. If in any existing house is vacated by the earlier elector and if the new elector has come to reside in the same house, such information should also be mentioned in Annexure-I in (remarks) column 10 as "shifted" against the name of the former elector in red ink.

(iii) To note the population comprised within the polling station area.

A statistical information related to the total number of members in a family is to be mentioned. From these figures the total number of Males, Females and total population of that part should be prepared. Moreover, the names of members who will be completing the age of 18 years should also be mentioned separately..

[5] The State language and English details of every section of the part enclosed with Annexure-II of the Register should especially be verified. If any correction in State language or English details of name /address / PIN Code of a section is to be made, it should be encircled with red ink and correct detail should be written in the relevant column in the line below.

[6] Voter - Population Ratio is to be worked out after arriving at the exact population of the relevant part. Voter-Population Ration is to be calculated as per the following formula.

$$\text{Voter population ratio} = \frac{\text{Total voters of the part} * 100}{\text{Total population of the part.}}$$

e.g. If the total population within relevant part is 1600 and total voters are 1000

$$\begin{aligned} \text{Voter Population Ratio} &= \frac{1000 (\text{Total voters of the part} \times 100)}{1600 (\text{Total population of the part})} \\ &= 62.5\% \end{aligned}$$



## **CHAPTER XI**

### **BOOTH LEVEL AGENT (BLA)**

1. In order to enhance the participation by the recognized political parties in roll revision the Commission has devised concept of Booth Level Agent (BLA) on the pattern of appointment of polling agents /counting agents during polling/counting to assist the BLO. Generally one BLA is appointed for each part of electoral roll He is a registered elector in the relevant part of roll of the area where he resides.
2. Once a BLA is appointed by a political party for revision of roll for a particular year, his/her appointment as BLA will be valid for the later years also until and unless the nomination / authorization of such BLA is expressly withdrawn by the said party or such BLA has ceased to be a registered elector of the constituency for which he / she has been appointed.
3. No person in the service of the Government / Local authority / PSU can act as BLA.
4. The BLA will handover the appointment letter in prescribed Form (Form ID-BLA-2) to the BLO at the polling station after draft publication of the roll.
5. On the strength of the appointment letter, the BLO will hand over a printed copy of the relevant part of the roll to BLA under proper acknowledgement.
6. The printed copy of part of the roll to be supplied to the BLA is the copy of the roll required to be supplied free of cost to the recognized political party under rule 11 of Registration of Electors Rules, 1960.
7. In case no BLA has been appointed by a political party than the copy of draft roll for that part will not be handed over to any other person by BLO.
8. The BLAs will not receive claims and objection from public. They will only guide the public to file appropriate applications for inclusion, deletion, correction and transposition of entries in the roll.
9. The BLAs are required to be present on the special campaign dates for receipt of claims and objections and will work through the draft roll with BLO and identify the corrections etc. They can list out the dead/shifted /duplicate voters through house to house survey and present the list to the BLO.
10. The BLOs are expected to interact regularly with BLAs.

## CHAPTER XII NATIONAL VOTERS DAY

1. As a measure to enhance participation of citizens in the democratic electoral process, the Commission has decided to celebrate 25<sup>th</sup> January, its Foundation Day, as the National Voters Day every year, starting from 25<sup>th</sup> January 2011. The Commission's objective is to increase enrolment of voters, by using this occasion so as to make universal adult franchise a complete reality and thereby enhance the quality of Indian democracy. The day is utilized to spread awareness among voters regarding effective participation in the electoral process.

2. On this occasion the newly registered voters in each polling booth in the latest revision are felicitated on 25<sup>th</sup> January every year in a brief ceremony. This is expected to inculcate in the new voters a commitment to democratic electoral process and should lead to greater participation. This also serves as a reminder to all other eligible electors in the polling booth area towards their responsibility to participate in the electoral process.

3. The Election Commission organizes a suitable event in the country's capital to highlight the values of electoral democracy and the issues relating to popular participation in elections.

4. In the States, DEOs under the overall supervision of the CEO ensure organization of following activities on the National Voters Day in the districts:-

(i) The BLOs in each polling station area felicitate the newly registered voters on 25<sup>th</sup> January every year in a brief ceremony/ public function to be arranged by DEO/ ERO. The Election Commission has prescribed the design and colour scheme of a badge with its logo with the slogan "**Proud to be a voter - Ready to vote**" which is provided by the BLOs to the new electors during the felicitation ceremony **along with their EPIC**. The DEOs arrange for the venue and logistics required for the brief ceremony/ public function, in each polling station area.

(ii) The AEROs and EROs of the constituency participate in the ceremony/ public function of those Part(s) under their jurisdiction where largest number of newly registered electors are felicitated.

(iii) The DEO organizes appropriate events at the District headquarters, in association with Panchayat organizations, academic institutions, civil society groups, media etc. to popularize electoral participation and advance voters' education. In this event, EPICs are distributed among new voters of the local polling station areas.

(iv) The CEO of the State/UT concerned organize events in the State capital in association with Media, Civil Society, Opinion Groups, State Administration, State Election Commission etc. in order to popularize electoral participation and disseminate information about electoral processes. In this event also, EPICs are distributed among new voters of the local polling station area.

**CHAPTER XIII**  
**ROLE OF BOOTH LEVEL OFFICER IN PREPARATION OF ROLL**

**1. Knowledge, skill and attitude needs for BLO:**

- Should be aware that he is deemed to be on deputation to the Commission and thus under its disciplinary control under the provisions of Section 13 cc of RP Act, 1950.
- Should be aware of his responsibilities and duties as BLO in addition to his own official work.
- Should have knowledge to fill-up Form 6, 6A, 7, 8 & 8A properly.
- Should have knowledge about the supporting documents to be attached to the forms
- Should be familiar with the locality and the households residing therein.
- Should have skill to communicate with the electors in the area
- Should have skill and patience to do door to door survey.
- Should have responsive and positive attitude towards electors and his own duties.
- Politeness towards electors
- Timely disposal of forms.
- A BLO should be completely non- partisan

**2. Important points a BLO should keep in mind while receiving claims/objections**

- (1) An acknowledgement/receipt should be given for each application of claim or objection received.
- (2) Before giving an acknowledgement, preliminary checking of every Form must be done and the following ascertained that:
  - (i) The Form is not submitted as part of a bulk or in bulk;
  - (ii) No unsigned form should be received. It must be signed by or thumb impression obtained from the applicant and no other person. Where the claimant is literate, he should sign his name and not merely append some mark or symbol of his name written by the scribe, and where the claimant is illiterate, he should put his thumb impression and not any other mark in the form. This being the prescribed manner, BLO should refuse to receive any claim or objection not duly signed by the person preferring it or not containing his thumb impression.
  - (iii) No column or the information called for in the Forms shall be left blank, particularly the declaration about previous address. Where the information being asked for is not known, the words “not known” should be written;

- (3) While receiving Form 6, BLO must check that the
- (i) Persons shifting their place of residence within the same constituency should be guided to file application for transposition of entry in Form 8A and not in Form 6 .
  - (ii) First time inclusions on grounds of attaining age (18 years) must indicate details of the members of the family already included in the current rolls in the space provided in Form 6. Family means immediate family, viz. father, mother, husband or siblings.
  - (iii) The date of birth and the age in years and months must be indicated. Where the applicant does not know the date of birth, he/she must at least indicate the approximate age in years as on the qualifying date;
  - (iv) For applicants in the age group 18-25 years, the name and relationship should be checked with respect to the applicant's family members already enrolled with the same address. Particular care should be taken that underage applicants do not get enrolled. They may be asked to attach any documentary proof of age like school/college certificate, birth certificate etc. wherever possible. Claimant is not in possession of any documentary proof of age, the BLO should guide the claimant to attach a declaration in a prescribed format **(Annexure 4.10)** by either of the parents, already included in the electoral roll, in support of the age of their ward.
  - (v) If the applicant has an EPIC already issued to him, the EPIC detail must also be captured in the Form 6. In that case, he should also provide photocopy of the EPIC. Non EPIC holders of 25+ age-group should give a declaration in prescribed format **(Annexure 8.1)**
  - (vi) In part II of the Form 6, the complete address of ordinary residence where the applicant desires to be enrolled has to be given. The applicant may be advised to attach a copy of any document like Bank/Kisan/Post Office Pass Book, Ration Card, Driving License, Passport, Gas Connection, Telephone/Electricity/ Water Bill etc. showing that address. In case of non-availability of any document BLO may receive the application and record thereon "No document attached".
  - (vii) In cases where the applicant mentions the period of stay at that address for a long time, say a year or more, then the circumstances because of which he did not apply for enrolment should be ascertained and recorded on the application form by the designated officer.
  - (viii) The applicant is required to indicate in Part III of Form 6, the details of his/her immediate family members, if any, already included in the draft electoral roll. In case the applicant has only indicated the name(s) of immediate family members but has not given other electoral roll details like part no., serial no. and EPIC No. of such family member(s), then the applicant should be advised to fill up these details from the copy of the draft roll made available at each designated location;
  - (ix) The applicant must fill in part IV of Form-6 full details of previous enrollment. However, failure to furnish the voter serial number, part number and the constituency details, if not known, would not be a ground for non-acceptance of applications, if the previous address has been fully given. However, the previous address must be fully provided failing which the application shall not be received. In case the person has been living at a place for long and has not shifted residence at all but still doesn't have elector details, the person should be advised to fill in the complete present address in the space provided for previous address.

- (x) The most important part of the preliminary checking is to see that the Declaration in Part IV, at the end of the Form-6 is complete in all respects. From applicants of age 25+, the previous address of ordinary residence must be obtained and database search done to ascertain that the applicant is not already enrolled elsewhere and delete his/her name from the electoral roll of the other place once the name is included in the present place.
  - (xi) Applicant, if he is service personnel, must enclose the additional Declaration stating non-inclusion of his name as a service elector in the last part of the electoral roll of his native place.
  - (xii) The Head of the family or adult members should be clearly explained the legal position about electoral offences such as furnishing of false information and consequences.
  - (xiii) If the BLO finds a house locked on his / her first visit, he should make visits again on different occasions or in the night when the working people are available at their house.
  - (xiv) The BLO should maintain the record in his BLO's Register regularly and correctly.
  - (xv) The BLO should make sure that no area such as newly developed colonies in the part assigned to him is left out. To avoid such eventuality he may prepare a nazri naksha of the area and plan his visits accordingly.
- (4) Enrolment of certain categories of persons
- a) Under-aged persons. The responsibility for getting the names of ineligible persons entered in the electoral roll can be placed squarely on the head of the family, whose signature is taken on the record of enumeration card during house-to-house enumeration. A person who makes false declaration shall be punishable with imprisonment for a term which may extend to one year, or with fine or with both. If, during the preparation of rolls, one comes across cases where ineligible persons have been entered in the manuscript on the basis of information furnished by the head of family. This is to be brought to the notice of the ERO for initiating suitable action under the above provision against those heads of families.
  - b) Orphans: If an orphan is brought up from infancy in an orphanage and becomes eligible for enrolment as an elector on attaining the age of 18 years and is not in a position to give the names of either his father or mother, names of such persons, if eligible shall be entered in the electoral cards by the BLO and under the column meant for father's/mother's/husband's name the BLO shall mention the name of the orphanage. In case the orphan was not brought up in any orphanage but in a family, the BLO shall write the name of that family head. In case of an orphan who has been legally adopted by a family, the name of the father/mother adopting that orphan should be indicated. In cases which are not covered by the above categories, the BLO shall enter "not known". In the relationship column of the electoral roll the word 'others' shall be indicated.



- c) Homeless persons: The BLO will visit the address given in Form 6 at night to ascertain that the homeless person actually sleeps at the place which is given as his address in Form 6. If the BLO is able to verify that the homeless person actually sleeps at that place , no documentary proof of place of residence shall be necessary.BLO must visit for more than one night for such verification.
- d) Students living in hostel/lodge: During intensive revision, when a *de novo* enumeration is ordered to prepare electoral rolls afresh, the BLOs shall not enumerate the name of any student staying away from their guardians on the basis of declaration by other members of the household. They shall not be enumerated in their hostels either, during intensive revision, but can be enrolled as voters in hostel/residence on application in Form 6 alongwith a certification of being bonafide student and resident in prescribed format

(5). No name should be removed from the roll on account of ordinary residence without following due procedure, such as without obtaining duly filled Form 7. Form 7 should not be received if the complete details of the objector as well as the person objected to and the reasons for the objections are not filled up in appropriate columns. Form 7 requires the objector to give full particulars of the entry in the roll relating to him. This requirement should be borne in mind and whenever it is not satisfied, the objection may be refused to be received under Rule 17.

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

### **3. Handling of Forms received**

Every BLO shall prepare, in duplicate, a list of claims in Form 9 (Format in **Annexure 4.6**), a list of objections to the inclusion of names in Form 10 (Format in **Annexure 4.7**), a list of objections to particulars in Form 11 (Format in **Annexure 4.8**) and a list of transposition applications in Form 11A (Format in **Annexure 4.9**). The BLO shall prepare such lists for the Forms received by him/her and display it at the office of the BLO for the area. The designated officer should keep exhibited one copy of each of the 4 lists on the notice board in his office for the Forms received by him directly and for the Forms received by the BLO. Maintenance of such lists is mandatory under provisions of Rule 15 of RER 1960. He shall send it to the ERO.

### **4. Distribution of EPIC**

The BLO should check the prepared EPIC thoroughly before distribution. He should check the card number, name, age and address of the elector. The photograph of the EPIC holder must be matched to see that the elector is clearly identifiable from his photograph. If not the elector must be photographed again. The BLO should ensure that EPIC is delivered to the same elector and proper

acknowledgement of receipt is obtained from him. Under no circumstances should any intermediary be handed over EPICs for further distribution.

#### **5. Interaction with BLAs**

In his performance of duty, the BLO can take assistance of local BLAs. He can sit with BLAs and go through the draft roll and identify the corrections. With good services of BLAs, BLO may guide newly eligible electors to come forward for registration.

#### **6. Use of Gram/Ward Sabhas/RWAs in verification of draft roll**

On the fixed dates BLO may read out the entries of relevant part in the Gram/Ward sabhas. The members of the village community, especially the elders, the ward members and those who contested last Gram Sabha elections but could not get elected should be invited to such meetings. Similarly, in urban areas BLO may liaise with RWAs for registration. The roll can be read out in specially convened ward meetings of municipal boards, Town area committees, Cantonment boards, Mohalla Sudhar Samiti, J.J. Sudhar Samitis etc. With the support and cooperation of the people present in such sabhas the BLO can get himself familiarize with the locality and the residents. Events like collection of photos and distribution of EPICs can also be arranged in meetings of Gram/Ward Sabhas.

#### **7. Conduct of NVD programmes**

The BLO should arrange the NVD function in his booth area under the supervision of the ERO. He should encourage the local people, particularly youths and newly eligible electors to attend such ceremonies in large number. On these occasions, he will administer NVD pledge and exhort voters. The BLO can conduct Nukkad Natak, debates, distribution of EPICs among the newly enrolled electors etc.

#### **8. Evaluation of Work done by BLOs**

- (i) The BLO shall bear in mind that their work/performance would be evaluated on random basis by the CEO/ DEO/ERO/AERO from time to time.
- (ii) Since the BLOs would also be simultaneously carrying out their routine departmental work, the nature of evaluation of the election related work done by them would normally be random and not sudden/surprise. All such officers who are authorized for verification of evaluation would inform the BLO of their program for verification in advance so that the BLO is available at the site during verification
- (iii) For evaluation and monitoring of the work done by the BLO, would be done by the verifying officer in a checklist (**Annexure 8.2**).

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**Hand Book for  
Booth Level Officers**

**ANNEXURES**

**Election Commission of India  
2011**

**ANNEXURE 1.1**  
**CHAPTER II**

PROVISIONS OF THE CONSTITUTION OF INDIA

**324. Superintendence, direction and control of elections to be vested in Election Commission.—**

(1) The superintendence, direction and control of the preparation of the electoral rolls for, and the conduct of, all elections to Parliament and to the Legislature of every State and of elections to the offices of President and Vice-President held under this Constitution <sup>5\*\*\*</sup> shall be vested in a Commission (referred to in this Constitution as the Election Commission).

(2) The Election Commission shall consist of the Chief Election Commissioner and such number of other Election Commissioners, if any, as the President may from time to time fix and the appointment of the Chief Election Commissioner and other Election Commissioners shall, subject to the provisions of any law made in that behalf by Parliament, be made by the President.

(3) When any other Election Commissioner is so appointed the Chief Election Commissioner shall act as the Chairman of the Election Commission.

(4) Before each general election to the House of the People and to the Legislative Assembly of each State, and before the first general election and thereafter before each biennial election to the Legislative Council of each State having such Council, the President may also appoint after consultation with the Election Commission such Regional Commissioners as he may consider necessary to assist the Election Commission in the performance of the functions conferred on the Commission by clause (1).

(5) Subject to the provisions of any law made by Parliament, the conditions of service and tenure of office of the Election Commissioners and the Regional Commissioners shall be such as the President may by rule determine:

Provided that the Chief Election Commissioner shall not be removed from his office except in like manner and on the like grounds as a Judge of the Supreme Court and the conditions of service of the Chief Election Commissioner shall not be varied to his disadvantage after his appointment:

Provided further that any other Election Commissioner or a Regional Commissioner shall not be removed from office except on the recommendation of the Chief Election Commissioner.

(6) The President, or the Governor <sup>1\*\*\*</sup> of a State, shall, when so requested by the Election Commission, make available to the Election Commission or to a Regional Commissioner such staff as may be necessary for the discharge of the functions conferred on the Election Commission by clause (1).

**325. No person to be ineligible for inclusion in, or to claim to be included in a special, electoral roll on grounds of religion, race, caste or sex.—**There shall be one general electoral roll for every territorial constituency for election to either House of Parliament or to the House or either House of the

Legislature of a State and no person shall be ineligible for inclusion in any such roll or claim to be included in any special electoral roll for any such constituency on grounds only of religion, race, caste, sex or any of them.

**326. Elections to the House of the People and to the Legislative Assemblies of States to be on the basis of adult suffrage.**— The elections to the House of the People and to the Legislative Assembly of every State shall be on the basis of adult suffrage; that is to say, every person who is a citizen of India and who is not less than <sup>2</sup>[eighteen 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 practice, shall be entitled to be registered as a voter at any such election.

