

**ELECTION MATTER**  
**PERSONAL ATTENTION**



**राज्य निर्वाचन आयोग हिमाचल प्रदेश**

**STATE ELECTION COMMISSION HIMACHAL PRADESH**

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No. SEC (16) -2/2014

Dated, the

April, 2015

**Notification**

Whereas the general elections to the Panchayati Raj Institutions are due in this year and therefore, the State Election Commission has decided to update the electoral roll of all Gram Sabhas in Himachal Pradesh by using the data base of the Election Commission of India updated as on 1.1.2015;

Consequently the State Election Commission hereby notifies 1.1.2015 as qualifying date to determine the eligibility of a person to be registered in the electoral roll of a Gram Sabha under Rule 14 (e) of the Himachal Pradesh Panchayati Raj (Election) Rules, 1994.

Further, the Commission in exercise of the powers vested in it under Article 243-K of the Constitution of India, Section 160 of the Himachal Pradesh Panchayati Raj Act, 1994 read with Rule 12 of the Himachal Pradesh Panchayati Raj (Election) Rules, 1994, hereby directs the revision of electoral rolls and issues the following directions in this behalf:

1. The State Election Commission has created District User (PRI) for each District. The District User will create Block Users for each Block, who will further create sub-user at the Block level as per requirement for the use of ERMS Software immediately on the receipt of these instructions. District user will keep a proper account of Block user and monitor their functioning on day to day basis.

2. The working copy of the draft electoral roll for each Panchayat has been made available on line through Electoral Roll Management System Software (ERMS) by the NIC in two parts. The composition of two parts will be as follows:-

**Part-I:-**

- a. It will consist of previously finally published electoral rolls. The electors in this list are already segregated in Panchayat wards. So part-I will be ward-wise in respect of each Panchayat. The names in this part will appear House No. wise. A copy of this part will be printed immediately. However one copy of this Part will be saved in the computer hardware and one copy of the same will be retained as soft copy (in C Ds) for record.
- b. The electors who have been deleted, modified or shifted will appear in Part-I as such with words “हटाए गए”, “संशोधित” or “स्थानान्त्रित”.

**Part-II:-**

- a. This part will consist of those new electors, who are registered by the Election Commission of India during 2014 and 2015 with 1.1.2014 and 1.1.2015 respectively as qualifying date. These electors are yet not been segregated ward-wise in the Panchayat area. All new electors will be marked as “नया”.
- b. This part will also include those electors of Part-I who are:-
  - i. without EPIC No.or Photograph ;
  - ii. Modified electors (marked as “संशोधित” in Part-I);
  - iii. Shifted electors (marked as “स्थानान्त्रित” in Part-I).

The existing Ward and Serial Number in Part-I of electors falling in all of the above 3 categories will also be shown with each elector.

- c. The electors in Part-II have been depicted Panchayat / Revenue Village-wise. These rolls will be in alphabetical order (वर्णाक्रमानुसार) of Elector’s Name, Relative Name. This will bring multiple entries of an elector together in order to check the dual registration.

3. The Sub-Divisional Officer (Civil) Assistant Electoral Roll Registration Officer (AERO) i.e. Block Development Officer will print a copy of Part-I and Part-II of the working copy of the electoral roll immediately and hand over these copies to the respective Panchayat Secretary or GPVA or Panchayat Sahayak as the case may be (hereinafter referred as Panchayat Secretary).

**Exercise to be undertaken in Part-I**

4. The Panchayat Secretary will check the Part-I of working copies of electoral roll of every ward and compare these working copies with the previously finally published electoral roll and ensure that number of electors in each ward are correct. He will certify that he has checked the Part-I of the working roll in respect of every ward and verify that:
  - (a) He has compared the working copy of the draft electoral roll in respect of each ward with previously notified electoral roll.
  - (b) That no elector is appearing in incorrect Block or Panchayat / ULB or Ward. If there are any discrepancies in the Part-I of working copies, he will immediately bring this fact to the notice of Block User in writing with a copy to the District User. The District User will inform the State User immediately.
5. If any elector(s) is (are) appearing in wrong ward, incorrect Panchayat / ULB or incorrect Development Block, they shall be corrected at the working copy stage by shifting meaning thereby, that the shifting of electors will be allowed at working stage also.
6. There is possibility of multiple appearances of a name of an elector against single EPIC No. in a Particular Ward. In such cases only one entry will be kept whereas all other multiple from the ward shall be deleted.

