राज्य निर्वाचन आयोग हिमाचल प्रदेश

STATE ELECTION COMMISSION HIMACHAL PRADESH

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No. SEC(F)1-3/2019-I-1179-1201   dated   the   3ʳᵈ July , 2020

To

    1.   All the District Election Officer (Municipality) -cum-
         Deputy Commissioners,
         Himachal Pradesh.

    2.   District Election Officers (Panchayat) - cum-
         Deputy Commissioners,
         Himachal Pradesh

Subject: **Updation of Electoral Rolls of Panchayati Raj Institutions and Urban Local Bodies as on 01.01.2020.**

Madam / Sir,

    I am directed to inform you that the State Election Commission has decided to update the Electoral Roll of Panchayati Raj Institutions and Urban Local Bodies in the State with 01.01.2020 as qualifying date. The Commission has procured Assembly Constituency wise incremental data from the Chief Electoral Officer, Himachal Pradesh. This data has been displayed in the Electoral Roll Management System (ERMS) application.

    Various officials of your District/ULB's are already trained on the ERMS application and the Commission will try to organise a short training programme for the Panchayat and ULB officials involved in the updation process. These Officials may be used as resource personnel for training/guidance of all other officials working on the ERMS. Besides a user manual on functioning of the ERMS is also available on the website of the Commission for the ready reference of all the stakeholders.

    In order to accomplish this task in a smooth manner following instructions are hereby issued for your guidance:-

1.   The data in the ERMS Software shall be available in two parts i.e. Working Roll Part-I and Working Roll Part –II. The composition of these parts of Working Rolls will be as under:-

Part-I:- It consists of already published final electoral rolls of the Panchayats /Municipalities. The electors in this list have already been segregated into concerned wards. Hence, Part-I is ward-wise in respect of each Panchayat /Municipality. The names in this part will appear House number wise. To avoid loss of data or other eventuality during working on the Part-I, it is required to keep backup of the original data in CDs / pen drives as soft copy.

Part-II:- The electors in this part will appear in the relevant Section/ Revenue Village. The New electors will be marked as new (नया). These electors are to be segregated into municipal/ Panchayat wards.

2. Exercise to be undertaken at the District Level in Part -II

I. Before undertaking any exercise on the ERMS Software the Deputy Commissioner concerned will ensure that all the Sub-Divisional Officer(C)-cum-Electoral Registration Officer (Municipal Council/Nagar Panchayat /Panchayat) and BDO-cum-Assistant Electoral Registration Officer are apprised of the importance of this work as maximum accuracy will be achieved with the active involvement of concerned Sub-Divisional Officer (C) as they are also the Electoral Registration Officer for the Assembly Constituencies.

II. There will be separate District User for Panchayat and Municipality. The Deputy Commissioner will ensure that both the District Users work in tandem at one place so that no polling station remains unmapped to the concerned Block/ Municipality. The District User will map a Polling Station to the relevant Development Block/ Municipalities. The polling stations (parts) already mapped to a Block/Municipality while working previously on ERMS will appear as such in software. However, if any new Polling Station (part) has been created in any Assembly Constituency, it has to be mapped in the relevant Block/Municipality. **If any Polling Station remains unmapped the ERMS Software will not allow users to proceed further**. While mapping the polling stations into a Block /Municipality the presence of official(s) of the Urban Development Branch dealing with Municipalities shall be ensured. For the accurate mapping of Polling Station to a Block /Municipality the Districts User will also take help of the field functionaries like Panchayat Inspector/Sub-Inspector/Election Kanungo/Patwaris/Booth Level Officer.

III. In case any Polling Station (part) is broken into two Development Blocks/ Municipalities, in such cases the District User will map that Polling Station (part) to both Development Blocks/ Municipalities as the case may be. Now the end user of both

the concerned Blocks/ Municipalities will be in a position to see these electors at both places.

IV. The District User (Panchayats) will create one Block User for every Blocks and the District User (Municipalities) will create one Municipal user. However you may continue with earlier Block/Municipal Users, if found functional.

V. In ERMS a municipality is equivalent to Block. Therefore in case of Municipalities role of the Block User will be done by the District user, as the work of the Block User will be carried out at District level in case of Urban Local Bodies.