**327. Power of Parliament to make provision with respect to elections to Legislatures.**—Subject to the provisions of this Constitution, Parliament may from time to time by law make provision with respect to all matters relating to, or in connection with, election to either House of Parliament or to the House or either House of the Legislature of a State including the preparation of electoral rolls, the delimitation of constituencies and all other matters necessary for securing the due constitution of such House or Houses.

## ANNEXURE 1.2

### CHAPTER II

#### THE REPRESENTATION OF THE PEOPLE ACT, 1950

##### PART IIA OFFICERS

13A. Chief electoral officers.—(1) There shall be for each State a chief electoral officer who shall be such officer of Government as the Election Commission may, in consultation with that Government, designate or nominate in this behalf.

(2) Subject to the superintendence, direction and control of the Election Commission, the chief electoral officer shall supervise the preparation, revision and correction of all electoral rolls in the State under this Act.

13AA. District election officers.—(1) For each district in a State, 9[\*\*\*], the Election Commission shall, in consultation with the Government of the State, designate or nominate a district election officer who shall be an officer of Government:

Provided that the Election Commission may designate or nominate more than one such officer for a district if the Election Commission is satisfied that the functions of the office cannot be performed satisfactorily by one officer.

(2) Where more than one district election officer are designated or nominated for a district under the proviso to sub-section (1), the Election Commission shall in the order designating or nominating the district election officers also specify the area in respect of which each such officer shall exercise jurisdiction.

(3) Subject to the superintendence, direction and control of the chief electoral officer, the district election officer shall coordinate and supervise all work in the district or in the 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.

(4) The district election officer shall also perform such other functions as may be entrusted to him by the Election Commission and the chief electoral officer.]

13B. Electoral registration officers.—(1) The electoral roll <sup>1</sup>[<sup>2</sup>for each parliamentary constituency in the State of Jammu and Kashmir or in a Union territory not having a Legislative Assembly], each assembly constituency and each Council constituency] shall be prepared and revised by an electoral registration officer who shall be such officer of Government or of a local authority as the Election Commission may, in consultation with the Government of the State in which the constituency is situated, designate or nominate in this behalf.

(2) An electoral registration officer may, subject to any prescribed restrictions, employ such persons as he thinks fit for the preparation and revision of the electoral roll for the constituency.

13C. Assistant electoral registration officers.—(1) The Election Commission may appoint one or more persons as assistant electoral registration officers to assist any electoral registration officer in the performance of his functions.

(2) Every assistant electoral registration officer shall, subject to the control of the electoral registration officer, be competent to perform all or any of the functions of the electoral registration officer.

<sup>3</sup>[13CC. Chief Electoral Officers, District Election Officers, etc., deemed to be on deputation to Election Commission.—The officers referred to in this Part and any other officer 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 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.]

#### PART IIB ELECTORAL ROLLS FOR PARLIAMENTARY CONSTITUENCIES

<sup>4</sup>[13D. Electoral rolls for parliamentary constituencies.—(1) The electoral roll for every parliamentary constituency, other than a parliamentary constituency in the State of Jammu and Kashmir or in a Union territory not having a Legislative Assembly, shall consist of the electoral rolls for all the assembly constituencies comprised within that parliamentary constituency; and it shall not be necessary to prepare or revise separately the electoral roll for any such parliamentary constituency:

Provided that for the period referred to in clause (2) of article 371A, it shall be necessary to prepare and revise separately the electoral roll for that part of the parliamentary constituency of Nagaland which comprises the Tuensang district and the provisions of Part III shall apply in relation to the preparation and revision of the electoral roll of the said part as they apply in relation to an assembly constituency.

(2) The provisions of Part III shall apply in relation to every parliamentary constituency in the State of Jammu and Kashmir or in a Union territory not having a Legislative Assembly as they apply in relation to an assembly constituency.]

#### PART III

#### <sup>1</sup>[ELECTORAL ROLLS FOR ASSEMBLY <sup>2, \*\*</sup> CONSTITUENCIES]

<sup>3</sup>[14. Definitions.—In this Part, unless the context otherwise requires,—

(a) "constituency" means an Assembly constituency <sup>2, \*\*</sup>;

(b) "qualifying date", in relation to the preparation or revision of every electoral roll under this Part, means <sup>4</sup>[the 1st day of January] of the year in which it is so prepared or revised:]

<sup>5</sup> [Provided that "qualifying date", in relation to the preparation or revision of every electoral roll under this Part in the year 1989, shall be the 1st day of April, 1989.]

15. 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.

16. Disqualifications for registration in an electoral roll.—(1) A person shall be disqualified for registration in an electoral roll if he—

(a) is not a citizen of India; or

(b) is of unsound mind and stands so declared by a competent court; or

(c) is for the time being disqualified from voting under the provisions of any law relating to corrupt practices and other offences in connection with elections.

(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:

<sup>7</sup> [Provided that the name of any person struck off the electoral roll of a constituency by reason of a disqualification under clause (c) of sub-section (1) shall forthwith be re-instated in that roll if such disqualification is, during the period such roll is in force, removed under any law authorising such removal.]

17. No person to be registered in more than one constituency.—No person shall be entitled to be registered in the electoral roll for more than one constituency

18. No Person to be registered more than once in any constituency.—No person shall be entitled to be registered in the electoral roll for any constituency more than once.

<sup>2</sup> [19. Conditions of registration.--Subject to the foregoing provisions of this Part, every person who —

(a) is not less than <sup>3</sup> [eighteen years] of age on the qualifying date, and

(b) is ordinarily resident in a constituency,

shall be entitled to be registered in the electoral roll for that constituency.]

20. Meaning of "ordinarily resident".—<sup>4</sup> [(1) A person shall not be deemed to be ordinarily resident in a constituency on the ground only that he owns, or is in possession of, a dwelling house therein.

(1A) A person absenting himself temporarily from his place of ordinary residence shall not by reason thereof cease to be ordinarily resident therein.



(1B) A member of Parliament or of the Legislature of a State shall not during the term of his office cease to be ordinarily resident in the constituency in the electoral roll of which he is registered as an elector at the time of his election as such member, by reason of his absence from that constituency in connection with his duties as such member.]

(2) A person who is a patient in any establishment maintained wholly or mainly for the reception and treatment of persons suffering from mental illness or mental defectiveness, or who is detained in prison or other legal custody at any place, shall not by reason thereof be deemed to be ordinarily resident therein.

<sup>5</sup> [(3) Any person having a service qualification shall be deemed to be ordinarily resident on any date in the constituency in which, but for his having such service qualification, he would have been ordinarily resident on that date.]

(4) Any person holding any office in India declared<sup>6</sup> by the President in consultation with the Election Commission to be an office to which the provisions of this sub-section apply, shall be deemed to be ordinarily resident on any date in the constituency in which, but for the holding of any such office<sup>1\* \*</sup>, he would have been ordinarily resident on that date.

(5) The statement of any such person as is referred to in sub-section (3) or sub-section (4) made in the prescribed form and verified in the prescribed manner, that<sup>3</sup> [but for his having the service qualification] or but for his holding any such office<sup>4\* \*</sup> as is referred to in sub-section (4) he would have been ordinarily resident in a specified place<sup>5\* \*</sup> on any date, shall, in the absence of evidence to the contrary, be<sup>3</sup> [accepted as correct].

(6) The wife of any such person as is referred to in sub-section (3) or sub-section (4) shall if she be ordinarily residing with such person<sup>5\* \*</sup> be deemed to be ordinarily resident on<sup>7\*\*\*</sup> in the constituency specified by such person under sub-section (5).

[(7) If in any case a question arises as to where a person is ordinarily resident at any relevant time, the question shall be determined with reference to all the facts of the case and to such rules as may be made in this behalf by the Central Government in consultation with the Election Commission.]

(8) In sub-sections (3) and (5) "service qualification" means—

(a) being a member of the armed forces of the Union; or

(b) being a member of a force to which the provisions of the Army Act, 1950 (46 of 1950), have been made applicable whether with or without modifications; or

(c) being a member of an armed police force of a State, who is serving outside that State; or

(d) being a person who is employed under the Government of India, in a post outside India.

21. Preparation and revision of electoral rolls. — (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 House of the People or to the Legislative Assembly of a State; and

and (ii) before each bye-election to fill a casual vacancy in a seat allotted to the constituency;

(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.

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 directions, if any, as may be given by the Election Commission in this behalf, amend, transpose or delete the entry:

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.]

23. Inclusion of names in electoral rolls.— (1) Any person whose name is not included in the electoral roll of a constituency may apply to the electoral registration officer for the inclusion of his name in that roll.

(2) The electoral registration officer shall, if satisfied that the applicant is entitled to be registered in the electoral roll, direct his name to be included therein:

Provided that if the applicant is registered in the electoral roll of any other constituency, the electoral registration officer shall inform the electoral registration officer of that other constituency and that officer shall, on receipt of the information, strike off the applicant's name from that roll.

(3) No amendment, 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 the parliamentary constituency within which that constituency is comprised and before the completion of that election.]

24. Appeals.—An appeal shall lie within such time and in such manner as may be prescribed—

(a) to the chief electoral officer, from any order of the electoral registration officer under section 22 or section 23

25. Fee for applications and appeals.— Every applications under section 22 or section 23 and every appeal under section 24 shall be accompanied by the prescribed fee which shall, in no case, be refunded.]

25A. Conditions of registration as elector in Sangha constituency in Sikkim.— Notwithstanding anything contained in sections 15 and 19, for the Sangha constituency in the State of Sikkim, only the Sanghas belonging to monasteries, recognised for the purpose of the elections held in Sikkim in April, 1974, for forming the Assembly for Sikkim, shall be entitled to be registered in the electoral roll, and the said electoral roll shall, subject to the provisions of sections 21 to 25, be prepared or revised in such manner as may be directed by the Election Commission, in consultation with the Government of Sikkim.]

**32. Breach of official duty in connection with the preparation, etc., of electoral rolls.**—(1) If any electoral registration officer, assistant electoral registration officer or other person required by or under this Act to perform any official duty in connection with the preparation, revision or correction of an electoral roll or the inclusion or exclusion of any entry in or from that roll, is without reasonable cause, guilty of any act or omission in breach of such official duty, he shall be punishable <sup>3</sup>[with imprisonment for a term which shall not be less than three months but which may extend to two years and with fine].

(2) 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) No court shall take cognizance of any offence punishable under sub-section (1) 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.]

**ANNEXURE 1.3**  
**CHAPTER II**

THE REPRESENTATION OF THE PEOPLE (AMENDMENT)  
ACT, 2010

No. 36 OF 2010

[21st September, 2010.]

An Act further to amend the Representation of the People Act, 1950.

BE it enacted by Parliament in the Sixty-first Year of the Republic of India as follows:—

1. (1) This Act may be called the Representation of the People (Amendment) Act, 2010. Short title and commencement.

(2) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

43 of 1950.

2. In the Representation of the People Act, 1950 (hereinafter referred to as the principal Act), after section 20, the following section shall be inserted, namely:— Insertion of new section 20A.

“20A. (1) Notwithstanding anything contained in this Act, every citizen of India,— Special provisions for citizens of India residing outside India.

(a) whose name is not included in the electoral roll;

(b) who has not acquired the citizenship of any other country; and

(c) who is absenting from his place of ordinary residence in India owing to his employment, education or otherwise outside India (whether temporarily or not),

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

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

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

Amendment of section 22.

3. In section 22 of the principal Act,—

(a) after the words “amend, transpose or delete the entry”, the words “after proper verification of facts in such manner as may be prescribed” shall be inserted;

(b) in the proviso, after the words “proposed to be taken in relation to him”, the words “after proper verification of facts in such manner as may be prescribed” shall be inserted.

Amendment of section 23.

4. In section 23 of the principal Act, in sub-section (2),—

(a) after the words “direct his name to be included therein”, the words “after proper verification of facts in such manner as may be prescribed” shall be inserted;

(b) in the proviso, after the words “strike off the applicant's name in that roll”, the words “after proper verification of facts in such manner as may be prescribed” shall be inserted.

Amendment of section 28.

5. In section 28 of the principal Act, in sub-section (2), after clause (h), the following clauses shall be inserted, namely:—

“(hh) the procedure for proper verification of facts for amending, transposing or deleting any entry in the electoral rolls, under section 22;

(hhh) the procedure for proper verification of facts for inclusion of or striking off, names in the electoral rolls, under sub-section (2) of section 23;”.

**ANNEXURE 1.4**  
**CHAPTER II**

REGISTRATION OF ELECTORS RULES, 1960

**4. Form and languages of roll.**—The roll for each constituency shall be prepared in such form and in such language or languages as the Election Commission may direct.

**5. Preparation of roll in parts.**—(1) The roll shall be divided into convenient parts which shall be numbered consecutively.

(2) The last part of the roll shall contain the names of every person having a service qualification and of his wife, if any, who are entitled to be included in that roll by virtue of a statement made under rule 7.

(3) The names of any person holding a declared office and of his wife, if any, who are entitled to be included in the roll by virtue of a statement made under rule 7 shall be included in the part of the roll, pertaining to the locality in which they would, according to that statement, have been ordinarily resident.

(4) The number of names included in any part of the roll shall not ordinarily exceed two thousand.

**6. Order of names.**—(1) the names of electors in each part of the roll shall be arranged according to house number, unless the chief electoral officer, subject to any general or special instructions issued by the Election Commission, determines in respect of any part that the alphabetical order is more convenient or that the names shall be arranged partly in one way and partly in the other.

(2) The names of electors in each part of the roll shall be numbered, so far as practicable, consecutively with a separate series of numbers beginning with the number one.

**7. Statement under section 20.**—(1) Every person who holds a declared office or has a service qualification and desires to be registered in the roll for the constituency in which, but for holding such office or having such qualification, he would have been ordinarily resident, shall submit to the <sup>1</sup>[registration officer of the constituency], a statement in such one of the <sup>1</sup>[Forms 1, 2, 2A and 3] as may be appropriate.

(2) Every statement submitted under sub-rule (1) shall be verified in the manner specified in the Form.

(3) Every such statement shall cease to be valid when the person making it ceases to hold a declared office or, as the case may be, have a service qualification.

**8. Information to be supplied by occupants of dwelling-houses.**—The registration officer may, for the purpose of preparing the roll, send letters of request in Form 4 to the occupants of dwelling-houses in the constituency or any part thereof; and every person receiving any such letter shall furnish the information called for therein to the best of his ability.

**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 incharge 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.

**10. Publication of roll in draft.**—As soon as the roll for a constituency is ready, the registration officer shall publish it in draft by making a copy thereof available for inspection and displaying a notice in Form 5—

(a) at his office, if it is within the constituency, and

(b) at such place in the constituency as may be specified by him for the purpose, if his office is outside the constituency.

**11. Further publicity to the roll and notice.**—The registration officer shall also—

(a) make a copy of each separate part of the roll, together with a copy of the notice in Form 5 available for inspection at a specified place accessible to the public and in or near the area to which that part relates;

(b) give such further publicity to the notice in Form 5 as he may consider necessary; and

(c) supply free of cost two copies of each separate part of the roll to every political party <sup>1</sup>[for which a symbol has been exclusively reserved in the State] by the Election Commission.

<sup>2</sup>**12. Period for lodging claims and objections.**—Every claim for the inclusion of a name in the roll and every objection to an entry therein shall be lodged within a period of thirty days from the date of publication of the roll in draft under rule 10, or such shorter period of not less than fifteen days as may be fixed by the Election Commission in this behalf:

Provided that the Election Commission may, by notification in the Official Gazette, extend the period in respect of the constituency as a whole or in respect of any part thereof.]

**13. Form for claims and objections.**—(1) Every claim

shall be— (a) in Form 6; <sup>3</sup>[and]

(b) signed by the person desiring his name to be included in the roll; <sup>4\*\*\*</sup>

4\* \* \* \* \* (2)

Every objection to the inclusion of a name in the roll shall be—

(a) in Form 7; <sup>3</sup>[and]

(b) preferred only by a person whose name is already included in that roll; <sup>4\*\*\*</sup>

4\* \* \* \* \* (3)

Every objection to a particular or particulars in an entry in the roll

shall be—



(a) in Form 8; and

(b) preferred only by the person to whom that entry relates.

<sup>5</sup>[(4) Every application for transposition of an entry from one part to another part of the roll shall be in Form 8A.]

**14. Manner of lodging claims and objections.**—Every claim or objection shall—

(a) either be presented to the registration officer or to such other officer as may be designated by him in this behalf; or

(b) be sent by <sup>6</sup>\*\*\* post to the registration officer.

**15. Procedure of designated officers.**—(1) Every officer designated under rule 14 shall—

(a) maintain in duplicate a list of claims in Form 9, a list of objections to the inclusion of names in Form 10 and a list of objections to particulars in Form 11; and

(b) keep exhibited one copy of each such list on a notice board in his office.

(2) Where a claim or objection is presented to him, he shall, after complying with the requirements of sub-rule (1), forward it with such remarks, if any, as he considers proper to the registration officer.

**16. Procedure of registration officer.**—The registration officer also shall—

(a) maintain in duplicate the three lists in Forms 9, 10 and 11, entering thereon the particulars of every claim or objection as and when it is received by him whether directly under rule 14 or on being forwarded under rule 15; and

(b) keep exhibited one copy of each such list on a notice board in his office.

**17. Rejection of certain claims and objections.**—Any claim or objection which is not lodged within the period, or in the form and manner, herein specified, shall be rejected by the registration officer.

**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.

**19. Notice of hearing claims and objections.**—(1) Where a claim or objection is not disposed of under rule 17 or rule 18, the registration officer shall—

(a) specify in the list exhibited by him under clause (b) of rule 16, the date, time and place of hearing of the claim or objection; and

(b) give notice of the hearing—

(i) in the case of a claim to the claimant in Form 12;

(ii) in the case of an objection to the inclusion of a name, to the objector in Form 13 and to the person objected to in Form 14; and

(iii) in the case of an objection to a particular or particulars in an entry, to the objector in Form 15.

(2) A notice under this rule may be given either personally or by registered post or by affixing it to the person's residence or last known residence within the constituency.