7. If an elector is appearing in more than one ward of a particular Panchayat, in such cases a list of such cases will be prepared and sent to the AERO. The AERO will issue a notice to the person concerned in Annexure-A to choose one ward. Thereafter the name of that person shall be deleted by the Block User from all other wards except one chosen by the elector. The name shall be deleted after the permission of AERO. An entry to this effect will be made in the ERMS indicating permission number and date.
8. If it comes to the notice that the name of an elector is appearing in more than one Panchayat / Municipality simultaneously, his name shall be deleted from all the Panchayats / Municipalities except one by serving him notice by the AERO on Annexure-A and directing him to choose either one Panchayat or Municipality only.
9. If dead electors are appearing in the Part-I, a list of such electors shall be prepared and the name of such electors shall be deleted with the permission of AERO indicating permission number and date and an entry to this effect will be made in the ERMS.
10. The deletion of electors at working stage will be allowed only in the case of dead electors and multiple entries with the permission of AERO. No other elector is allowed to be deleted at working stage.
11. If it is found that electors in a Ward or Panchayat are considerably high or less, the Panchayat Secretary will enquire from their counterparts in the adjoining Panchayats or Municipalities as the case may be. If these electors are detected in some other Ward / Panchayat or Municipality, the Panchayat Secretary will bring this fact into the notice of AERO and seek his permission who will cause these electors to be shifted to the concerned Panchayat or Municipality indicating permission number in the ERMS Software. In such cases the Block User will make a continuous liaison with the District User (ULB)

12. If correct Municipality or Panchayat of extra electors is not identified, the Block User will forward these electors to District User (PRI) certifying that these electors do not belong to that Block. In no circumstances any of such electors shall be deleted repeat no such elector shall be deleted .
13. The District User (PRI) will enquire from all other Block Users and District User (ULB) about such electors. If any of the Block User or District User (ULB) accepts these electors they will be shifted to that Block / ULB by the District User; otherwise the District Users will shift these electors to State User certifying that these electors do not belong to that District. Shifting of the electors from a Panchayat to ULB or ULB to Panchayat will be done by the District Users with whom the extra electors are appearing with the permission of District Election officer / Deputy Commissioner as the case may be.
14. The State User will enquire from all District Users (PRI /ULB) about such electors and if any District User accepts these electors they will be shifted to the concerned District otherwise such electors will be kept as floating data in a folder.
15. **The Panchayat Secretaries of every Panchayat shall certify in Annexure-B that he has compared Part-I of the working copies with the previously published final Electoral Roll and no discrepancy have been found or the discrepancies, if found, have been corrected.**
16. The Assistant Electoral Roll Registration Officer (BBD) will *print only one copy of part-I & II* of the electoral rolls of each Panchayat and hand them over to the respective Panchayat Secretary on the same day. All work pertaining to Part-I shall be completed by 30<sup>th</sup> April, 2015.

