

Personal Attention
Election Matter



राज्य निर्वाचन आयोग हिमाचल प्रदेश

STATE ELECTION COMMISSION HIMACHAL PRADESH

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No. SEC-16-36/2001-VII- dated the 6th April, 2016
To

All the District Election Officers-cum-
Deputy Commissioners
Himachal Pradesh.

Subject: Updation of Electoral Rolls of Panchayati Raj Institutions and Urban Local
Bodies as on 01.01.2016.

Madam / Sir,

1. In continuation of letter No. SEC-16-36/2001-VII-7719-7874 dated 2nd April, 2016, the working copy of the draft electoral rolls in respect of each Panchayat / Municipality has been made available on line through ERMS Software in two parts. The composition of two parts is as follows:

Part-I:-

- a. It consists of already published electoral rolls which have been finalized during recent elections. 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 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 data in CDs / or pen drives as soft copy.

Part-II:-

- a. This part consists of new electors, who have been registered by the Election Commission of India as on 1.1.2016 as qualifying date. These electors have not yet been segregated ward-wise. All new electors have been marked as “नया”.
- b. This part also includes 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 “स्थानान्तरित” in Part-I).

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

- c. The electors in Part-II have been depicted Municipality / Panchayat / Revenue Village- wise. These rolls are in alphabetical order (वर्णक्रमानुसार). This brings multiple entries of an elector together in order to check dual registration.
2. The Sub-Divisional Officer (Civil) and Assistant Electoral Roll Registration Officer (AERO) i.e. Block Development Officer as the case may be, will print a copy of Part-II of the working copy of the electoral rolls immediately and hand over these copies to the respective Executive Officer / Secretary Nagar Panchayat and Panchayat Secretary (or GPVA or Panchayat Sahayak) as the case may be for verification, segregation and further processing

Exercise to be undertaken in Part-I

3. 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 are correct. He will certify that he has checked the Part-I of the working rolls in respect of every ward and verify that:

- (a) He has checked the working copy of the draft electoral rolls in respect of each ward with previously notified electoral roll.



(b) That electors are appearing in the concerned Block / Panchayat / ULB / Ward. If there are any discrepancies in the Part-I of working copies, he will immediately bring this fact to the notice of SDO (C) User / Block User in writing with a copy to the District User. The District User will inform the State User immediately.

4. If any elector(s) is (are) appearing in wrong (other) ward / Panchayat/ULB / Development Block, they shall be corrected at the working copy stage by shifting i.e. the shifting of electors will be allowed at working stage too.
5. 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.
6. 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. The SDO (Civil) / AERO will issue a notice to the person concerned in Annexure-A to choose one ward of a Panchayat / Municipality. Thereafter, the name of that person shall be deleted by the Sub-Division user / Block User from all other wards except one chosen by the elector. The name shall be deleted after the permission of SDO (Civil) /AERO. An entry to this effect will be made in the ERMS indicating permission number and date.
7. If it comes to the notice that the name of an elector is appearing in more than one Panchayat / Municipality or simultaneously in a Panchayat and Municipality his name shall be deleted from all the Panchayats / Municipalities except one by serving him notice by the SDO (Civil) / AERO on Annexure-A and directing him to choose only one Panchayat or Municipality.
8. 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.



9. 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.
10. If it is found that electors in a Ward or Panchayat are considerably higher or reduced, 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 Wards / Panchayats 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).
11. 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 .**
12. 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.
13. 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.



14. The EO / Secretary Nagar Panchayat /Panchayat Secretaries of every Municipality / Panchayat shall certify in Annexure-B that he has compared Part-I of the working copies with the previously finalized and published Electoral Roll and no discrepancy have been found or the discrepancies, if found, have been corrected.
15. The SDO (Civil) / Assistant Electoral Roll Registration Officer (BDO) will *print only one copy of part-II* of the electoral rolls of each Municipality / Panchayat and hand them over to the respective EO / Secretary Nagar Panchayat /Panchayat Secretaries on the same day. All work pertaining to Part-II shall be completed by 16th April, 2016.