**20. Inquiry into claims and objections.**—(1) The registration officer shall hold a summary inquiry into every claim or objection in respect of which notice has been given under rule 19 and shall record his decision thereon.

(2) At the hearing, the claimant or, as the case may be, the objector and the person objected to and any other person who, in the opinion of the registration officer, is likely to be of assistance to him, shall be entitled to appear and be heard.

(3) The registration officer may in his discretion—

(a) require any claimant, objector or person objected to, to appear in person before him;

(b) require that the evidence tendered by any person shall be given on oath and administer an oath for the purpose.

**21. Inclusion of names inadvertently omitted.**—<sup>1</sup>[(1)] If it appears to the registration officer that owing <sup>2</sup>\*\*\* to inadvertence or error during preparation, the names of any electors have been left out of

(a) prepare a list of the names and other details of such electors;

(b) exhibit on the notice board of his office a copy of the list together with a notice as to the time and place at which the inclusion of these names in the roll will be considered, and also publish the list and the notice in such other manner as he may think fit; and

(c) after considering any verbal or written objections that may be preferred, decide whether all or any of the names should be included in the roll.

<sup>1</sup>[(2) If any statements under rule 7 are received after the publication of the roll in draft under rule 10, the registration officer shall direct the inclusion of the names of the electors covered by the statements in the appropriate parts of the roll.]

<sup>2</sup>[**21A. Deletion of names.**—If it appears to the registration officer at any time before the final publication of the roll that owing to inadvertence or error or otherwise, the names of dead persons or of persons who have ceased to be, or are not, ordinarily residents in the constituency or of persons who are otherwise not entitled to be registered in that roll, have been included in the roll and that remedial action should be taken under this rule, the registration officer, shall—

(a) prepare a list of the names and other details of such electors;

(b) exhibit on the notice board of his office a copy of the list together with a notice as to the time and place at which the question of deletion of these names from the roll will be considered, and also publish the list and the notice in such other manner as he may think fit; and

(c) after considering any verbal or written objections that may be preferred, decide whether all or any of the names should be deleted from the roll:

Provided that before taking any action under this rule in respect of any person on the ground that he has ceased to be, or is not, ordinarily resident in the constituency, or is otherwise not entitled to be registered in that roll, the registration officer shall make every endeavour to give him a reasonable opportunity to show cause why the action proposed should not be taken in relation to him.]

**22. Final publication of roll.**—(1) The registration officer shall thereafter—

(a) Prepare a list of amendments to carry out his decisions under rules 18, 20, <sup>3</sup>[21 and 21A] and to correct any clerical or printing errors or other inaccuracies subsequently discovered in the roll; <sup>4</sup>\*\*\*

(b) publish the roll, together with the list of amendments, by making a complete copy thereof available for inspection and displaying a notice in Form 16 at his office; <sup>5</sup>[and]

<sup>5</sup>[(c) subject to such general or special directions as may be given by the Election Commission supply, free of cost, two copies of the roll, as finally published, with the list of amendments, if any, to every political party for which a symbol has been exclusively reserved by the Election Commission.]

(2) On such publication, the roll together with the list of amendments shall be the electoral roll of the constituency.

<sup>1</sup>[(3) Where the roll (hereafter in this sub-rule referred to as the basic roll), together with the list of amendments, becomes the electoral roll for a constituency under sub-rule (2), the registration officer may, for the convenience of all concerned, integrate, subject to any general or special directions issued by the Election Commission in this behalf, the list into the basic roll by <sup>2</sup>[incorporating inclusion of names, amendment, transposition or deletion of entries in the relevant parts of the basic roll itself] in the relevant parts of the basic roll itself, so however that no change shall be made in the process of such integration in the name of any elector or in any particulars relating to any elector as given in the list of amendments.]

**ANNEXURE 1.5**  
**CHAPTER II**

**THE REGISTRATION OF ELECTORS (AMENDMENT) RULES ,2011**

MINISTRY OF LAW AND JUSTICE

(Legislative Department)

NOTIFICATION

New Delhi, the 3rd February, 2011

S.O. 244(E).—In exercise of the powers conferred by section 28 of the Representation of the People Act, 1950 ( 43 of 1950), the Central Government, after consulting the Election Commission, hereby makes the following rules further to amend the Registration of Electors Rules, 1960, namely:-

1. (1) These rules may be called the Registration of Electors (Amendment) Rules, 2011.

(2) They shall come into force on the date on which the Representation of the People (Amendment), Act 2010 (36 of 2010) shall come into force.

2. In the Registration of Electors Rules, 1960 (hereinafter referred to as the said rules), in rule 2, in sub-rule (1),-

(i) after clause (b), the following clause shall be inserted, namely:-

“(bb) “Electronic Gazette” shall have the same meaning as assigned to it in clause (s) of sub-section (1) of section 2 of the Information Technology Act, 2000 (21 of 2000);”

(ii) after clause (c), the following clause shall be inserted, namely:-

“(cc) “overseas elector” means a citizen of India referred to in section 20A and who is not less than eighteen years of age on the qualifying date.

3. In rule 5 of the said rules, after sub-rule (3), the following sub-rule shall be inserted, namely,-

“(3A) The name of every overseas elector who is entitled to be included in the roll under section 20A, shall be included in the part of the roll pertaining to the locality in which his place of residence in India as mentioned in his passport is located.”

4. After rule 8 of the said rules, the following rules shall be inserted, namely:-

**“8A. Manner of giving notice for registration of persons as overseas electors.-** On the commencement of the Representation of the People (Amendment) Act, 2010 (36 of 2010) and at such other times as the Election Commission may direct, the Chief Electoral Officer may, for the purpose of inclusion of names of overseas electors in the roll, make a public notification requesting every person entitled to be registered as an overseas elector under section 20A and a copy of such notification shall be forwarded to all foreign missions of the Central Government and also make such further publicity as he may consider expedient and necessary.

**8B. Inclusion of names of overseas electors in the rolls.-**

(1) Every overseas elector, who is not otherwise disqualified for registration and is desirous of being registered in the roll for the constituency pertaining to the locality in which his place of residence in India as mentioned in his passport

is located, may make an application in Form 6A to the concerned registration officer directly or send the application to him by post.

(2) The provisions of sub-rules (2), (3) and (4) of rule 13 shall *mutatis mutandis* apply for filing of claims or objections to the inclusion of name or to any particulars of an entry or for transposition of any entry from one place to another in the roll as an overseas elector.

(3) Every application in Form 6A sent by post shall be accompanied by copies of all the documents mentioned in the said Form duly attested by the competent official of the Indian Mission in the country concerned.

(4) Every application in Form 6A presented in person to the registration officer shall be accompanied by photocopies of all the documents mentioned in the said Form alongwith originals thereof for verification by the registration officer.

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

5. In rule 10 of the said rules, the following proviso shall be inserted at the end, namely:-

“Provided that where such draft contains names of overseas electors, the copies of such rolls shall also be published in the Electronic Gazette.”

6. In rule 16 of the said rules, the following proviso shall be inserted at the end, namely:-

“Provided that where any claim or objection relates to registration of a person as an overseas elector, a list of such claim or objection shall be exhibited on the notice board in his office and shall also be published in the Electronic Gazette in such form as the Election Commission may direct.”

7. In rule 22 of the said rules, in sub-rule (1), in clause (b), before the word “and” occurring at the end, the following proviso shall be inserted, namely:-

“Provided that where the roll contains the name of any overseas elector the same shall also be published in the Electronic Gazette.”

8. In rule 25 of the said rules, in sub-rule (3), for the figure “9”, the figure and letter “8A” shall be inserted.

9. In rule 26 of the said rules, in sub-rule (1), after the figure “6”, the figure and letter “6A” shall be inserted.

10. After Form 6 appended to the said rules, the following Form shall be inserted, namely:-



# THE REGISTRATION OF ELECTORS (AMENDMENT ) RULES ,2011

विधि और न्याय मंत्रालय

( विधायी विभाग )

शुद्धि-पत्र

नई दिल्ली, 9 फरवरी, 2011

का.आ. 306(अ).—भारत के राजपत्र, असाधारण, भाग II, खण्ड 3, उप-खण्ड (ii), तारीख 3 फरवरी, 2011 में प्रकाशित भारत सरकार के विधि और न्याय मंत्रालय, विधायी विभाग की अधिसूचना सं. का.आ. 244(अ), तारीख 3 फरवरी, 2011 में,—

- (i) पृष्ठ 2, पंक्ति 6 में, "व्यक्ति से" के पश्चात्, "नियम 8ख के अधीन आवेदन करने का" अंतःस्थापित करें ;
- (ii) पृष्ठ 4, पंक्ति 14 में, " भारतीय मिशन द्वारा अनुप्रमाणित" के स्थान पर, "सम्यक् रूप से स्वतः अनुप्रमाणित" पढ़ें ;
- (iii) पृष्ठ 4, पंक्ति 24 में, " भारतीय मिशन द्वारा अनुप्रमाणित" के स्थान पर, "सम्यक् रूप से स्वतः अनुप्रमाणित" पढ़ें ;
- (iv) पृष्ठ 5, पंक्ति 9 में, "1(छ)" के स्थान पर, "1(ज)" पढ़ें ; और
- (v) पृष्ठ 7, पंक्ति 26 में, " भारतीय मिशन के किसी सक्षम पदधारी द्वारा सम्यक् रूप से" के स्थान पर, "सम्यक् रूप से स्वतः" पढ़ें ।

[फा. सं. एच-7(18)/98-वि. II (जिल्द IV)]

एन. के. नम्पूतिरि, अपर सचिव

MINISTRY OF LAW AND JUSTICE

(Legislative Department)

CORRIGENDA

New Delhi, the 9th February, 2011

S.O. 306(E).—In the Notification of the Government of India in the Ministry of Law and Justice, Legislative Department number S.O. 244(E), dated the 3rd February, 2011 published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section (ii), dated the 3rd February, 2011,—

- (i) at page 8, in line 33, *after* "section 20 A" *insert* "to make an application under rule 8B";
- (ii) at page 11, in lines 6-7, *for* "attested by the Indian Mission" *read* "duly self-attested";
- (iii) at page 11, in lines 21-22, *for* "attested by the Indian Mission" *read* "duly self-attested";
- (iv) at page 11, in line 44, *for* "1(g)", *read* "1(h)"; and
- (v) at page 14, in lines 15-16, *for* "got duly attested by the competent official in the Indian Mission" *read* "duly self-attested".

[F.No. H-7(18)/98-Leg. II (Vol. IV)]

N.K. NAMPOOTHIRY, Addl. Secy.

THE REGISTRATION OF ELECTORS (SECOND AMENDMENT ) RULES ,2011

NOTIFICATION

New Delhi, the 23rdFebruary, 2011

S.19. ~~6(E).=l-n exercise of the powers conferred by section 28 of the Representation of the People Act, 1950 (43 of 1950), the Central Government, after consulting the Election Commission, hereby makes the following rules further to amend the Registration of Electors Rules, 1960, namely:-

1. (1) These rules may be called the Registration of Electors (Second Amendment)Rules, 2011.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Registration of Electors Rules, 1960,-

(a) in rule 8B, in sub-rule (3), for the words "duly attested by the competent official of the Indian Mission in the country concerned", the words "duly selfattested" shall be substituted;

(b) in the proviso to rule 10, after the words "Electronic Gazette", the words "or in the official web site of the Chief Electoral Officer of the concerned State" shall be inserted;

(c) in the proviso to rule 16, after the words "Electronic Gazette", the words "or in the official web site of the Chief Electoral Officer of the concerned State" shall be inserted;

(d) in rule 22, in sub-rule (1), in the proviso to clause (b), after the words "Electronic Gazette", the words "or in the official website of the Chief Electoral Officer of the concerned State" shall be inserted.

**BY E-MAIL/SPEED POST**

**ELECTION COMMISSION OF INDIA**

**NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-11000.**

**K.R. PRASAD  
PRINCIPAL SECRETARY**

Ph.- 23318497

Fax-23356027

**No 23/BLO/2006-PS-II**

**Date: 09.08.06**

To

The Chief Electoral Officers of All  
States & Union Territories,

**Sub.- Appointment of Booth Level Officers for ensuring fidelity of electoral rolls.**

Sir,

I am directed to say that the Commission has decided on the basis of recent experience in West Bengal General Election to introduce the concept of appointing Booth Level Officers (BLOs) who can act as an instrument for collecting actual field information with regard to electoral rolls corresponding to a polling station assigned to them. Presently, when the electoral rolls are under revision intensive/summary, designated officers are appointed for being stationed at the designated locations during the period allowed for filing claims and objections after draft publication. They are required to keep the electoral rolls for display and are expected to keep sufficient numbers of Form 6, 7, 8 & 8A and are responsible for supplying of those Forms to persons on demand and for receiving back filled up Forms and preparation of lists of Forms received at the designated location in Forms 9, 10, 11, and 11A. However, the experience shows that this system alone has not adequately taken care of the requirement of ensuring the fidelity of rolls by effectively removing the names of the dead voters and shifted voters and inclusion of eligible voters. It is observed that whereas an intensive revision is by and large effective, the summary revision are not that effective in removal of names of dead & shifted electors due to the apathy and lack of participation on the part of stake holders. Fidelity of electoral roll being the essential pre-requisite for a free and fair poll, it becomes imperative to address the issue effectively. Under these circumstances, the Commission has decided to introduce the concept of appointing BLOs who would be accountable for ensuring the fidelity of electoral roll.

2. The Commission directs that the BLOs will be appointed from amongst the officers of the State Govt./Local Bodies. 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 to remain in charge of at the most two Parts of electoral roll.

3. The DEOs in consultation with the EROs of the Assembly Constituency will appoint the BLOs. In rural areas, the BLOs can be drafted mainly from the field



staff of Revenue Department/Block Development Officers' establishment/various other Govt. Departments. In urban areas, the staff can be drawn from various Govt. Departments as well as the staff of Municipal Corporation/Municipality/Town Panchayat and so on. However, efforts should be made to minimize the use of teachers for this purpose as far as possible in order not to disturb the education system. If the use of teachers become inevitable, care should be taken to ensure that a teacher of a 'Single-teacher School' is not deployed for this purpose.

#### **DUTIES & RESPONSIBILITIES OF THE BLOs:**

4. The BLOs will function as a custodian of the electoral roll of the Part (a polling booth) assigned to them. They will make a thorough study of the roll, section-wise, make frequent field visits to different villages/Tolas and interact with local people particularly village elders, grass root level elected representatives and so on and identify the names of the dead voters still remaining in the rolls, which needs to be removed by the ERO under relevant provisions of law. Similarly, the BLOs should identify the names of the voters who have since shifted out and resultantly not an ordinarily resident now in the relevant village. However, with regard to identifying of the shifted voters, the BLOs should take sufficient precaution to ensure that the information gathered is authentic one. It is to be kept in mind that no name shall be removed from the electoral rolls on account of not being ordinary resident without following due procedure

5. Having done this enquiry, the BLOs should submit a report to the ERO/AERO so that notices can be issued for deletion of names of non-existing/non-residing voters. Apart from this, during the revision period, the BLOs should hold a field enquiry into the Form No. 6,7,8 and 8A received by the designated officers and assigned to the BLOs for enquiry by the EROs either during the revision process or during the continuous updating process and submit their reports in time.

6. Apart from helping the EROs in the process of removing the dead voters' names and thereby contributing to the improvement of fidelity of the electoral roll, the BLOs will also play a crucial role in maximizing the EPIC coverage in the Part assigned to them. Having identified the names of the non-EPIC voters, the BLOs will coordinate with the field administration in EPIC maximization campaign. In coordination with the officials involved in EPIC programme the BLOs will ensure the photo coverage of the voters as per schedule and will see that the EPIC after preparation is handed over to the right person and not to any other intermediary.

7. As the BLOs are expected to do an important job, they need to be given proper orientation and training. Accountability factor should be spelt out very clear to them and it should be brought to their notice that the Commission envisages to evaluate their performance at Booth Level through random verification and through a well defined layers of supervision and control, i.e CEO/Divisional Commissioner/DEO/ERO/AERO. The CEOs are advised to devise and standardize the reporting format at their level in consultation with DEOs so that there is uniformity in approach.

8. The BLOs shall be accountable for their omissions and commissions to the DEO/ERO/AERO. Since they will be engaged in the activities relating to revision of rolls like any other officials they will also be deemed to be on deputation to the

Election Commission of India and as such under the disciplinary control of the Commission under Section 13 CC of the R.P. Act, 1950. The CEOs are also advised to device a supervision mechanism at various levels. Senior officials should make random verifications from time to time and maintain the records so that the effectiveness of the system is evaluated from time to time.

9. Action taken in this instructions should be submitted by the CEOs at the earliest.

Kindly acknowledged the receipt.

Yours faithfully,

Sd/-

**(K.R. PRASAD)**

**ANNEXURE 1.7**  
**CHAPTER II**

**By e-mail/Speed Post**

**ELECTION COMMISSION OF INDIA**  
**NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI – 110 001**

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No.23/BLO/2006-PLN-II

Dated: 24<sup>th</sup> November, 2006

To

The Chief Electoral Officers  
of all States and UTs (**except West Bengal**)

**Subject: Revision of electoral rolls – Appointment of Booth Level Officers**

Sir,

I am directed to forward herewith a copy of the Checklist detailing the year round activities of the Booth Level Officers during post revision period, pre-revision period, revision period and during EPIC campaign prepared by Chief Electoral Officers, West Bengal. The Commission desires that you may use this checklist as a reference and develop your own checklist for Booth Level Officers and circulate that among the District Election Officers and Electoral Registration Officers. You are also requested to take give a feedback to the Commission as to how the system works after a periodic review. The Commission proposes to prescribe a standardise checklist applicable to all States and UTs on the basis of your feedback.

You are further requested to inform the Commission whether the sample checklist has been adopted by you *in toto* or you have made any modifications therein. In case you modify the checklist, one copy of the same should be forwarded to the Commission highlighting the modifications for its reference and use.

Kindly acknowledge the receipt.