### **Exercise to be undertaken in Part-II**

17. The Assistant Electoral Roll Registration Officer will get the physical verification of new electors appearing in Part-II done through the concerned Panchayat Secretary by house to house field visit. The Secretary will insert the ward number of new electors so that the electors without wards could be mapped for wards through ERMS. The objective of this exercise will be as under:
- i. To integrate the electors of part-II with the main electoral rolls i.e. part-I after physical field verification and ward-wise segregation thereof for new/modified/shifted electors.
  - ii. Entry of EPIC No. of electors who are appearing in Part-I without EPIC Number (existing Ward and Sr. No. in Part-I of such electors will be shown in Part-II also).
  - iii. Insertion of Photograph of those electors of Part-I who are appearing in Part-I without photograph. (existing Ward and Sr. No. in Part-I of such electors will be shown in Part-II also).
18. The list of voters appearing in part-II will have two blank columns to enter ward Number and name of Panchayat /ULB (In case the elector is appearing in incorrect Panchayat /ULB).
19. The Panchayat Secretary will verify that the electors appearing in Part-II reside in the respective Panchayat ward.
20. The electors who are without EPIC Number but verified and are still residing in the concerned ward, will be asked whether or not they have been registered with ECI. In case of affirmative response, their EPIC number will be obtained and noted.

21. If any new (नया), modified (संशोधित) or shifted (स्थानान्तरित) electors appearing in Part-II are not verified, the Panchayat Secretary will prepare a list of such electors on *Annexure-C* and supply this list to the AERO, who will cause this list to be published at the notice board of Block Headquarters and Panchayat Headquarters for the information of general public.
22. If any unverified elector is verified after publication of such list on the Notice Board his name shall be mapped in the respective ward otherwise such names will be retained in the list of unused electors.
23. The electors who are without photograph and still not registered with the ECI but residing in the same area their photo will be obtained for being scanned at Sub-Division / Block Headquarter in order to insert the same in the electoral roll.
24. The work pertaining to verification shall be completed by **15<sup>th</sup> May, 2015**.

#### **Integration of Part-I and Part-II**

25. After verification exercise, data entry work including the integration of part-I and Part-II will be undertaken **w. e. f. 18<sup>th</sup> May, 2015** at Block Headquarters through ERMS software for which user ID and user manual have already been provided to you. If, for any reasons, this work cannot be handled at Block Headquarter it can be done at District Headquarters at the discretion of District Election Officer (Panchayat) –cum- Deputy Commissioner concerned.
26. No addition, deletion or correction (except for deletion in case of death, multiple entries and modification in case of EPIC number Photograph is missing) shall be allowed at the working stage. **The Commission shall notify a separate programme for this exercise as per relevant Election Rules.**

27. **The Panchayat Secretary will submit a certificate, annexed as Annexure-D, in writing to the Assistant Electoral Roll Registration Officer (BDO). This Certificate shall be countersigned by the respective Panchayat Inspector / Sub-Inspector.**
28. The Assistant Electoral Roll Registration Officer (BDO) will further issue a certificate to the Deputy Commissioner, annexed as **Annexure-E**
29. The dates for shifting of stage of working copy of the electoral roll to Draft Electoral Roll shall be intimated by the Commission. The District Election Officer (Panchayat)-cum- The Deputy Commissioner shall allow to shift the stage of a Panchayat only if certificate mentioned above has been obtained from the Assistant Electoral Roll Registration Officer (BDO).
30. The required stationary for printing CDs etc. will be procured by the AERO from local market after completing formalities, the bills of the same may be sent to District Election Officer (P) (Deputy Commissioner).

By order

State Election Commissioner  
Himachal Pradesh

**Endst.No.SEC (16)-2/2014                      Dated, Shimla-2, the                      th April, 2015**

Copy to the following with the request to ensure strict compliance of the aforesaid instructions issued by the State Election Commission:-

1. All the District Election Officers (P) (Deputy Commissioner) H.P.
2. All the Sub-Divisional Officers (Civil) H.P.
3. The Additional Deputy Commissioner Kaza/Resident Commissioner Pangi.
4. All the Assistant District Election Officers-cum- District Panchayat Officers, HP
5. All the Block Development Officers, HP with the request to go through these instructions carefully and to ensure that the procedure prescribed hereinabove is followed in letter and spirit "without fail".