3. Exercise to be undertaken at the Sub-Divisional /Block Level in Part -II

I. There will be separate user for Panchayats and Municipalities. The Sub-Divisional Officer(C) will ensure that both the users work in tandem, so that no Section (Revenue Village) polling station remains unmapped to Panchayat / Municipal Ward. **If any Section (Revenue Village) remains unmapped the ERMS Software will not allow the Panchayat user/ Municipal user to proceed further**. The Block/ Municipal user, as the case may be, will map Section (Revenue Village) to a Panchayat/Municipality. While mapping Section (Revenue Village) to the Municipal Ward, the SDO(C)/BDO concerned will ensure presence of Executive Officer/ Secretary Nagar Panchayat/ Panchayat Secretary so that mapping is done with optimum accuracy.

II. In case any Section (Revenue Village) is broken into two Gram Sabhas/ Municipalities Wards, in such cases the Block User/ Municipal User will map that Section (Revenue Village) to both Gram Sabhas and ULBs as the case may be, so that these electors appear at both the places i.e. Panchayats as well as ULBs relatable to that Polling station/Part/Section/ Revenue Village in order to map these electors to their relevant ward of the Municipality/ Panchayat as the case may be.

III. The Block user will create **only one** Panchayat users for all the Panchayats falling within the jurisdiction of the respective Block. In case of ULBs District user will create **only one** end user for all the municipalities of the District.

4. Exercise to be undertaken at the Panchayat Level

(A) Exercise to be undertaken in Part-I

I. The EO/Secretary Nagar Panchayat/Panchayat Secretary will check the Part-I of working copies of electoral rolls of every ward and compare these working copies with already finalized and published electoral rolls and ascertain that number of electors in each ward is correct. He will certify in the relevant column in ERMS that he has

compared the Part-I of the working rolls in respect of every ward and certify on the ERMS that he has compared the working copy of the draft electoral rolls in respect of each ward with previously notified electoral roll.

II. While comparing Part-I with already finalized Electoral Roll or otherwise, if it is noticed that any elector is appearing in wrong ward/Polling Station such electors can be shifted to the concerned Ward/Polling station as shifting of electors within GP/Municipality can be done at working stage in order to generate maximum possible accurate draft electoral roll.

III. If, it is noticed that any elector(s) is appearing in wrong GP/MC, the end user will bring this fact with the notice of Block user in writing. The Block user will shift such electors to the respective Ward/PS of concerned GP/Municipality.

IV. If any elector(s) are missing from Part-I as compared to previous final published Electoral Roll, in such an eventuality the end user will immediately inform the Block user/District user. District user will inform the State user so that missing electors could be made available to the end user.

V. If electors are shifted at working stage, a report of this fact will be sent to the District user. The District user will send this report to the State user.

(B) Exercise to be undertaken in Part-II

I. The SDO (Civil) / Assistant Electoral Roll Registration Officer (BDO) will *download Part-I and Part-II* of the electoral rolls of each Municipality / Gram Panchayat and hand them over to the respective EO/Secretary Nagar Panchayat /Panchayat Secretaries on the same day in hard copies.

II. 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).

III. The Municipal User/ Block User will get the verification of new electors appearing in Part-II done through the concerned Panchayat Secretary/ EO / Secretary Nagar Panchayat. They will insert the ward number of new electors so that the electors without wards could be mapped in wards through ERMS. The objective of this exercise will be to integrate the electors of part-II with the main electoral rolls i.e. part-I after field verification and ward-wise segregation of new electors.

IV. The Panchayat Secretary/ EO / Secretary Nagar Panchayat will verify that the electors appearing in Part-I is the ordinary resident of the respective ward.

V. If any new (नया), electors appearing in Part-II are not verified, the Panchayat Secretary/ EO / Secretary Nagar Panchayat will prepare a list of such electors and supply this list to the SDO (Civil) / 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.

VI. 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.

VII. No addition of electors is allowed at working stage. However deletion may be carried out in case of dead/duplicate electors, **repeat in case of dead/duplicate electors only.**

(C) <u>Integration of Part-I and Part-II</u>

I. After verification exercise, data entry work including the integration of part-I and Part-II will be undertaken simultaneously and should be completed within timeline at Sub-Division Headquarters / Block Headquarters through ERMS software. If, for any reasons, this work cannot be handled at Sub-Division Headquarters / Block Headquarters, it can be done at District Headquarters at the discretion of Deputy Commissioner concerned.

II. After the integration of Part-I and Part-II, it will be **mandatory to generate preview of draft roll, without generating the preview of draft roll the ERMS will not allow the user to proceed further. A copy of preview of draft electoral roll of every ward of Panchayat will be printed and placed before the Gram Panchayat/Municipality in a specially convened meeting for which date will be fixed by the State Election Commission.** If any discrepancies are pointed out in the meeting, these will be corrected. Thereafter, the EO/Secretary of municipality and Gram Panchayat will give a certificate that preview of the draft electoral roll have been placed before the Municipality/Gram Panchayat, thereafter the stage will be shifted to draft.