Yours faithfully,

Sd/-

**(Tapas Kumar)**  
**Secretary**

## CHECK LIST OF BOOTH LEVEL OFFICER

NO. & Name of AC :

Part(s) assigned :

Name & Designation of BLO :

Sl. No.	Item	Response
1.	What is the date of receipt of appointment as BLO?	
2.	Whether training imparted from the end of ERO and duties and Responsibilities of BLO explained? Please mention date.	
<b>Post-Revision Period</b>		
3.	Whether the relevant part(s) of the current Electoral Roll received along with all supplements?	
4.	Whether the electoral roll part(s) including cover page(s) thoroughly scrutinized to find out defects?	
5.	Whether part-wise register is opened to record such defects, other inputs of field verification & corresponding field observations and all other activities?	
6.	Whether the BLO interacts with local people particularly elder electors, local elected representatives & representatives of political parties on quarterly basis to find out dead and shifted electors, eligible electors not yet enrolled and any other defects?	
7.	Whether the names of prominent personalities of the locality exist in the roll? If not, whether the same has been reported to the ERO?	
8.	Whether a letter box is placed at his place of posting or at some other office/institution, convenient for the electors (with the prior approval of ERO) to receive information/complaints/suggestions and whether the same has been communicated to the local elected and political representatives? Please mention the location.	

9.	What are the steps taken to inform the electors about Permanent EPIC Centre and the procedure to obtain duplicate EPIC?	
10.	Whether details of addition/correction/deletions made during continuous revision process are collected from ERO on quarterly basis?	
11.	Whether local Birth & Death Registration Office visited on quarterly basis during post revision period and probable dead electors identified checking their death register?	

Sl. No.	Item	Response
12.	Whether field enquiry conducted on quarterly basis during post revision period to detect dead and shifted electors and verify information received from various sources in this regard as well as in regard to defects of the electoral roll?	
13.	Whether field enquiry reports in relation to sl.no.12 submitted in the format prescribed by the ERO? Also mention date(s) of submission of reports.	
14.	Whether notice for hearing into such enquiry reports served in time?	

***Pre-Revision Period***

15.	Whether defects related to particulars of cover page, i.e., polling area, section details, polling station address, etc. detected and rationalization of polling area felt necessary? If so, whether report submitted to ERO after interacting with local people and field verification?	
16.	Whether de-duplication, validation reports (related to Eroll Clean Software), list of Non-EPIC Electors, etc., reports received from ERO? Please mention date.	
17.	Whether field enquiry conducted to verify the aforesaid reports?	
18.	Whether enquiry reports related to Sl.No.17 submitted in the format prescribed by ERO? Also mention date(s) of submission of reports?	
19.	Whether working copy of photo electoral roll received from ERO for field verification of images? Please mention date. (Applicable for ACs going for publication of photo roll for the 1 <sup>st</sup> time)	
20.	Whether field verification related to Sl.No.19 completed?	
21.	Whether report regarding image verification submitted? Please mention date.	

22.	What are the initiatives taken to inform public in general about the revision programme?	
<b>Revision Period</b>		
23.	What are the steps taken to guide people filing claims and objections?	
24.	Whether meeting of Gram Sansad/Ward/Booth or the like organized in connection with revision of electoral roll attended by the BLO?	
25.	Whether Form 6, 7, 8, 8A received by the Designated Officers during revision period handed over to the BLO by the ERO for field enquiry? Please mention date and number of forms received.	
26.	Whether field enquiry held into such 6, 7, 8, 8A and enquiry report prepared in the format prescribed by the ERO?	

Sl. No.	Item	Response
27.	Whether enquiry report noted in sl.no.26 submitted? Please mention date.	
<b>EPIC Campaign Period</b>		
28.	Whether houses of Non-EPIC electors visited to inform the electors about date, time and venue of photo-taking programme?	
29.	Whether Form 001/002/004 supplied to the elector during home visit and whether assistance provided to fill up the form?	
30.	Whether the BLO remained present at the photo-taking venue on the day of photo taking to assist electors?	
31.	Please mention the number of EPIC received from ERO for distribution and number of EPICs delivered at elector's address.	
32.	Whether Signature/LTI of elector obtained as an acknowledgement of receipt of the EPIC?	
33.	Date(s) of verification of the register as mentioned in sl.no.5 by the authorized representative of ERO.	

**ANNEXURE 1.8**  
**CHAPTER II**

**ELECTION COMMISSION OF INDIA**  
**NIRVACHAN SADAN , ASHOKA ROAD, NEW DELHI-110001**

No. 23/WEB/2008

Dated : 4<sup>th</sup> July, 2008

To,

The Chief Electoral Officers of  
All States and Union Territories

Sub: List of DEOs, EROs, AEROs and BLOs – Reg.

Sir,

It has been decided by the Commission that the name, designation with complete postal address and the telephone numbers of the District Election Officers, Electoral Registration Officers, Assistant Electoral Registration Officers, Booth Level Officers should be prepared and posted in the website prominently for information of public. A message should also be displayed that for any queries in connection with inclusion, deletion, corrections and transpositions of entries in the electoral rolls, a citizen can contact the BLOs of their area, AEROs/EROs of their constituency. The following information shall be posted in the website by the respective CEOs to help public to know the relevant details of the officers whom they can contact for any queries relating to registration of electoral roll: -

- (a) Assembly Constituencies maps in digital format;
- (b) List with name, designation, address and telephone numbers of EROs and AEROs.
- (c) List with name, designation, address and telephone numbers of BLOs in each constituency clearly defining the area for which they are responsible.
- (d) A search facility for knowing the actual Assembly Constituency No. & Part No. on the basis of address (to be 'keyed' in by any 'searcher').

Please acknowledge receipt of this letter and also report compliance by 20<sup>th</sup> August, 2008.

Yours faithfully,

**Sd/-**

(Ashish Chakraborty)  
Under Secretary

# ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi 110 001

No.23/BLO/2009-ERS

Dated: 3<sup>rd</sup> March, 2010

To,

The Chief Secretaries of  
All States and Union Territories

**Sub: Appointment of Booth Level Officers (BLOs) – Payment of remuneration – reg.**

Sir/Madam,

Electoral Rolls are maintained by the Election Commission of India (ECI) under the Representation of People Act, 1950 and Registration of Electors Rules, 1960. Fidelity of electoral rolls is an essential pre-requisite for a free and fair poll. The Commission decided in the year 2006 to appoint Booth Level Officers (BLOs) as an instrument for collecting actual field information with regard to electoral rolls corresponding to polling station(s) assigned to them. Detailed instructions regarding appointment, duties and responsibilities of BLOs were issued vide the Commission's letter No.23/BLO/2006-PS-II, dated 09.08.2006. So far, the experience has been that BLOs have performed excellent work in the field, both in maintaining fidelity of roll and in maximizing coverage of Electors Photo Identity Cards (EPICs) and Photo Electoral Rolls (PERs). BLOs are normally employees of the State Government. They perform the work of BLO in addition to their normal duties. Work of the BLO involves door-to-door visits in the area of polling station to which they have been assigned. They have to perform this work outside office hours so that it does not affect their normal official duties. During the period of summary revision of electoral roll and during campaigns for EPICs and PERs maximization, BLOs have to spend a lot of time on this work. The Commission, therefore, vide its letter No.23/BLO/2006-PLN-II, dated 19.02.2007 recommended that an amount of Rs.750/- per annum may be paid to BLOs as lumpsum remuneration per polling station. For BLOs in-charge of two polling stations, an amount of Rs.1200/- per annum and for three polling stations Rs.1500/- per annum was recommended. It was clarified vide letter No. 23/BLO/2006/PLN-II, dated 04.06.2007, that expenses incurred in this connection are shared on 50:50 basis between Central and State Governments. The issue of payment of remuneration to BLOs was discussed in CEOs' Conference held in December, 2008. There was almost unanimous view that the remuneration needs an upward revision. As a result of this, the Commission issued instructions vide its letter No.23/BLO/2009-ERS, dated 04.02.2009, that a lumpsum amount of Rs.1500/- per annum may be paid to each BLO for attending to the work of area covered by one part of electoral roll. The Commission had also clarified that States can have individual variations, subject to basic minimum amount of Rs.1500/- per part of electoral roll fixed by the Commission.

2. There has been significant progress in the coverage of EPICs and PERs in the country. While many States have achieved 100% coverage, the overall achievement of EPICs in the country is approximately 82% and of PERs is approximately 80%. The Commission has decided that all efforts must be made to achieve 100% coverage of EPICs and PERs in all States during the current year. Accordingly, the Commission has issued



instructions for a campaign for making EPICs and improving PERs coverage. In this context, the role of BLOs and special strategies for addressing the last mile problems were discussed in CEOs' Conference held in Jaisalmer in February, 2010. The Commission then constituted a working group of CEOs to deliberate and make recommendations for achieving 100% PER and EPIC coverage. The working group of CEOs met on 25.02.2010 in the Commission's office at New Delhi and made various recommendations for achieving 100% PER and EPIC coverage.

3. There was unanimity among the CEOs present during the meeting that the amount of remuneration of the BLOs fixed vide the Commission's letter of even no. dated 04.02.2009 on the above cited subject, needed to be enhanced further taking into consideration the activities to be undertaken by the BLOs throughout the year related to enrolment of voters, revision of electoral rolls, achieving 100% PER and increasing the coverage of EPICs issued.

4. In view of the above, the Commission has decided that the remuneration of the BLOs may be fixed as follows:-

- Fixed component will be Rs.3,000/- per annum for those BLOs who have only one part (polling station). Those BLOs who have more than one part will get an additional honorarium of Rs.750/- per part per annum over and above Rs.3,000/- per annum.
- Variable component shall be as follows:-
  - ❖ Rs.4/- shall be paid to the BLOs for each PER entry of photograph made, if PER percentage in the concerned part is less than 90%.
  - ❖ Rs.5/- shall be paid to the BLOs for each PER entry of photograph made, if PER percentage in the concerned part is 90% or above.

5. Necessary provisions in the Budget of the States/ UTs may kindly be made for meeting the expenditure on the above rates of remuneration of the BLOs.

6. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-  
(Yashvir Singh)  
Director  
Tel.23052009/ Fax. 23052003

Copy to:-  
Chief Electoral Officers of all States and Union Territories.

Sd/-  
(Yashvir Singh)  
Director

**ELECTION COMMISSION OF INDIA**  
**NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001.**

NARENDRA N. BUTOLIA  
UNDER SECRETARY

Ph. 23052016  
Fax 23052050

No.23/BLO/2010/ERS

Date: 3<sup>rd</sup> November 2010

To

The Chief Electoral Officer of All  
States and Union Territories.

**Sub : Appointment of Booth Level Officers (BLOs) – regarding.**

Sir/Madam,

In the meeting of Chief Electoral Officers held on 26th October, 2010, the issue of deployment of BLOs, among other issues, was discussed in detail. It was observed that despite the Commission's clear instructions that one BLO should be made responsible for only one part of Electoral Roll, a number of BLOs still continue to have charge of two or more than two polling booths. In this connection, the Commission directed that immediate efforts should be made to draft more staff as BLO to ensure that one BLO remains in-charge of only one part. The Commission has further directed that the BLO should be a government employee who is enrolled as an elector in the part of Electoral Roll, which is under his charge. A suggested list of categories of government/semi government employees in addition to teachers who can be appointed BLO is given below:-

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

CEOs should instruct all DEOs that they take utmost care while deploying semi government employees as BLO. Credentials of these workers should be verified thoroughly to ensure that they do not have any political allegiance.

Yours faithfully,

**Sd/-**

(NARENDRA N. BUTOLIA)

ANNEXURE 1.11  
CHAPTER II

**BY E-MAIL/SPEED POST**

**ELECTION COMMISSION OF INDIA**

**NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001.**

**NARENDRA N. BUTOLIA**  
**UNDER SECRETARY**

Ph.- 23052016  
Fax-23052050

No 23/BLO/2010-ERS

Date: 13<sup>th</sup> January 2011

To

The Chief Electoral Officers of All  
States & Union Territories,

**Sub.- Appointment of Booth Level Officers-Clarification-regarding**

Sir/Madam,

I am directed to say that the system of Booth Level Officers (BLOs) has been devised as an effective instrument for collecting actual field information with regard to electoral rolls corresponding to a polling station assigned to them so as to ensure the fidelity of the electoral roll.

The Commission has been laying its emphasis that one BLO should be made responsible only for one part of electoral roll. In view of constrains such as the inadequacy of staff, the Commission vide its letter of even number dated 03.11.2010 on the subject has suggested the list of categories of government/semi government employees who can be appointed as BLO.

It has been brought to the notice of the Commission that there are certain States/UTs where separate polling stations have been set up exclusively for male and female electors of the same polling area covering the households falling under it. Similarly, there are some cases where auxiliary polling stations have been set up in addition to the existing polling station to adjust the excess electors in the same polling area. Deputing two BLOs separately for polling stations of separate male and female electors where such practice is followed or for the existing polling station and the auxiliary polling station in the same polling area may create confusion among the electors and duplication of work by two BLOs. The Commission has considered the above aspect and decided to relax its instructions regarding appointment of one BLO for each single polling station.

Accordingly the Commission has decided that where polling stations are set up separately for males and females of a particular polling area, then one BLO only be appointed for these two polling stations (i.e same polling area). Similarly, only one BLO be appointed for a polling station and its auxiliary polling station.

All the District Election Officers may be informed accordingly.

All the other instructions on deployment of Booth Level Officers issued by the Commission from time to time will remain unchanged.

This disposes the request of the Chief Electoral Officer, Andhra Pradesh with reference to his letter No. 566/Elecs.E/A2/2010-11, dated 02.12.2010.

Yours faithfully,

**Sd/-**

(NARENDRA N.BUTOLIA)

By e-mail/Speed Post

# **ELECTION COMMISSION OF INDIA**

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.23/BLO/2010-ERS

Dated: 9<sup>th</sup> June, 2011

To,

Chief Electoral Officers of  
All States and Union Territories

**Sub: Appointment of Booth Level Officers for a group of sections.**

Sir/ Madam,

In a recent meeting of Chief Electoral Officers (CEOs), many CEOs said that, BLOs find it difficult to cover the entire area of the polling station in difficult geographical areas because of hills and rivers in that area. They suggested that in such polling stations, BLOs may be appointed for a group of sections in such a manner that they are able to cover the entire area allotted to them in spite of difficult geographical terrain. Such polling stations will therefore have more than one BLO.

The Commission has considered this matter and has decided that in difficult geographical areas, BLOs may be appointed for a group of sections. These BLOs should be appointed in such a manner that they are able to cover the area allotted to them. No section of a polling station should remain uncovered. There should be a clear demarcation of jurisdiction among the BLOs to avoid any over-lapping /duplication. No BLO should be given the work of more than one polling station. The BLOs should be locally resident in the area under their jurisdiction.

Yours faithfully,

**Sd/-**  
(Narendra N. Butolia)  
Secretary

By e-mail/Speed Post

# ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.23/BLO/2010-ERS

Dated: 9<sup>th</sup> June, 2011

To,

Chief Electoral Officers of  
All States and Union Territories

**Sub: Booth Level Officers' Register and Booth Level Officers' Kit.**

Sir/ Madam,

Booth Level Officers (BLOs) are responsible for maintaining error-free electoral rolls in their polling stations. For this purpose, they are required to do a door-to-door survey and keep electoral rolls updated. They are also required to do a statistical analysis of the health of electoral rolls. This can only be done if record keeping by BLOs is good. For this purpose, a Booth Level Officers' Register has been developed. The Commission has directed that BLOs should be given a kit which should contain the BLOs' Register among other things.

## **Booth Level Officers' Kit**

The Commission has decided that every BLO should be provided a kit consisting of the following:-

1. Bag on which logo of the ECI is printed. All items of the kit shall be kept in this bag.
2. BLOs register.
3. BLOs identity card.
4. Writing pad with sufficient papers.
5. Blank register
6. Pen, pencil, eraser, ruler
7. Copy of BLOs Handbook
8. Sufficient nos. of blank Forms 6, 6A, 7, 8 , 8A.

The Commission has desired that BLO kit should be prepared and distributed to the BLOs within 15 days so that it is available with each BLO will before the next summary revision.

## **Booth Level Officers' Register**

This register has to be printed for each polling station separately. A brief description of the register is given below:-

1. Instructions for filling the register and formulas and formats for statistical analysis of the health of the roll shall be printed at the beginning of the register.
2. After the instructions, in second part there is one page in which summary of the statistics of the electoral roll of that polling station shall be filled by the BLO.
3. Annexure-1 of the register is a working copy of the electoral roll which has to be printed using computer software for each electoral roll part separately. This working copy should also have photographs of electors. In addition sufficient space should be given below each entry for the BLO to make corrections where the entry is incorrect.
4. Annexure-2 has the following statements:-
  - a. Statement -1 - Information pertaining to new development of area/ society/apartment/ colonies etc. This should have the details of the housing units and approximate date of completion of construction. This will be filled by the BLO.
  - b. Statement - 2 – List of eligible electors who are resident in the areas covered by Statement-1. To be filled by the BLO.
  - c. Statement -3 – Statistical information of the population of the part. To be filled by the BLO by doing a door-to-door survey.
  - d. Statement – 4 – List of sections comprised in the part.
5. In addition to this, templates of two receipts are also included in the register. One receipt for photographs if the photograph is not included in the roll and the other receipt for photographs if incorrect photograph is included in the roll.
6. Template of notice to be given for deletion of names is also included in the register.
7. A set of 12 statements to be prepared by the BLO during door-to-door survey is also included in the register. These statements shall be prepared by the BLO as a part of door-to-door survey and shall be submitted to the ERO through the supervisors.

A sample copy of the BLO register is enclosed with this letter. BLOs register should be printed for each polling station and given to the BLOs within the next 15 days so that they can start filling it up well before the next summary revision.

Yours faithfully,

**Sd/-**  
(Narendra N. Butolia)  
Secretary

**ANNEXURE – 2**  
**CHAPTER IV**

THE REPRESENTATION OF THE PEOPLE ACT, 1951

**11A. Disqualification arising out of conviction and corrupt practices.—**

<sup>2</sup>[(1)] If any person, after  
the commencement of this Act,—

<sup>3</sup>\* \* \* is convicted of an offence punishable under section 171E or section 171F of the Indian Penal Code (45 of 1860), or under section 125 or section 135 or clause (a) of sub-section (2) of section 136 of this Act, <sup>4</sup>\* \* \*

<sup>5</sup>\* \* \* \* \*

he shall, for a period of six years from the date of the conviction or from the date on which the order takes effect, be disqualified for voting at any election.