Exercise to be undertaken in Part-II

16. 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 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).
17. 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).



18. The Panchayat Secretary will verify that the electors appearing in Part-II reside in the respective Panchayat ward.
19. The electors who are without EPIC Number, however 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.
20. 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 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.
21. 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.
22. 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.
23. The work pertaining to verification **shall be completed by 22rd April, 2016** .

Integration of Part-I and Part-II

24. After verification exercise, data entry work including the integration of part-I and Part-II will be undertaken simultaneously and should be completed on or before by **w.e.f. 26th April, 2016** 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.
25. 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.**

26. The EO / Secretary (Municipality) /Panchayat Secretary will submit a certificate, annexed as Annexure-D, in writing to the SDO (Civil) / Assistant Electoral Roll Registration Officer (BDO). This Certificate shall be countersigned by the respective Panchayat Inspector / Sub-Inspector in respect of Panchayats.

27. The SDO (Civil) / Assistant Electoral Roll Registration Officer (BDO) will further issue a certificate to the Deputy Commissioner, annexed as **Annexure-E**


28. 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).

29. 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

No. SEC-16-36/2001-VII- 7882-8157 dated the 6th April, 2016
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)-cum- (Deputy Commissioner) H.P.
2. All the Sub-Divisional Officers (Civil) H.P.
3. The Additional Deputy Commissioner Kaza/Resident Commissioner Pangi.
4. The SIO-cum-Sr. Tech Director NIC, HP
5. All the Assistant District Election Officers-cum- District Panchayat Officers, HP
6. 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".


(Dr. Ashwani Kumar Sharma)
Secretary
State Election Commission
Himachal Pradesh

Endst.No.SEC (16)-2/2014-8057-58

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



(Dr. Ashwani Kumar Sharma)
Secretary
State Election Commission
Himachal Pradesh

Annexure-A

(see instruction 6 & 7)

To

..... (Complete Name & Address)

.....

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Subject: Notice.

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

following Ward no. of following Municipal Corporation/Council/Nagar Panchayat (in cases where name is appearing in more than one Municipalities) OR

following ward of following Municipal Corporation/Council/Nagar Panchayat and Gram Sabha (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 three days from the receipt of this notice, one ward of one Municipality or one Gram Panchayat 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:

Place:

Sub Divisional Officer (Civil)

Sub Division

Assistant Electoral Roll Registration Officer

(BDO) Dev. Block

Annexure-B

(See instruction 14)

Certified that I have got done comparison of 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.

Executive Officer/Secretary
Municipalities /Nagar Panchayat/Gram Panchayat

Date:

Annexure-C
(See instruction 20)

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

Notice is hereby given that the following electors of the Municipal Corporation/Council/Nagar Panchayat / 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 three days from the publication of this notice otherwise their names shall not be included in the draft electoral roll is being prepared with 1.1.2016 as qualifying date.

Date: Sub Divisional Officer (Civil)
Place: Sub Division /
Assistant Electoral Roll Registration Officer
(BDO) Dev. Block

Ward number Name of the voter Sr.No in the voter list

Annexure-D

(See instruction 26)

“Certified that the electors appearing in part-II have been physically verified and segregated ward wise. The electors who were without EPIC Number their EPIC number (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 draft electoral roll pertaining to ward Noof Municipality / Panchayat Tehsil District

Dated: The.....

Signature of Executive Officer /
Secretary Nagar Panchayat /Gram
Panchayat with seal

Counter signed

Panchayat Inspector/Sub-Inspector

Annexure-E

(See instruction 27)

“Certified that work of physical verification, insertion of EPIC No. and Photograph has been completed in respect of Municipal Corporation /Council / Nagar Panchayat / Gram Panchayat There are no unmapped (missing) or unused (extra) electors in the working copy of the draft electoral roll pertaining to any ward of Municipal Corporation / Council / Nagar Panchayat / Gram Panchayat of Districtas per certificates obtained from the respective Executive officer / Secretary .

Date:
Place:

Sub Divisional Officer (Civil)
Sub Division /
Assistant Electoral Roll Registration Officer
(BDO) Dev. Block