III. The Commission shall notify a separate program for publication of draft electoral roll and subsequent exercise thereon.

(D) <u>Exercise to be undertaken at Draft Stage</u>

I. There is possibility of multiple appearances of the name of an elector against single EPIC No. in a Particular Ward. In such cases only one entry will be kept whereas all other shall be deleted.

II. If an elector is appearing in more than one ward of a particular Panchayat / Municipality, in such cases a list will be prepared and sent to the SDO (Civil) / AERO and the action will be taken as per the provisions prescribed under the relevant Elections Rules. Thereafter, the name of that person shall be deleted by the Municipal User / Block User

from all other wards. **The name shall be deleted only after the permission of competent Authority prescribed under Election Rules**. An entry to this effect will be made in the ERMS indicating reference number allowing such deletion.
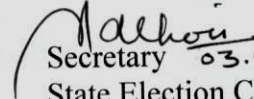
III. If any elector(s) is (are) appearing in wrong (other) Ward/Panchayat/ULB/ Development Block, these shall be corrected at the draft stage in accordance with relevant rules by shifting.

IV. If dead electors are appearing in the electoral rolls, a list of such electors shall be prepared and the name of such electors shall be deleted after following the due procedure provided under relevant Rules.

V. If it is found that electors in a Ward or Panchayat / Municipality have considerably increased or decreased, the Panchayat Secretary/ EO / Secretary Nagar Panchayat will enquire about this from their counterparts in the adjoining Panchayats or Municipalities as the case may be. If these electors are detected in some other Wards / Panchayats or Municipality, the Panchayat Secretary / EO / Secretary Nagar Panchayat will bring this fact into the notice of ERO/AERO and also seek permission from the competent authority as prescribed under relevant Election Rules 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 liaison with the District User (ULB) / Municipal User.

VI. 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) recognizes 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.

VII. 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.

VIII. The required stationary for printing CDs etc. will be procured by the AERO in respect of Panchayats and E.O/Secretaries in respect of ULB's from local market after completing formalities, the bills of the same may be sent to District Election Officer (P) / Deputy Commissioner.

IX. The data entry in the ERMS software will be done only in Hindi (*only devnagri script*).

X. *No User shall be debarred from the user list*.

.5. The timeline fixed by the Commission for different activities is as under:-

Sr. No.	Name of Activity	Date of Completion
1.	Mapping of Polling Station by District User	From 13.07.2020 - 16.07.2020
2.	Mapping of Section by Block User	From 17.07.2020 – 20.07.2020
3.	Verification of Part-I and Mapping of electors of Part-II	From 21.07.2020 – 28.07.2020
4.	Integration of Part-I and Part-II	By 31.07.2020

All the Deputy Commissioners are requested to ensure completion of the updation work within the specified time. A special meeting of ERO/ AERO may be convened for this purpose in each District. The SDO (C)-cum- ERO may be directed to co-ordinate with the Block User and Municipal User within their jurisdiction to ensure timely completion of the updation work.
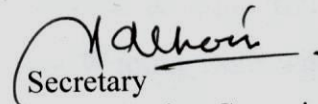
Besides all protocol fixed in view of Covid-19 Pandemic may be adhered to strictly while undertaking the said work.

Secretary 03.07.20
State Election Commission
Himachal Pradesh

No. SEC (F) 1-3/2019-I-1202-1342 dated the ᵗʰJuly , 2020

Copy to the following through e-mail with the request to ensure strict compliance of the aforesaid instructions and schedule:-

i.   The SIO-cum-Sr. Tech Director NIC. Himachal Pradesh.
ii. The Commissioner, Municipal Corporation, Shimla and Dharmshala, Himachal Pradesh.
iii. The Additional Deputy Commissioner Kaza / Resident Commissioner Pangi.
iv. All the Sub-Divisional Officers (Civil), Himachal Pradesh.
v.   All the Assistant District Election Officers-cum-District Panchayat Officers, Himachal Pradesh. They are requested to make payments of expenses incurred by the Municipalities on the preparation of Electoral Rolls through respective District Election Officer (Municipalities).
vi. All the Block Development Officers, Himachal Pradesh.
vii. All the Executive Officers / Secretary Nagar Panchayats, Himachal Pradesh.

Secretary
State Election Commission
Himachal Pradesh