<sup>6</sup>[(2) Any person disqualified by a decision of the President under sub-section (1) of section 8A for any period shall be disqualified for the same period for voting at any election.

(3) The decision of the President on a petition submitted by any person under sub-section (2) of section 8A in respect of any disqualification for being chosen as, and for being, a member of either House of Parliament or of the Legislative Assembly or Legislative Council of a State shall, so far as may

be, apply in respect of the disqualification for voting at any election incurred by him under clause (b) of subsection

(1) of section 11A of this Act as it stood immediately before the commencement of the Election Laws (Amendment) Act, 1975 (40 of 1975), as if such decision were a decision in respect of the said disqualification for voting also.]

**ANNEXURE 3.1**  
**CHAPTER V**

Sample title page of AC roll

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

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

<b>1. DETAILS OF REVISION</b>					
Year of Revision : 2009		Type of Revision : Draft Integrated Mother Roll 2009			
Qualifying Date : 01.01.2009		Date of Publication : 10.11.2008			
<b>2. CONSTITUENCY DETAILS</b>					
a) No. , Name and Reservation Status of Parliamentary Constituency(ies) in which the Assembly Constituency is located : <b>2 - TURA(GEN)</b>			b) District(s) in which the Assembly Constituency is located: <b>SOUTH GARO HILLS</b>		
<b>3. COMPONENTS OF THE ROLLS</b>					
a) Mother Roll		Basic roll of Revision, 2008 integrated with all supplements prepared in accordance with the extent of the newly Delimited Constituency.			
<b>4. DETAILS OF PARTS, POLLING STATIONS</b>				a) Total No. of Parts	28
b) Polling Stations (including Auxiliary Polling Stations)				c) <i>Polling Station Locations</i>	
<i>Type</i>	<i>No.</i>	<i>Type</i>	<i>No.</i>	<i>Type</i>	<i>No.</i>
<i>For Men</i>	1	<i>Main</i>	28	<i>With Single Polling Stations</i>	28
<i>For Women</i>	1	<i>Auxiliary</i>	0	<i>With Multiple Polling Stations</i>	0
<i>General</i>	26	<i>Total</i>	28	<i>Total</i>	28
<i>Total</i>	28				
<b>5. NET NUMBER OF ELECTORS</b>					
<b>Male</b>		<b>Female</b>		<b>Total</b>	
<b>10169</b>		<b>9934</b>		<b>20103</b>	



# Map of 60-Baghmara (ST) Assembly Constituency



**TABLE OF CONTENTS**

Electoral Roll Part No.	Details of Sections covered by the Part	No. of Auxiliary polling stations, if any.	Net Number of Electors		
			Male	Female	Total
(1)	(2)	(3)	(4)	(5)	(6)
1	Dosikgittim, Gittinggre Songnong, Dimre Ading, Chibrenggre, Gitting Bibra, Asokgre, So.mangittim	0	363	338	701
2	Imikagre, Lotmagar, Agimpal Nokma Colony, Masighat, Masighat Pig Farm, Dabigre, Blue Hills	0	265	248	513
3	Bolongading, Mandanokap, Gougga Nagar, Dabit Nalsagittim, Dabit Songittal, Dabitgre	0	373	342	715
4	Bolsal Ading, Rangdokram, Bolsalgre, Dopagrang	0	455	485	940
5	Balsrigittim, Hospital Campus, Veterinary Campus, Dilsa Jarek, Block Campus, Govt.H.E.S.Compound, Koungittim	0	362	364	726
6	Malikhona, R.C.Mission Campus, Police Campus, Bazar Area	0	492	442	934
7	Wagesik, Balsri Ading, Makbilkol	0	265	265	530
8	Dabram, Kongkhona Jongkol, Arapara	0	438	448	886
9	Nilwagre, Rongdotchigre, Rasnagre, Adinggre, Dasanggre Rongchikgre, Bedolboi, Lower Netrikona	0	450	412	862
10	Jaksongram, Dubagre, Eringgre, Jenggittim	0	235	227	462
11	Agronggre, Namisikgre, Gara Samka, Wamisenggre, Gara Songittal, Dangsu Colony, Rongbatgittim, Ruthagre, Chramgre, Rompa Asim, Balkal Asim, Mindikgre, Baladinggre	0	507	436	943
12	Upper Dosogre, Lower Dosogre, Dokgre, Upper Darit Asim, Lower Darit Asim, Bagangre	0	207	190	397
13	Aritakgre, Dorakgre, Jadogre, Bamongre, Wakcholgre, Somegre, Deggagre, Bajragre	0	270	283	553
14	Adapgre, Sibbari, Baniagre, Chambil Badimagre, Chambil Tolejang, Chengbagre, Dipogre	0	522	526	1048
15	Sibbari Gosegaon, Baigonkona, Kongkona, Domdomagre, Banajuri	0	465	461	926
16	Mandanggre, Dimagre, Defuliapara, Onajora	0	235	261	496
17	Kapasipara	0	276	261	537
18	Batabari, Chengkali, Jadugre	0	242	256	498
19	Ramchengga, Jatapara, Kolapara, Dummikura, Bilkona, Namchapara	0	709	0	709
20	Ramchengga, Jatapara, Kolapara, Dummikura, Bilkona, Namchapara	0	0	745	745
21	Chawekchi Bandagre, Rongdigre, Genapara, Balmoragre, Daritgre, Sawekolgre, Wagebokgre, Rongchonggre, Darit Wachal Chiring, Darit Watre Songgital, Darit Nilwasa, Ampangdamgre, Darit Betegre, Kujolgre, Daldamgre, Darit Dolonggre, Gungre	0	491	465	956
22	Rongsepgre, Doragre, Kondok, Rongsanggre, Dindinegre, Rongronggre, Dakolgre, Rongbokgre, Mimenggre, Rongsigre, Meka Adugre, Molmegre, Dagaadagre, Damal Nokatgre, Pilnegre, Damalgre, Narangkolgre, Telekali	0	542	496	1038
23	Gasuapara, Rangajora	0	377	391	768
24	Pokirkona, Angranuli, Gobrakona, Karonggittim, Gandibol, Rakipara	0	360	343	703
25	Jatrakona, New Jatrakona, Silbaripara, Makburipara, Kadimboka	0	265	266	531
26	Nagrajora, Minenggre, Charipara, Sewal Kosegre, Rongsugre, Gaijanggre, Sempara, Chirengkonagittim	0	414	384	798
27	Dangsubil, Dimapara, Chitompagre, Megua Songgital, Atisia Songnong, Atisia Nokat	0	281	314	595

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

**ANNEXURE 3.2  
CHAPTER V**

Summary Sheet

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

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

Place : Baghmara

Shri D. D. Sangma , MCS

Date : 09.11.2008

Electoral Registration Officer, 60-Baghmara (ST)

**ANNEXURE 3.3**  
**CHAPTER V**

Sample title page of part of the roll

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

No. , Name and Reservation Status of Assembly Constituency :		<b>60 - BAGHMARA(ST)</b>	Part No. 1	
No. , Name and Reservation Status of Parliamentary Constituency(ies) in which the Assembly Constituency is located :		<b>2 - TURA(GEN)</b>		
<b>1. DETAILS OF REVISION</b>				
Year of Revision : 2009	Roll Identification :	Basic roll of Revision, 2008 integrated with all supplements prepared in accordance with the extent of the newly Delimited Constituency.		
Qualifying Date : 01.01.2009	Type of Revision : Draft Integrated Mother Roll 2009			
Date of Publication : 10.11.2008				
<b>2. DETAILS OF PART &amp; POLLING AREA</b>				
No. and Name of sections in the part :				
<ul style="list-style-type: none"> <li>1 - Dosik Gittim,</li> <li>2 - Gittinggre Songmong,</li> <li>3 - Dimre Ading,</li> <li>4 - Chibrenge,</li> <li>5 - Giting Bibra,</li> <li>6 - Asokgre,</li> <li>7 - So.Man Gittim</li> </ul>				
		Main Village : SOMAN GITTIM		
		District : SOUTH GARO HILLS		
		Sub Division :		
		Block :		
		Municipality :		
		Ward No. :		
		Police Station :		
		Pin Code : 794102		
		Post Office :		
<b>3. POLLING STATION DETAILS</b>				
No. and Name of Polling Station :	1 - GITTINGGRE	Type of Polling Station (Male/Female/General)	<b>GENERAL</b>	
Address of Polling Station :	GITTINGGRE L P SCHOOL, GITTINGGRE	Number of Auxiliary Polling Stations in this Part :	0	
<b>4. NUMBER OF ELECTORS</b>				
Starting Sl. No.	Ending Sl. No.	Net Electors		
		Male	Female	Total
1	701	363	338	701

**ANNEXURE 3.4**  
**CHAPTER V**

Summary sheet

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

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

Place : Baghmara

Shri D. D. Sangma , MCS

Date : 09.11.2008

Electoral Registration Officer, 60-Baghmara (ST)

**ANNEXURE 3.5  
CHAPTER V**

Sample photo roll

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

**Part No 1**

Section No & Name: 1 KANHMUN, Sub-Division: KAWRTHAH, District: MAMIT, Pin: 796471

1	EPIC No : HJC0023143 Name : RAMZAUVA Father's Name : NEIHALHA (L) House No : 1 Age : 52 Sex : Male	2	EPIC No : HJC0022582 Name : L.RINMAWII Husband's Name : RAMZAUVA House No : 1 Age : 49 Sex : Female	3	EPIC No : HJC0001305 Name : REBEKI Father's Name : RAMZAUVA House No : 1 Age : 25 Sex : Female
4	EPIC No : HJC0003145 Name : LALSANGZUALI Father's Name : RAMZAUVA House No : 1 Age : 23 Sex : Female	5	EPIC No : HJC0003210 Name : VANLALFAKA Father's Name : RAMZAUVA House No : 1 Age : 20 Sex : Male	6	EPIC No : HJC0001743 Name : LALTHANNGURI Husband's Name : LALAWTA(L) House No : 2 Age : 69 Sex : Female
7	EPIC No : HJC0023226 Name : LALCHHINGPUII Father's Name : LALAWTA(L) House No : 2 Age : 49 Sex : Female	8	EPIC No : HJC0002998 Name : HMINGCHUNGUNGA Father's Name : LALLAWTA (L) House No : 2 Age : 43 Sex : Male	9	EPIC No : HJC0023234 Name : Darthanmawii Father's Name : Lallawta (L) House No : 2 Age : 39 Sex : Female
10	EPIC No : HJC0023671 Name : Lalrotlinga Father's Name : Lalthawta(L) House No : 2 Age : 24 Sex : Male	11	EPIC No : Name : Lalawthanga Mother's Name : Velchhingi House No : 2 Age : 29 Sex : Male	12	EPIC No : HJC0019422 Name : Thangluri Husband's Name : Zosanglura (L) House No : 3 Age : 46 Sex : Female
13	EPIC No : Name : Zonunkimi Chhange Father's Name : Zosanglura (L) House No : 3 Age : 19 Sex : Female	14	EPIC No : HJC0001727 Name : Banthanga Father's Name : Chawla (L) House No : 4 Age : 86 Sex : Male	15	EPIC No : HJC0001735 Name : Laizami Husband's Name : Banthanga House No : 4 Age : 76 Sex : Female
16	EPIC No : HJC0001933 Name : Lalduhawma Father's Name : Banthanga House No : 4 Age : 45 Sex : Male	17	EPIC No : HJC00023564 Name : Daniaia Father's Name : Banthanga House No : 4 Age : 30 Sex : Male	18	EPIC No : HJC0022673 Name : Lalinunmawia Father's Name : Huama House No : 5 Age : 39 Sex : Male
19	EPIC No : HJC0022574 Name : Hmangainpari Husband's Name : Lalinunmawia House No : 5 Age : 35 Sex : Female	# 20	EPIC No : HJC0003228 Name : Ramzauva Father's Name : Banthanga House No : 6 Age : 39 Sex : Male	# 21	EPIC No : HJC0003129 Name : Fakzuali Husband's Name : Ramzauva House No : 6 Age : 37 Sex : Female
22	EPIC No : HJC0019471 Name : Lalsangluaia Father's Name : Khunngasa(L) House No : 7 Age : 86 Sex : Male	23	EPIC No : HJC0022632 Name : Sapmawia Father's Name : Lalsangluaia House No : 7 Age : 46 Sex : Male	24	EPIC No : HJC0024042 Name : Ramhmingthangi Husband's Name : Sapmawia House No : 7 Age : 41 Sex : Female
25	EPIC No : HJC0004119 Name : Chuauthanpari Husband's Name : Laltanpuia Ralte House No : 7 Age : 23 Sex : Female	26	EPIC No : Name : Lalbiakdiki Father's Name : Sapmawia House No : 7 Age : 19 Sex : Female	27	EPIC No : Name : Laltanpuia Ralte Father's Name : Lallianthanga House No : 7 Age : 31 Sex : Male
28	EPIC No : HJC0000182 Name : Panawra Father's Name : Thata (L) House No : 8 Age : 74 Sex : Male	# 29	EPIC No : HJC0003657 Name : Zothanpuii Husband's Name : L.Rama House No : 8 Age : 31 Sex : Female	30	EPIC No : HJC0019364 Name : Lalinuna Pachuuu Father's Name : L.Sangluaia House No : 9 Age : 44 Sex : Male

N.B. :- Age as on 01.01.2006

# - Corrected as per Supplement

Page No. 2 of 44

Issued by the Electoral Registration Officer, 25 - LOKICHERRA(ST) AC

**ANNEXURE 3.6**  
**CHAPTER V**

Sample text roll

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

**Part No : 1**

Sl. No.	House No.	Name of Elector	Relation ship	Name of Relation	Sex	Age	EPIC No.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<b>Section : 2 - Gittinggre Songmong , District - South Garo Hills , Pin - 794102</b>							
242	63	Withila Sangma	O	Karchon Sangma	F	31	BSN0525238
243	63	Lapinna M. Sangma	F	Kachon N. Sangma	F	24	BSN0525287
244	63	Dith Marak	F	Sengman Sangma	M	22	BSN0526822
245	63	Tesin Sangma	H	Dith Marak	F	21	BSN0526830
246	64	Paul Sangma	F	Jackson Marak	M	34	BSN0527143
247	64	Lebitha R. Marak	F	Marush N. Sangma	F	23	BSN0526889
248	65	Rosilla Marak	O	Chibin Sangma	F	51	BSN0528356
249	66	Prearin Sangma	O	Oldon Marak	F	55	BSN0527440
250	66	Sebeni Sangma	O	Oldon Marak	F	38	BSN0527408
251	66	Wilseng M. Sangma	F	Oldon S. Marak	M	24	BSN0528000
252	66	Naiadin Sangma	O	Hiltlar Sangma	M	22	BSN0528018
253	66	Lenitha M Sangma	M	Lenbini M. Sangma	F	19	BSN0666313
254	66	Brithing M. Sangma	M	Lebini M. Sangma	M	19	BSN0666321
255	66	Emparina M. Sangma	F	Lebine M. Sangma	F	19	TYN0001594
256	67	Tilno Asngma	H	Chaseng Marak	F	43	BSN0525907
257	67	Suja Sangma	F	Aida Sangma	M	22	BSN0528604
258	68	Phjio Sangma	O	Ebison Sangma	M	38	BSN0524611
259	68	Komuria Sangma	O	Phijo Sangma	F	36	BSN0524629
260	68	Tillinson M. Sangma	F	Phijo M. Sangma	M	22	BSN0525386
261	69	Joshmoni Sangma	O	Ramon Sangma	F	44	BSN0524942
262	70	Grebalsen Shira	O	Mondi Sangma	M	39	BSN0528679
263	70	Boknaging Sangma	O	Grebalsen Shira	F	30	BSN0527986
264	71	Pethison Marak	O	Polbat Sangma	M	44	BSN0660530
265	71	Sunilla Sangma	O	Potolson Marak	F	39	BSN0660548
266	72	Protest Sangma	F	Sasindra Marak	M	66	BSN0526137
267	72	Tanggal Marak	O	Nagan Ch. Marak	M	28	TYN0001602
268	72	Joshna S. Marak	F	Protesh Sangma	F	24	TYN0001610
269	72	Tengrang Marak	F	Protest Sangma	M	19	BSN0666347
270	72	Salganchi Marak	F	Protest Sangma	F	18	BSN0666339
271	75	Kemon Sangma	F	Chedang Sg	M	39	BSN0527705
272	76	Chetrok Sangma	F	Lt. Ebansing Sangma	M	61	BSN0671461
273	76	Nangchan Marak	O	Lt. Romot Sangma	M	52	BSN0671529
274	76	Nith Sangma	O	Nangchan Marak	F	42	BSN0671537
275	77	Satchira S. Marak	O	Hammish Marak	F	18	BSN0675041
276	78	Suban S. Marak	O	Lading Sangma	M	18	BSN0675058
277	79	Jolush R. Marak	O	Morash Sangma	M	18	BSN0675066
278	80	Marcy R. Marak	F	Marben B. Marak	F	21	TYN0001347
279	81	Mathew B. Marak	F	Nickolas D. Sangma	M	23	TYN0001354
280	82	Rupalli M. Sangma	H	Chinal S. Marak	F	25	TYN0001362
281	83	Dine S. Marak	F	Ramput N. Sangma	M	19	TYN0001370
282	84	Masina M. Sangma	F	Lt. Jendalsen Marak	F	25	TYN0001412
283	85	Silben S. Marak	F	Jogen M. Sangma	M	28	TYN0001438
284	86	Binelston D. Shira	F	Nogen Marak	M	25	TYN0001461
285	87	Ringasing Sangma	F	Hether Sangma	M	50	TYN0001479
286	88	Malben B. Marak	F	Radha T. Sangma	M	35	TYN0001487

Col 4: Relationship Code: F-Father, M-Mother, H-Husband, O-Other; Col 6: Sex M-Male, F-Female;  
Col 7: Age as on : 01.01.2009; Col 8: Electors Photo Identity Card Number

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# - Corrected as per Supplement

Issued by Electoral Registration Officer



**ANNEXURE 4.1  
CHAPTER VI**

**FORM 6**

[See rules 13(1) and 26]

<b><i>Application for inclusion of name in electoral roll</i></b>				
<p>To</p> <p style="padding-left: 40px;">The Electoral Registration Officer</p> <p style="padding-left: 40px;">.....Assembly/ Parliamentary <sup>£</sup> Constituency.</p> <p>Sir,</p> <p style="padding-left: 40px;">I request that my name be included in the electoral roll for the above</p> <p>Constituency. Particulars in support of my claim for inclusion in the electoral roll are given below:</p>				
<p>SPACE FOR PASTING ONE RECENT PASSPORT SIZE PHOTOGRAPH</p> <p>(3.5 CM X 3.5 CM)</p> <p>SHOWING FRONTAL VIEW OF FULL FACE WITHIN THIS BOX</p>				
<b>I. Applicant's details</b>	Name		Surname (if any)	
Age as on 1 <sup>st</sup> January .....#		Years:	Months:	Sex (male/female/others):
Date of birth, if known:		Day:	Month:	Year:
Place of birth:	Village/ Town:			
	District:		State:	
* Father's/	Name		Surname (if any)	
Mother's/	Name			
Husband's				

<b>II. Particulars of place of present ordinary Residence (Full address)</b>				
House/ Door number:				
Street/ Area/Locality/ Mohalla/Road:				
Town/ Village:				
Post Office:			Pin Code:	
Tehsil/ Taluka/ Mandal/ Thana:				
District:				
<b>III. Details of member(s) of applicant's family already included in the current electoral roll of the Constituency:</b>				
Name	Relationship with applicant	Part number of the roll of the Constituency	Serial number in that Part	Elector's Photo Identity Card Number
1.				
2.				