(AnupamKashyap)  
Secretary  
State Election Commission  
Himachal Pradesh

**Endst.No. SEC (16)-2/2014-**

**Dated Shimla-2, the                      th April, 2015**



Copy for information is forwarded to:-

1. The Principal Secretary to H/E the Governor of Himachal Pradesh.
2. The Chief Secretary Government of Himachal Pradesh.
3. The Principal Secretary (RD & Panchayati Raj) to the Govt. of HP.
4. The Director Panchayati Raj Department for information and necessary action
5. The Director, Rural Dev. Department for information and necessary action
6. The SIO/Senior Technical Director NIC, Himachal Pradesh, Shimla-2 for necessary action please.
7. The Controller Printing & Stationery for E-Gazette.

(AnupamKashyap)  
Secretary  
State Election Commission  
Himachal Pradesh.

**Annexure-A**  
**(see instruction 7&8)**

To

..... (Complete Name & Address)

.....

.....

Subject: Notice.

While preparation of electoral rolls of the Gram Sabha / Municipality ..... it has been found that your name is appearing in more than one wards of Gram Panchayat ..... (mentioned below) ; OR

following Ward no. of following Gram Panchayats (in cases where name is appearing in more than one Panchayats) OR

following ward of following Gram Panchayat and following ward of following Municipality (in cases where name is appearing in Panchayat and Municipality simultaneously):

Name of Gram Panchayat	Name of Municipality	Ward No.	Sr. No. in the voter list	Detail, if any

Notice is hereby given to you to choose, within seven days from the receipt of this notice, one ward of one Gram Panchayat or one ward of one Municipality as no person is entitled to be registered in the list of voters for more than one Sabha area and further no person is entitled to be registered in the list of voters of Sabha area if he is already registered in a Municipality under Section 4(3) of the Himachal Pradesh Panchayati Raj Act, 1994 read with Rule with Rule 5 of the HP Municipal (Election) Rules, 1994 and Himachal Pradesh Municipal Corporation (Election) Rules, 1996 failing which action will be initiated against you as per prevalent law.

Date:

Assistant Electoral Roll Registration Officer

Place:

Dev. Block..... /

**Annexure-B**  
**(See instruction 15)**

Certified that I have compared Part-1 of the working copy with previously published final Electoral Roll and no discrepancies have been found or discrepancies, if found, have been corrected.

Panchayat Secretary  
Gram Panchayat

Date:

**Annexure-C**  
**(See instruction 21)**

**Detail of electors appearing in Part-II, who are not verified.**

Notice is hereby given that the following electors of the Gram Panchayat ..... are not verified. Therefore these persons or any other person having knowledge of these electors may submit identification proof to the under signed within seven days from the publication of this notice otherwise their names shall not be included in the draft electoral roll is being prepared with 1.1.2015 as qualifying date.

Date: Assistant Electoral Roll Registration Officer

Place: Dev. Block.....

Ward number

Name of the voter

Sr.No in the voter list

**Annexure-D**  
**(See instruction 27)**

“Certified that the electors appearing in part-II have been physically verified and segregated ward wise. The electors who were without EPIC No. their EPIC no.(if available) have been inserted and the electors who are without photograph their photographs have been inserted in the working copy of the electoral roll. There are no unmapped (missing) or unused (extra) electors in the working copy of the drafelectoral roll pertaining to ward No.....of Panchayat ..... Development Block .....

Dated: The.....

Signature of Panchayat Secretary with seal

Gram Panchayat.....

Counter Signature of  
Panchayat Inspector / Sub-Inspector.

**Annexure-E**  
**(See instruction 28)**

“Certified that work of physical verification, insertion of EPIC No. and Photograph has been completed in all the Panchayats of Development Block ..... There are no unmapped (missing) or unused (extra) electors in the working copy of the draft electoral roll pertaining to any ward of any Panchayat of Development Block ..... of District .....as per certificates obtained from the respective Panchayat Secretaries and countersigned by the Panchayat Inspector / Sub-Inspector.

Dated: The.....

Assistant Electoral Roll Registration Officer  
Development Block.....