£ In case of Union territories having no Legislative Assembly and the State of Jammu & Kashmir.

# Please give the year i.e. 2007, 2008, etc.

\* Strike out the inappropriate alternative

#### IV. Declaration

I hereby declare that to the best of my knowledge and belief: -

- (i) I am a citizen of India;
- (ii) I am ordinarily resident at the address given in para II above since .....(date, month, year)
- (iii) I have not applied for the inclusion of my name in the electoral roll for any other constituency;
- (iv) \*My name has not already been included in the electoral roll for this or any other assembly constituency;

**Or**

\*My name may have been included in the electoral roll for \_\_\_\_\_ Constituency in \_\_\_\_\_ State in which I was ordinarily

resident earlier at the address mentioned below and if so, I request that the same may be deleted from that electoral roll.

Full Address (Earlier Place of ordinary residence)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Electors Photo Identity Card number (if already issued) \_\_\_\_\_

Date of issue \_\_\_\_\_

Place:

Date:

Signature or thumb impression of the applicant

Please give your mobile number /E-mail I.D (Optional)/.....

**A) Note – Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is punishable under Section 31 of the Representation of the People Act, 1950 (43 of 1950).**

\* Strike out the inappropriate alternative.

#### Details of action taken

(To be filled by Electoral Registration Officer of the constituency)

The application of Shri/Smt./Km.....for inclusion of name in the electoral roll in Form 6 has been accepted\*/rejected\*.

Detailed reasons for \*acceptance [under or in pursuance of rule 18\*/20\*/26(4)]<sup>f</sup> or\* rejection [under or in pursuance of rule 17/20\*/26(4)]<sup>f</sup>]:

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

£ During continuous updating after final publication of electoral roll.

\* Strike out the inappropriate alternative.

---

**Remarks of Field Level Officers (e.g BLO, Designated Officer, Supervisory Officer)**

[This page should be thick enough so that it does not get mutilated /damaged in postal transit]

**Intimation of action taken**  
(Section-II of the page is to be filled by Electoral Registration Officer of the constituency and to be posted to the applicant on the address as given by the applicant in Section-I)

-----First Fold-----

Section-I

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

The application in Form 6 of

\*\*Shri/ Shrimati/ Kumari.....

** (Full address)									
House/ Door number:									
Street/ Area/Locality/ Mohalla/Road:									
Town/ Village:									
Post Office:	Pin Code: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
Tehsil/ Taluka/ Mandal/ Thana:									
District:									

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

-----Second Fold-----

Section-II

has been—

(a) accepted and the name of Shri/Shrimati/Kumari.....has been registered at Serial No.....in Part No..... of AC No. ....

(b) rejected for the reason.....

Date.....

Electoral Registration Officer.

(Address).....

.....

.....

.....Perforation for detachment.....

**Receipt for application**

Received the application in Form 6 of \*\* Shri/Shrimati/Kumari.....

\*\*Address.....  
.....

Date.....

Signature of the officer receiving the application on behalf of the Electoral Registration Officer

(Address) .....

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

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

**Who can file Form-6**

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

**When Form-6 can be filed**

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

**Where to file Form-6**

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

**How to Fill the Form-6**

1. The application should be addressed to the Electoral Registration Officer of the constituency in which you seek registration. The name of the constituency should be mentioned in the blank space.
2. Name (With Documentary Proof)  
The name as it should appear in the electoral roll and Electors Photo Identity Card (EPIC) should be furnished. The full name except the surname should be written in the first box and surname should be written in the second box. In case you do not have a surname, just write the given name. Caste should not be mentioned except where the caste name is used as part of the elector's name or a surname. Honorific appellations like Shri, Smt. Kumari, Khan, Begum, Pandit etc. should not be mentioned.

3. Age (With Documentary Proof)

The age of the applicant should be eighteen or more on 1<sup>st</sup> January of the year with reference to which the electoral roll is being revised. The age should be indicated in years and months.

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

4. Sex

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

5. Date of Birth (With Documentary Proof)

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

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

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

**Note: Documentary proof of age will be required only in those cases, where age of the applicant is between 18 and 21 years. In all other cases declaration of his age by the applicant will be taken as proof of age.**

6. Place of Birth

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

7. Relation's Name:

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



8. Place of Ordinary Residence

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

Proof of ordinary residence to be attached are as under:

- i) Bank / Kisan / Post Office current Pass Book, or
- ii) Applicant's Ration Card / Passport / Driving License / Income Tax Return filed or Assessment Order, or
- iii) Latest Water / Telephone / Electricity / Gas Connection Bill for that address, either in the name of the applicant or that of his / her immediate relation like parents etc., or
- iv) Postal department's posts received / delivered in the applicant's name at the given address.

**NOTE: In case of homeless persons, the BLO will visit the address given in Form 6 at night to ascertain that the homeless person actually sleeps at the place which is given as his address in Form 6. If the BLO is able to verify that the homeless person actually sleeps at that place, no documentary proof of place of residence shall be necessary. BLO must visit for more than one night for such verification..**

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

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

10. Declaration

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

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

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

## Miscellaneous

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

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

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

**‘FORM 6A**  
(see rule 8B)

**Application for inclusion of name in electoral roll by an overseas elector**

To

The Electoral Registration Officer,  
.....Assembly/Parliamentary

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

Constituency.  
.....

District:.....

State in India.....

Sir,

I request that my name be included in the electoral roll for the Constituency in which my place of residence, as per the particulars furnished below in 1(h), is located.

**PART - A**

1. Particulars in support of my claim for inclusion in the electoral roll are given below:

(a) Name - .....

(b) Middle Name.....

(c) Surname .....

(d) Date of Birth: --- Day---Month---Year

(e) Sex(Male/Female) .....

(f) Place of Birth –

i\_. Village/Town.....

ii. District.....

iii. State.. . . . .

(g) Father's/Mother's/Husband's details

i. Name -..... .

ii. Middle Name .....

iii. Surname.....

(h) Place of Ordinary Residence in India (Full Address as given in the Passport)

i. House/Door number. . . . .

ii. Street/Area/Locality/Mohalla/Road .....,

iii. Town/Village.....

iv. Post Office .....

v. Pin Code .....

vi. Tahsil/Taluka/Mandal/Thana.....

vii. District. . . . .

(i) Passport Details –

i. Passport Number. ....

ii. Place of Issue of current Indian

Passport. ....

iii. Date of Issue of current Indian

passport. ....

iv. Date of expiry of current Indian

passport.....

*(Copies of the relevant pages of the passport containing the particulars mentioned at items (a) to (i) above to be enclosed – duly self attested if sent by post and produced with the original passport if presented in person before the registration officer ).*

(j) Details of Visa of the Country of current residence –

i. Visa Number.....

ii. Type of Visa (Single Entry/Multiple

Entry/Tourist/Work Visa etc.)/.....

iii. Date of issue of

Visa.....

iv. Place of issue of

Visa.....

v. Date of expiry of

Visa.....

vi. Name of the Issuing Authority.....

*(Copies of the relevant pages of the passport containing the current valid visa endorsement mentioned above to be enclosed – duly self attested if sent by post and produced with the original passport if presented in person before the registration officer).*

2. Description of Absence from Place of Ordinary Residence in India-

(a) Reason of being absent from the place of ordinary residence

in India- (i) employment/ (ii) education/ (iii) other (Give Description)

.....

(b) Date from which absenting from ordinary residence in

India. \_\_\_\_\_ (DD/MM/YYYY)

3. Full residential address in the country outside India where currently

residing.....

.....

4. Full Official address in the country outside India currently residing (address of the place of employment or the education institution where studying). . . . .

.....

.....

5. **Declaration** - I hereby declare that to the best of knowledge and belief –

- a. all information given in this application is true.
- b. I am a citizen of India by birth / domicile / naturalisation.
- c. I have not acquired citizenship of any other country.

- d. But for being absent from the place of my ordinary residence in India owing to the reason given in 2(a) above, I would have been ordinarily resident at the address given in my Indian Passport, which has been reproduced at 1(h) above.
- e. I undertake to immediately inform the Electoral Registration Officer through the Indian Mission in the Country of my current residence if I renounce my Indian Citizenship or if I acquire the citizenship of any other country.
- f. I undertake to immediately inform the Electoral Registration Officer through the Indian Mission in the country of my current residence of any change in my residential address in the country of my residence for the records of the Electoral Registration Officer. I understand that any notice sent to me at the address, which is my residential address in the country of my current residence according to the records of the Electoral Registration Officer, shall be considered as due service of notice to me under the Representation of the People Act, 1950 and the rules made thereunder, and that it is my responsibility to keep the Electoral Registration Officer informed of my latest residential address in the country of my current residence.
- g. If I return to India and become ordinarily resident in India, I shall immediately inform the Electoral Registration Officer of the concerned Assembly/Parliamentary Constituency.
- h. I have not applied for inclusion of my name in the electoral roll of any other constituency.
- i. My name has not already been included in this or any other constituency.

**Or**

My name may have been included in the electoral roll of ..... Constituency in..... State in which I was ordinarily resident earlier at the address mentioned below and, if so, I request that the same may be deleted from that electoral roll, or transposed, as may be appropriate.

Full address (earlier place of ordinary residence)

.....  
.....

Elector Photo Identity Card (if issued)

Number .....date of issue.....

- j. I have not been issued an EPIC in India/ have been issued an EPIC which is enclosed with this application for cancellation.

Signature.....

Place .....

Date.....

---

**PART – B**

**(For use in the office of Electoral Registration Officer)**

Application received on .....(DD/MM/YYYY)

The application in Form 6A of Shri/Shrimati/Kumari .....has been :-

(a) Accepted and the name has been registered in the electoral roll of .....(constituency) at S.No.....Part No....

(b) Rejected for the reason.....

Date.....

[Electoral Registration Officer].

---

.....*perforation*.....

**PART - C**

**Acknowledgement for Application**

*(When presented in person to the registration officer)*

Received the application in Form 6A of Shri/Shrimati/Kumari \_\_\_\_\_

\_\_\_\_\_Address\_\_\_\_\_

\_\_\_\_\_

Date\_\_\_\_\_

Signature of the Verifying Officer\_\_\_\_\_

Address\_\_\_\_\_”.



# **GUIDELINES FOR FILLING UP THE APPLICATION**

## **FORM-6A**

### **General Instructions**

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

1. Every Indian citizen staying in a foreign country, who has not acquired citizenship of a foreign country, and has completed 18 years as on 1<sup>st</sup> January of the year, can make an application in Form 6A for being registered in the roll for the constituency pertaining to the locality in which his place of residence in India as mentioned in the passport is located. The application in Form 6A can be presented to the registration officer concerned.

2. The applicant should have completed eighteen years of age as on 1st January of the year. For example, if the application is for inclusion of name in the electoral roll with reference to 01-01-2011 as the qualifying date, the applicant should have completed 18 years as on 01-01-2011.

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

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

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

#### **Documents to be attached**

4. Paste one recent passport size coloured photograph with a light background (preferably white) showing the full face of the applicant.

5. Fill in all the columns in Form-6A. Write your name and other particulars as given in the valid Indian Passport

6. If application is sent by post, it should be accompanied by photo-copy of the relevant pages of the passport containing the photograph and all other particulars of the applicant and the page containing the valid visa endorsement. **These photo-copies should be duly self attested.** Applications without the attested photo-copies of these documents will be liable to be summarily rejected.

7. If the application is submitted in person before the ERO, the application should be accompanied by a photo-copy of the relevant pages of the passport as mentioned above. The original passport should also be produced alongwith the application for verification by the registration officer. The passport will be returned immediately after verification.

### **Voting**

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

**ANNEXURE 4.3**  
**CHAPTER VI**

**FORM 7**

[See rule 13(2) and 26)

<i>Application for objecting inclusion or seeking deletion of name in electoral roll</i>				
<p>To</p> <p style="margin-left: 20px;">The Electoral Registration Officer,</p> <p style="margin-left: 20px;">.....Assembly/£ Parliamentary Constituency.</p> <p>Sir,</p> <p>@ I object to the proposed inclusion of the name of the undermentioned person in the electoral roll for the above Constituency. Particulars in support of my objection are given below:</p> <p><b>Or</b></p> <p>@ I submit that the entry relating to *myself/ *the person named below is required to be deleted for the reasons stated hereunder:</p>				
I.	@ Details of person inclusion of whose <u>name is objected to:</u> @ Details of person whose entry is to be deleted:	Name		Surname (if any)
		Part number of electoral roll in which his/her name is included:	His/her serial number in that part:	Elector's Photo Identity Card number (if issued):
II.	Details of objector	Name		Surname (if any)
	Sex (Male/Female)\$	Part number of electoral roll in which objector's name is included:		His/her serial number in that part:
*	Father's/	Name		Surname (if any)
	Mother's/ Name Husband's			
III.	Particulars of place of ordinary residence of @objector/ @person seeking deletion. (Full address)			
House/ Door number:				
Street/ Area/Locality/Mohalla/Road:				

Town/ Village:							
Post Office:				Pin Code:			
Tehsil/ Taluka/Mandal/ Thana:							
District:							
IV. Reason(s) for *objection/*deletion:							

£ In case of Union territories having no Legislative Assembly and the State of Jammu and Kashmir.

@ First alternative will be relevant during preparation/revision of electoral roll. Second alternative will be relevant during continuous updating after final publication of electoral roll. Strike out the inappropriate alternative.

\* Strike out the inappropriate alternative.

# Part-II not to be filled where applicant seeks deletion of entry relating to himself.

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

V. Declaration

I hereby declare that the facts and particulars mentioned above are true to the best of my knowledge and belief.

Place:

Date:

Signature or thumb impression of the applicant

Please give your mobile number /E-mail I.D(Optional)/.....

**Note- Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is punishable under section 31 of the Representation of People Act, 1950 (43 of 1950).**

\* Strike out the inappropriate alternative.

*Details of action taken*

**(To be filled by Electoral Registration Officer of the constituency)**

The application of Shri/Smt./Km. .... \*objecting to inclusion/  
\*seeking deletion of name of Shri/Smt./Km..... in the electoral roll in  
Form 7 has been accepted\*/rejected\*.

Detailed reasons for \*acceptance [under or in pursuance of rule 18\*/20\*/26(4)<sup>£</sup>] or \*rejection  
[under or in pursuance of rule 17\*/20\*/26(4)<sup>£</sup>].

Place:

Signature of

(Seal of the Electoral

Date:

Electoral Registration Officer

Registration Officer)

\* Strike out the inappropriate alternative.

£ During continuous updating after final publication of electoral roll.

**Remarks of Field Level Officers (e.g BLO, Designated Officer, Supervisory Officer)**

[[This page should be thick enough so that it does not get mutilated /damaged in postal transit]

**Intimation of action taken**  
(Section-II of the page is to be filled by Electoral Registration Officer of the constituency and to be posted to the applicant on the address as given by the applicant in Section-I)

-----First Fold-----

Section-I

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

The application in Form 7 of

\*\*Shri/ Shrimati/ Kumari.....

** (Full address)									
House/ Door number:									
Street/ Area/Locality/ Mohalla/Road:									
Town/ Village:									
Post Office:	Pin Code: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
Tehsil/ Taluka/ Mandal/ Thana:									
District:									

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

-----Second Fold-----

has been—

(a) accepted and the name of Shri/Shrimati/Kumari.....has been deleted from.....  
Part No..... of AC No.....

(b) rejected for the reason.....

Date.....

Electoral Registration Officer.

(Address).....

.....

.....

.....Perforation for detachment.....

**Receipt for application**

Received the application in Form 7 of \*\* Shri/Shrimati/Kumari.....

\*\*Address.....  
.....

Date.....

Signature of the officer receiving the application on  
behalf of the Electoral Registration Officer

(Address) .....

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

## GUIDELINES FOR FILLING UP THE APPLICATION FORM-7

### **General Instructions**

#### *Who can file Form-7*

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

#### *When Form-7 can be filed*

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

#### *Where to file Form-7*

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

#### *How to Fill up Form-7*

1. The application should be addressed to the Electoral Registration Officer of the constituency in which another elector registered in that roll objects the proposed inclusion of an entry in the draft electoral roll. The name of the constituency should be mentioned in the blank space.



**2. Details of person inclusion of whose name is objected to / Details of person whose entry is to be deleted :**

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

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

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

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

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

**3. Details of objector**

An "Objector" can file Application in Form 7 only in respect of persons included in the part of the electoral roll in which he/she is registered. In Part II of the Application, the objector has to fill up in the space provided his/her name including surname, relation's name (Father/Mother/Husband), sex, part no. of electoral roll and serial number at which his/her name is registered in that part of the electoral roll.

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

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

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

**5. Declaration**

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

**ANNEXURE 4.4  
CHAPTER VI**

**FORM 8**

[See rule 13(1) and 26]

**Application for correction to particulars entered in electoral roll**

To

The Electoral Registration Officer,

.....Assembly/ <sup>£</sup> Parliamentary Constituency.

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

Sir,

I request that entry relating to myself appearing in the electoral roll the above Constituency is not correct and it should be corrected. Correct particulars in support of my request are given below:

<b>I. Applicant's details</b>	Name		Surname (if any)	
Part number of electoral roll:			Serial number in that part:	
Age as on 1 <sup>st</sup> January .....#	Years:	Months:	Sex (male/female/others):	
Date of birth, if known:	Day:	Month:	Year:	
* Father's/  Mother's/ Name  Husband's	Name		Surname (if any)	

**II. Particulars of place of present ordinary Residence (Full address)**

House/ Door number:

Street/ Area/Locality/Mohalla/Road:

Town/ Village:							
Post Office:				Pin Code:			
Tehsil/ Taluka/Mandal/ Thana:							
District:							
<b>III. Details of Elector's Photo Identity Card (if issued, in this or some other constituency)</b>							
Elector's Photo Identity Card number:							
Name of the Constituency:							
<b>IV. Details of entries to be corrected:</b>							
*My name / *Age/ *Father's/Mother's/Husband's name/ *Sex/ *Address/ *Elector's Photo Identity Card Number may be corrected in terms of information provided in this Form above.							
Place:							
Date:				Signature or thumb impression of the elector			
Please give your mobile number / E-mail I.D (Optional)/.....							

**Note- Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is punishable under section 31 of the Representation of People Act, 1950 (43 of 1950).**

- £ In case of Union territories having no Legislative Assembly and the State of Jammu & Kashmir.
- # Please give the year i.e. 2007, 2008, etc.
- \* Strike out the inappropriate alternative

*Details of action taken*  
**(To be filled by Electoral Registration Officer of the constituency)**

The application of Shri/Smt./Km. .... for correction of entry in the electoral roll in Form 8 has been accepted\*/rejected\*.

Detailed reasons for \*acceptance [under or in pursuance of rule 18\*/20\*/26(4)<sup>£</sup>] or \*rejection [under or in pursuance of rule 17\*/20\*/26(4)<sup>£</sup>].

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

\* Strike out the inappropriate alternative.

£ During continuous updating after final publication of electoral roll.

---

**Remarks of Field Level Officers (e.g BLO, Designated Officer, Supervisory Officer)**

[[This page should be thick enough so that it does not get mutilated /damaged in postal transit]]

**Intimation of action taken**  
**(Section-II of the page is to be filled by Electoral Registration Officer of the constituency and to be posted to the applicant on the address as given by the applicant in Section-I)**

-----First Fold-----

Section-I

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

The application in Form 8 of

\*\*Shri/ Shrimati/ Kumari.....

** (Full address)								
House/ Door number:								
Street/ Area/Locality/ Mohalla/Road:								
Town/ Village:								
Post Office:	Pin Code:							
<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>								
Tehsil/ Taluka/ Mandal/ Thana:								
District:								

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

-----Second Fold-----

has been—

(a) (a) accepted and the entry at Sr. No. ....of Part  
No.....

of AC No..... has been modified accordingly.

(b) rejected for the reason.....

Date.....

Electoral Registration Officer.

(Address).....

.....

.....

.....Perforation for detachment.....

**Receipt for application**

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

\*\*Address.....  
.....

Date.....

Signature of the officer receiving the application on  
behalf of the Electoral Registration Officer

(Address) .....

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

GUIDELINES FOR FILLING UP THE APPLICATION FORM-8  
**General Instructions**

*Who can file Form-8*

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

*When Form-8 can be filed*

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

*Where to file Form-8*

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

*How to Fill up Form-8*

1. The application should be addressed to the Electoral Registration Officer of the constituency in which the name of the applicant is already included. The name of the constituency should be mentioned in the blank space.
2. In Part I of the Application, please write your name, as it should appear in the electoral roll. In case the initials to your name printed in the electoral roll are in abbreviated form and you want them to be printed in expanded form you can write your full name in expanded form. The full name except the surname should be written in the first box and surname should be written in the second box. In case you do not have a surname, just write the given name. Caste should not be mentioned except where the caste name is used as part of the elector's name or a surname. Honorific appellations like Shri, Smt. Kumari, Khan, Begum, Pandit etc. should not be mentioned.



3. Please fill up the Part Number and serial number in that part of electoral roll where your name is listed. This is mandatory.
4. Age  
Similarly, you should indicate your Age in years and months as on 1<sup>st</sup> January of the year with reference to which the electoral roll is printed. This qualifying date is printed at the bottom of each page of electoral roll.
5. Sex  
Write your sex in full in the space provided e.g. Male / Female. Applicants may indicate their sex as "other" where they do not want to be described as male or female.
6. Date of Birth (With Documentary Proof)  
Fill up the date of birth in figures in the space provided in dd/mm/yyyy.

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

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

**Note: Documentary proof of age will be required only in those cases, where age of the applicant is between 18 and 21 years. In all other cases declaration of his age by the applicant will be taken as proof of age.**

7. Relation's Name:  
In case of unmarried female applicant, name of Father / Mother is to be mentioned. In case of married female applicant, name of Husband is to be mentioned. Strike out the inapplicable options in the column.
8. Place of Ordinary Residence  
In Part II of the Application Form please fill up the full and complete postal address including PIN code where you are ordinarily residing and want to get registered, in the space provided.

Proof of ordinary residence to be attached are as under:

- i) Bank / Kisan / Post Office current Pass Book, or
- ii) Applicant's Ration Card / Passport / Driving License / Income Tax Return filed or Assessment Order, or
- iii) Latest Water / Telephone / Electricity / Gas Connection Bill for that address, either in the name of the applicant or that of his / her immediate relation like parents etc., or
- iv) Postal department's posts received / delivered in the applicant's name at the given address.

**NOTE: In case of homeless persons, the BLO will visit the address given in Form 6 at night to ascertain that the homeless person actually sleeps at the place which is given as his address in Form 6. If the BLO is able to verify that the homeless person actually sleeps at that place, no documentary proof of place of residence shall be necessary. BLO must visit for more than one night for such verification.**

9. Details of Electors' Photo Identity Card.

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

10. Details of entries to be corrected.

In Part IV of the Application you should indicate the details of entries to be corrected. Therefore, this is a very important part of the Application. You have indicated the correct details about your name, age, date of birth, relations name, sex, address and photo identity card in the space provided in Parts I to III of the Application. In this Part you have to clearly put a tick mark on the details that need to be corrected on the basis of information now furnished by you. Please score out the alternatives that are not to be corrected.

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

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

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

**ANNEXURE 4.5**  
**CHAPTER VI**

**FORM 8A**

[See rule 13(4) and 26)

<i>Application for transposition of entry in electoral roll</i>			
To The Electoral Registration Officer,  .....Assembly/ <sup>E</sup> Parliamentary Constituency.		SPACE FOR PASTING ONE RECENT PASSPORT SIZE PHOTOGRAPH  (3.5 CM X 3.5 CM) SHOWING FRONTAL VIEW OF FULL FACE WITHIN THIS BOX	
Sir, I request that entry in the electoral roll for the abovementioned Constituency relating to *Myself / *person named below should be transposed to the relevant part of the roll in this constituency. Particulars of the entry to transposed are given below:			
<b>I. Details of person whose entry is to be transposed:</b>	Name		Surname (if any)
	Part number of electoral roll in which his/her name is included:	His/her serial number in that part:	Elector's Photo Identity Card number (if issued):
* Father's/	Name		Surname (if any)
Mother's/ Name			
Husband's			
<b>II. Particulars of present place of ordinary Residence (Full address)</b>			
House/ Door number:			
Street/ Area/Locality/Mohalla/Road:			
Town/ Village:			

Post Office:					Pin Code:							
Tehsil/ Taluka/Mandal/ Thana:												
District:												
<b>III. Period of continuous residence at the above address on the date of application</b>					Years:			Months:				
<b>IV. Part number to which the entry has to be transposed (if known)</b>												
<b>@V. Details of applicant:</b>	Name						Surname (if any)					
	Part number of electoral roll in which his/her name is included:			His/her serial number in that part:		Elector's Photo Identity Card number (if issued):						

**Note- Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is punishable under section 31 of the Representation of People Act, 1950 (43 of 1950).**

£ In case of Union territories having no Legislative Assembly and the State of Jammu & Kashmir.

\* Strike out the inappropriate alternative.

@ Part V not to be filled where applicant seeks transposition of entry relating to himself.

**VI. Declaration**

I hereby declare that the facts and particulars mentioned above are true to the best of my knowledge and belief.

Place:

Date:

**Signature or thumb impression of the applicant**

Please give your mobile number / E-mail I.D(Optional)/.....

*Details of action taken*

**(To be filled by Electoral Registration Officer of the constituency)**

The application of Shri/Smt./Km. .... for transposition of entry relating to himself/ herself/ Shri/ Smt. / Km. .... in the electoral roll in Form 8A has been accepted\*/rejected\*.

Detailed reasons for \*acceptance or \*rejection [under or in pursuance of rule 26(4)\*].

Place:

Date:

Signature of  
Electoral Registration Officer

(Seal of the Electoral  
Registration Officer)

\* Strike out the inappropriate alternative.

---

**Remarks of the field level officers (e.g. BLO, Designated Office, Supervisory Officers)**

[[This page should be thick enough so that it does not get mutilated /damaged in postal transit]]

**Intimation of action taken**  
**(Section-II of the page is to be filled by Electoral Registration Officer of the constituency and to be posted to the applicant on the address as given by the applicant in Section-I)**

-----First Fold-----

Section-I

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

The application in Form 8A of

\*\*..Shri/ Shrimati/ Kumari.....

** (Full address)									
House/ Door number:									
Street/ Area/Locality/ Mohalla/Road:									
Town/ Village:									
Post Office:	Pin Code: <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								
Tehsil/ Taluka/ Mandal/ Thana:									
District:									

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

-----Second Fold-----

has been—

a) accepted and the name of Shri/Shrimati/Kumari.....  
has been deleted from Part No ..... and registered at Sl.No. ---- in Part No.----- of AC  
No.....

(b) rejected for the reason.....

Date.....

Electoral Registration Officer.

(Address).....

.....

.....

.....Perforation for detachment.....

**Receipt for application**

Received the application in Form 8A of \*\* Shri/Shrimati/Kumari.....

\*\*Address.....  
.....

Date.....

Signature of the officer receiving the application on  
behalf of the Electoral Registration Officer

(Address) .....

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

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

### General Instructions

#### Who can file Form-8A

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

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

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

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

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

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

1. The application should be addressed to the Electoral Registration Officer of the constituency in which transpositions of the relevant entry is required. The name of the constituency should be mentioned in the blank space.
2. In Part I of the Application Form fill the name Part No. & Sr. No. of the electoral roll where already registered and Electors Photo Identity Card No.(EPIC) in full and the relation's name (as printed in the electoral roll).
3. In Part II of the Application please mention the complete address of the new place where you/person concerned have shifted place of ordinary residence within the constituency. Please do not write incomplete address as in that case it may not be possible to link the address to the relevant part of electoral roll where the entry is required to be transposed.



4. In Part III of the Application, indicate the approximate period of continuous residence at the new address mentioned in Part II.
5. In Part IV, write the electoral roll part no. in which the residents of the new area where you have shifted are enrolled. This part is optional in case you don't know the electoral roll part no., then leave it blank.
6. In Part V is not to be filled where the applicant seeks transposition of entry relating to one own self. This part is required to be filled in case the applicant applies for transposition of entry of some other person.  
Please also give your full name and address on the acknowledgement and intimation portions.

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

**ANNEXURE 4.6**  
**(CHAPTER VI)**  
**FORM 9**

List of Applications for inclusion received in Form 6

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

**ANNEXURE 4.7**  
**(CHAPTER VI)**  
**FORM 10**

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

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

**ANNEXURE 4.8**  
**(CHAPTER VI)**

**Form 11**

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

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

**ANNEXURE 4.9**  
**(CHAPTER VI)**  
**FORM -EC 11A**

<b>Designated location identity</b> (where applications have been received)	<b>List of applications for transposition of entry in electoral roll</b> <b>Received in Form - 8A</b>				<b>Revision identity</b>		
<b>Constituency (Assembly <sup>£</sup> Parliamentary Constituency):</b>							
<b>1. List number<sup>@</sup></b>	<b>2. Period of receipt of applications</b> (covered in this list)				<b>From date</b>		<b>To date</b>
					/ /		/ /
<b>3. Place of hearing*</b>							
Serial number <sup>§</sup> of application	Date of receipt	Details of applicant (As given in Part V of Form 8A)	Details of person whose entry is to be transposed				Date/Time of hearing*
			Name of person whose entry is to be transposed	Part/Serial no. of roll in which name is included	EPIC No.	Present place of ordinary residence	
1	2	3	4	5	6	7	8
£ In case of Union Territories having no Legislative Assembly and the State of Jammu & Kashmir @ For this revision for this designated location * Place, time and date of hearing as fixed by electoral registration officer § Running serial number is to be maintained for each revision for each designated location					<b>Date of exhibition at designated location</b>		<b>Date of exhibition at Electoral Registration Officer's Office</b>

**ANNEXURE 4.10**  
**CHAPTER VI**

**FORM OF OATH OR AFFIRMATION**

(To be made by either of the parents of the first time applicant in the age group of 18-25 years who has no age proof)

I, ..... whose name is enrolled at the

Serial No. .... in the Part No. .... of electoral roll of the  
..... Assembly Constituency do swear in the  
name of the God / solemnly affirm that my son / daughter  
..... is .....years of age  
as on 1<sup>st</sup> January, 20... and is residing with me.

**Place:**

**Date:**

**Signature of the parent**

Sworn in the name of God/solemnly affirmed by Shri/Shrimati  
..... at .....(Place) at  
..... (hour) this the ..... day of ..... 20...  
before me.

Signature of Electoral Registration Officer / Assistant Electoral Registration Officer with Seal

ANNEXURE 4.11  
CHAPTER VI

DECLARATION BY SERVICE PERSONNEL

(TO BE ATTACHED WITH THE STATEMENT IN FORM 2 OR 2A, AS THE CASE MAY BE)

I, .....(NAME IN BLOCK LETTERS) am applying through my Record Office/Commandant for getting myself **\*and my wife** registered as service elector(s) in the last part of the electoral roll of my native place where I would have been ordinarily resident but for my service qualification, and wish to avail the facility of postal ballot paper/proxy at the time of election, as and when held, in the constituency in which my native place lies.

I, hereby, declare that I **\*and my wife** have neither got **\*ourselves/myself** already registered nor have applied for such registration as ordinary electors in the general part of the electoral roll of the place where I am presently posted and residing or any other constituency.

I further declare that I am aware of the law that prohibits getting registered as an elector at more than one place either in the same constituency or in different constituencies and if my name **\*or my wife's name** so appears at different places, the same may be deleted from all such places except from the last part of the electoral roll of my native place for which I have made the enclosed statement.

SIGNATURE OF THE SERVICE PERSONNEL  
RANK.....

Place:.....

Date:.....

---

***\* Delete if the name of wife is not included in Form 2 or 2A, as the case may be***

**ANNEXURE 5.1**  
**CHAPTER VIII**

**FORM 2**

(See rule 7)

**Statement as to place of Ordinary Residence by a member of the Armed Forces**

I hereby declare that I am a citizen of India and that but for my service in the Armed Forces I would have been ordinarily resident at—

House No.....

Street/Mohalla.....

Locality.....

Town/Village.....

Post Office.....

Police Station.....

Tehsil/Taluka.....

District.....

State.....

My full name.....

Service No.....Rank.....

Service/Corps/Regiment.....

Name and address of record office.....

Age last birthday.....years.

\*I further declare that my wife.....age.....years,  
ordinarily resides with me and is a citizen of India.

This cancels any previous statement as to ordinary place of residence made by me.

Date.....20 .

.....

(Signature)



Record Office  
Folio No.....  
Place.....  
Date.....

Verified and found correct  
(Signature).....  
(Designation).....  
Officer-in-charge, Records.

---

*(For use in the Election Office)*

Statement received on the .. ..199 .

Registered in the electoral roll for the.....Assembly Constituency (No...).  
Service voters' part, at S. No.....  
Date.....20 .<sup>2</sup>[Electoral Registration Officer].]

---

\*Delete if not applicable.

- 
1. Subs. by Notifn. No. S. O. 3667, dated the 12th October, 1964, for Form 2.
  2. Subs. by Notifn. No. S.O. 3874, dated the 15th December, 1966, for "Chief Electoral Officer".

**ANNEXURE 5.2**  
**CHAPTER VIII**

**[FORM 2A**

(See rule 7)

**Statement as to place of Ordinary Residence by a member of an armed police force of a State, who is serving outside that State**

I hereby declare that I am a citizen of India and that but for my service outside the State in the Armed Force mentioned below, I would have been ordinarily resident at: —

House No.....

Street/Mohalla.....

Locality.....

Town/Village.....

Post Office.....

Police Station.....

Tehsil/Taluka.....

District.....

State.....

My full name..... Rank .....

Buckle No.....

Name of armed police force.....

Name and address of the officer of the Commandant.....

Age last birthday.....years.

\*I further declare that my wife.....age.....years,  
ordinary reside with me and is a citizen of India.

This cancels any previous statement as to ordinary place of residence made by me.

Date.....20 . .....

(Signature)

\*Delete if not applicable.

Verified and found correct

Commandant's Office

Folio No.....

(Signature).....

Place.....

(Designation).....

Date.....

Commandant.

*(For use in the Election Office)*

Statement received on the .. ..20 .

Registered in the electoral roll for the.....Assembly Constituency (No...).

Service voters' part, at S.

No.....

Date.....20 . <sup>2</sup>[Electoral Registration Officer].]

1. Ins. by Notifn. No. S. O. 4371, dated the 21st October, 1964.


2. Subs. by Notifn. No. S.O. 3874, dated the 15th December, 1966, for "Chief Electoral Officer".

**ANNEXURE 6  
CHAPTER IX**

**FORMAT OF EPIC**



5 cm

*Approved Sample.*



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

GDN0225185

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

8.4 cm

5 cm

*Approved Sample*

GDN0225185

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

Date : 20/11/2006

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

पता बदलने पर, नये पते पर अपना नाम निर्वाचक सूचीकर्ता  
में दर्ज करवाने तथा इस पते पर वही नम्बर का पत्र भेजने से  
सिद्ध सम्बंधित कार्य में सफ़्त काई सम्भव अक्षरम निवे  
In case of change in address, mention this  
Card No. in the relevant Form for including  
your name in the roll at the changed address  
and to obtain the card with same number.

8.4 cm

### *Specifications for EPICs – Other Parameters*

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

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

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

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

### **Other Parameters**

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

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

Signature of the Applicant

**Annexure 7.1 (CHAPTER X) – BLO's REGISTER**

**Statistical Information as per Last Revision :-**

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

**Part No. : 1**

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

<b>Gender Ratio (As Per Electors)</b>	<b>District</b>	<b>Assembly Constituency</b>	<b>Polling Station</b>
	952	938	967

	<b>Total</b>	<b>Percentage</b>
	<b>Electors with EPIC</b>	1038
<b>Electors with EPIC &amp; Photo</b>	1015	95.22

**Part Wise Age Cohort**

<b>Age Criteria</b>	<b>Age wise Electors</b>	<b>%Age wise Electors to Total Electors</b>
18-19	13	1.22
20-29	303	28.42
30-39	268	25.14
40-49	234	21.95
50-59	136	12.76
60-69	68	6.38
70-79	38	3.56
80-89	5	0.47
90-99	1	0.09
100+	0	0.00
<b>TOTAL</b>	1066	

## Annexure - 1

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

Part No. - 1

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

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

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

## Annexure - 2

### Statement - 1

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

Sl. No.	Name of the New Society / Area / Colony / Apartment / Building and full address	No. of House in Units	Approximate Date of completion of construction
---------	---	-----------------------	--

#### Note :

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



**Statement - 2**

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

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

# Statement - 3

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

**Part No. - 1**

House No.	No. of Family Members			Names of Family Members who will complete 18 Years of Age between 1-1-2011 and 1-1-2012
	Male	Female	Total	

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

21-K				
10				
100				
105				
11				
110				
12				
13				
14				
15				
15-K				
1505				
16				
17				
179-K				
18				
19				
2				
20				
21				
21-Gh				
21-Gha				

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

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

Section No.	Extent of Field (Names of Society / Apartment / Flat / Pole / Chali / Vas / Falia / Mohalla)	Main Field (Area within which extensive field is comprised)	Name of Village / City of Polling Booth	Pincode No.	Extent of Field (Names of Society / Apartment / Flat / Pole / Chali / Vas / Falia / Mohalla)	Main Field (Area within which extensive field is comprised)	Name of Village / City of Polling Booth
-------------	--	---	---	-------------	--	---	---

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

# RECEIPT

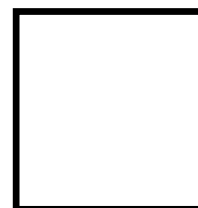
(only for such electors whose image is not shown in the electoral roll)



AC\_NO :

PART\_NO :

SR. NO. :



To  
Electoral Registration Officer,

-----  
Sir / Madam,

The employee appointed by you for the verification of electoral photo roll has personally visited our house today. The photo against our name has not been shown in the electoral roll as per the details given below / we do not possess EPIC:

Part No. :  
Sr. No. :  
Name of the Elector :  
Relation / Name of Relation :  
Sex / Age :  
EPIC No. :

Our passport size photo is enclosed herewith. You are requested to prepare our EPIC / include our photo in the photo roll as well.

Moreover, we declare on oath that, given photo is ours and afterwards if any thing comes up regarding verification its entire responsibility will be ours.

Place :  
Date :

Name & Signature / Thumb  
impression of the Elector / Head  
of the family

Enumerator's signature with PIN No.

---

Note: Strike out which ever is not applicable.

# RECEIPT

(only for such electors whose photo is not correct in the electoral roll)

To  
Electoral Registration Officer,  
\_\_\_\_\_ Assembly Constituency

Sir / Madam,

The employee appointed by you for the verification of electoral photo roll has personally visited our house today. The photo shown against our name in the electoral roll as per the details given below is not ours / is of another person:

Part No. : \_\_\_\_\_  
Sr. No. : \_\_\_\_\_  
Name of the Elector : \_\_\_\_\_  
Birth Date : \_\_\_\_\_ Age : \_\_\_\_\_  
Sex : \_\_\_\_\_  
EPIC No. :

Our passport size photo is enclosed herewith. You are requested to prepare our EPIC / include our photo in the photo roll as well.

Moreover, we declare on oath that, given photo is ours and afterwards if any thing comes up regarding verification its entire responsibility will be ours.

Date :

Name & Signature / Thumb  
impression of the Elector / Head  
of the family

Enumerator's signature with PIN No.

Note: Strike out which ever is not applicable.

No.ELR-\_\_\_\_\_-\_\_\_\_\_-A&S-2011  
 (AC-PART-NOTICE NO)  
 Assistant Electoral Registration Officer,  
 \_\_\_\_\_ Assembly Constituency &  
 Mamlatdar, \_\_\_\_\_ office,  
 Ta. \_\_\_\_\_, Dist. \_\_\_\_\_.  
 Date: \_\_\_\_ / \_\_\_\_ / 2011

Sub: Deleting the names of shifted electors from the electoral roll under section 22 of R.P. Act, 1950 - Regarding.

**NOTICE**

In regard to the subject noted above it is hereby informed by this final notice that your name / the names of the members of your family have been enrolled in part no. \_\_\_\_\_ of \_\_\_\_\_ Assembly Constituency falling under this office. But during on the spot verification of the electoral roll by the Booth Level Officer you were not available at the address of your residence. So it seems that you have shifted some where else. So it seems that you / members of your family are not residing at the above place, the details of which are as follows:

Part No.	Sr. No	House No.	Name of the Member of the family	Sex	Age	Is elector present? Yes/No

It is hereby informed through this notice that you are not living at the place of your ordinary residence. So please explain in writing why your name / the names of your family members enrolled in part no. \_\_\_\_\_ of \_\_\_\_\_ Assembly Constituency should not be deleted. However, if you wish to continue your name / the names of your family members in the electoral roll at the place mention above, it is informed that you / your authorized representative should remain present in this office at the address shown above at \_\_\_\_\_ hrs., on dated \_\_/\_\_/2011 with valid evidence of your residence as shown above and any valid evidence of your / members of your family's identity with photo.

Please note that in spite of receiving this notice, if we do not get reply and evidences from you, it will be assumed that you do not have to say anything in this regard, and your name will be deleted from the electoral roll as per our authority under section 22 of R. P. Act, 1950.

Electoral Registration Officer  
 \_\_\_\_\_ Assembly Constituency

**Note by the Booth Level Officer**

- (1) If the elector / family shown above is present, notice should be given to the member of the family and obtain his signature.  
 Name and signature of the elector / member of the family: \_\_\_\_\_
- (2) If the above elector / family has shifted, the address where he has shifted should be noted and the name, address and signature of the informing person should be obtained.  
 Present address of the shifted person: \_\_\_\_\_  
 Name and Address of the informing person: \_\_\_\_\_  
 Signature of the informing person: \_\_\_\_\_

Signature of Booth Level Officer

**ANNEXURE 7.2**  
**CHAPTER X**

**STATEMENT – 1**

**SUMMARY OF LAST REVISION OF ELECTORAL ROLLS.**

1. Date of publication of final roll in last revision
2. Total No. of voters in the part.
3. Total population of part/village
4. Total No. of male voters
5. Total No. of female voters.
6. Gender ratio =  $\frac{\text{Female voter} \times 100}{\text{Total No. of voters in the part}}$
7. Gender population ratio =  $\frac{\text{Total No. of voters} \times 200}{\text{Total population of the part (from Statement 5)}}$
8. Age cohort of the part :
  - (a) 18 to 20 age group =  $\frac{\text{No of voters in 18-20 age group} \times 100}{\text{Total no of voters in the Part}}$
  - (b) 21 to 29 age group =  $\frac{\text{No of voters in 21-29 age group} \times 100}{\text{Total no of voters in the Part}}$
  - (c) 30 to 35, etc., etc.

**STATEMENT – 2**  
**CONFIRMATION.**

1. House No.
2. Name of the voter:
3. Name of head of family
4. Relation to Head of the family:
5. telephone no/ contact no
6. Whether registered as voter in this part : **Y / N**
7. If not registered in this part, give address where registered:
8. Are there any members of the family eligible for registering in Form-6 for current revision : **Y / N (If yes fill up Statement -4)**
9. Are there any members of the family eligible for registering in the next revision : **Y / N ( If Yes fill up Statement 4A)**
10. Whether EPIC issued : **Y / N**
11. Whether EPIC available with the Voter : **Y / N**
12. EPIC No.
13. Whether address is correct? **Y / N**
14. If not, give correct address:

15. Living at this address since how many years :
16. Any family member married/shifted since last revision? **Y / N (if yes then fill up statement 4)**
17. Any member dead since last revision? Y/N (if yes, fill up **Statement-6**)
18. Possibility of temporary shifting in the next one year : **Y / N**  
**(If yes, fill up Statement – 3)**
19. Photo of the voter in Electoral Roll : **Y / N**  
**(If no, fill up Statement-7)**
20. If all voters of the house hold are found shifted, then fill up **Statement-3.**

**STATEMENT – 3**  
**SHIFTED VOTERS.**

1. House number :
2. Name:
3. Name of head of family
4. Relation with the head of family
5. EPIC issued : Y/N
6. EPIC No.
7. Type of shifting : **Permanent / Temporary**
8. If temporary, then –
  - (a) Purpose of shifting e.g. agricultural labour, temporary job, etc.
  - (b) Place of shifting
  - (c) Shifted since when : From\_\_\_\_\_ (give month) to \_\_\_\_\_ (give month)
  - (d) Take a signed statement as per Form-1.**
9. If permanent, then –
  - (a) Reason for shifting such as, marriage, job, education, etc.
  - (b) Place of shifting.
  - (c) Shifted since when : Month\_\_\_\_\_, Year\_\_\_\_\_
  - (d) Panchanama as per Form 2



**STATEMENT – 4**  
**ELIGIBILITY FOR FORM-6 IN CURRENT REVISION.**

1. House number.
2. Name
3. Name of the head of the family.
4. relation with the head of the family
5. EPIC issued : Y/N
6. EPIC No.
7. Shifted within same part : Y/N
8. Shifted from another part / AC: Y/N
9. If yes then from which Part/AC
10. When shifted : Month\_\_\_\_\_, Year\_\_\_\_\_
11. Whether fresh voter i.e. between the age 18 to 21 : Y / N
12. If yes, whether completed form No.6 received : Y / N

**STATEMENT – 4A**  
**LIST OF VOTERS TO BE REGISTERED IN THE NEXT REVISION YEAR(on**  
**attaining age of 18 years).**

1. House No.:
2. Name
3. Name of the head of the family.
4. Date of birth:
5. will become eligible in revision of which year :

**STATEMENT – 5**  
**PART POPULATION.**

1. House No.
2. Total No. of persons living in this house.

**STATEMENT – 6**  
**LIST OF VOTERS WHO HAVE EXPIRED**

1. House No.
2. Name
3. Name of the head of family
4. EPIC No.
5. Date of death:
6. Death certificate made available: Y? N

7. If No, whether listed in Death Register maintained by –Panchayat/ Nagarpalika /Municipal Corporation
8. For serial no 7, death registration number and date

**STATEMENT 7**  
**PHOTO ELECTORAL ROLL**

1. House No.
2. Name:
3. Name of the head of the family
4. EPIC issued: Y / N.
5. EPIC No.
6. Photograph obtained : Y / N
7. Signature of the voter:

**STATEMENT – 8**  
**NEW DEVELOPMENTS IN THE PART.**

1. Number of newly constructed houses since last revision and the details
2. Number of newly constructed buildings that have come up since last revision  
- give details.
3. Number of newly constructed societies that have come up since last revision and their details.

**STATEMENT – 10**  
**ANALYSIS**

1. Gender ratio of district
2. Age cohort of district
3. Elector population of District
4. Likely reasons for deviation in gender ratio
5. Likely reasons for deviation in age cohort
6. Likely reasons for deviation in elector-population ratio

**STATEMENT – 11**  
**SUMMARY OF CURRENT REVISION.**

1. Date of publication of final roll in current revision
2. Total No. of voters in the part.
3. Total population of part/village
4. Total No. of male voters
5. Total No. of female voters.

6. Gender ratio =  $\frac{\text{Female voter} \times 100}{\text{Total No. of voters in the part}}$
7. Gender population ratio =  $\frac{\text{Total No. of voters} \times 200}{\text{Total population of the part (from Statement 5)}}$
8. Age cohort of the part :
  - a. 18 to 20 age group =  $\frac{\text{No of voters in 18-20 age group} \times 100}{\text{Total no of voters in the Part}}$
  - b. 21 to 29 age group =  $\frac{\text{No of voters in 21-29 age group} \times 100}{\text{Total no of voters in the Part}}$
  - c. 30 to 35, etc., etc.

**STATEMENT – 12**  
**MAPPING OF GOVT. FUNCTIONARIES RESIDING IN THE PART.**

1. House No.
2. Name:
3. Name of the head of the family.
4. EPIC No.
5. Whether voter in the same part : Y/N
6. If not give part where he/she registered as voter.
7. Designation in Government.
8. Serving or Retired.
9. Temporary or Permanent.
10. Class - I, II, III or IV.
11. Residing in the part since when :

**ANNEXURE 8.1**

**CHAPTER XIII**

**DECLARATION \***

**(For an elector of 25+ age group seeking registration in a new place on change of residence but without an EPIC having been issued earlier)**

I,..... Son/Daughter/Wife of ..... R/o.....

....., declare as under: -

1. I have applied for registration in the electoral roll of .....Constituency on change of my residence.

(for persons seeking registration in a new place on change of residence)

or

I have applied for registration in the electoral roll of ..... constituency, as my name does not figure in any electoral roll.

(for persons of 25 years or more seeking registration in the same place)

2. I have not been issued any EPIC at any time in the past in any constituency.

Signature of Applicant

Place:

Date:

\* (Making false declaration in matters related to preparation/revision of electoral roll is an offence punishable under Section 31 of the Representation of the People Act, 1951, and also under the provisions of the Indian Penal Code.)

## ANNEXURE 8.2

### CHAPTER XIII

#### Checklist for Evaluation and Monitoring of the work of BLOs

Sl. No.	Item	Remarks
1	Date of receipt of letter of appointment as BLO?	
2	Whether training imparted from the end of ERO and duties and responsibilities of BLO explained? If so, please mention date on which the training was imparted.	
<b>Post-revision period</b>		
3	Whether relevant part(s) of the current Electoral Roll received along with all supplements by the BLO?	
4	Whether the electoral roll part(s) including cover page(s) thoroughly scrutinized by the BLO to find out defects; if any.	
5	Whether part-wise register is opened by BLO for recording such defects, other inputs obtained during field verification & corresponding field observations and all other activities?	
6	Whether the BLO interacts with the local electors, particularly, the elders, elected representatives and political party functionaries on quarterly basis to find out dead and shifted electors, eligible electors not yet enrolled and any other defects?	
7	Whether the BLO has checked the roll to ensure that names of prominent personalities of the locality exist in the roll? If not, whether the same has been reported to the ERO?	
8	Whether a letter box is placed (with the prior approval of ERO) at the place of posting of BLO or at some other office/institution, convenient for the electors to receive information/complaints/suggestions and whether the same has been communicated to the local elected and political representatives? If so, please mention the location.	
9	What are the steps taken by the BLO to inform the electors about Permanent EPIC centre and the procedure to obtain duplicate EPIC?	

10	Whether details of additions/corrections/deletions made during continuous revision process are collected from ERO on quarterly basis?	
11	Whether local Birth & Death Registration Office visited by the BLO on quarterly basis during post revision period and probable dead electors identified checking their death register?	
12	Whether field enquiry conducted by the BLO on quarterly basis during post revision period to detect dead and shifted electors and verify information received from various sources in this regard as well as in regard to defects of the electoral roll?	
13	Whether field enquiry reports in relation to sl. No. 12 submitted in the format prescribed by the ERO? Also mention date(s) of submission of reports.	
14	Whether notice for hearing into such enquiry reports served in time?	
<b>Pre-revision period</b>		
15	Whether defects related to particulars of cover page, i.e., polling area, section details, Polling Station address, etc.? If so, whether report submitted to ERO after interacting with local people and field verification?	
16	Whether rationalization of polling area is felt necessary? If so, whether report submitted to ERO after interacting with local people and field verification?	
17	Whether de-duplication, validation reports (related to E-roll Clean Software), list of Non-EPIC Electors, etc., reports received from ERO? Please mention date.	
18	Whether field enquiry conducted to verify the aforesaid reports?	
19	Whether enquiry reports related to Sl. No. 18 submitted in the format prescribed by ERO? Also mention date(s) of submission of reports.	
20	What are the initiatives taken to inform public in general about the revision program?	

<b>During revision</b>		
21	What are the steps taken to guide people for filing claims and objections?	
22	Whether meeting of Gram Sansad /Ward/ Booth or the like organized in connection with revision of electoral roll attended by the BLO?	
23	Whether Form 6, 6A , 7, 8, 8A received by the Designated Officers during revision period handed over to the BLO by the ERO for field enquiry? Please mention date and number of forms received.	
24	Whether field enquiry held into such Form 6, 6A , 7, 8, 8A and enquiry report prepared in the format prescribed by the ERO?	
25	Whether enquiry report noted in Sl. No. 25 submitted? Please mention date.	
<b>During EPIC Campaign</b>		
26	Whether houses of Non-EPIC electors visited to inform the electors about date, time and venue of photo-taking program?	
27	Whether the notice as fixed by the Election Commission served on the electors likely to be photographed? Mention the number of notices served.	
28	Whether the BLO remained present at the photo-taking venue on the day of photo taking to assist electors?	
29	Please mention the number of EPICs received from ERO for distribution and number of EPICs delivered at elector's address.	
30	Whether EPICs issued previously been taken back from those electors possessing EPIC who were photographed again on account of their image being absent/wrong in the database?	
31	Whether Signature/LTI of elector obtained as an acknowledgement of receipt of the EPIC?	
32	Date(s) of verification of the register as mentioned at Sl. no. 5 by the authorized representative of ERO.	