

**PERSONAL ATTENTION**  
**TIME BOUND**  
**ELECTION MATTER**



**राज्य निर्वाचन आयोग हिमाचल प्रदेश**

**STATE ELECTION COMMISSION HIMACHAL PRADESH**

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No. SEC-16-2/2014-2981-3003 dated the \_\_\_\_\_ th September, 2015  
To

1. All the District Election Officers (Panchayat )-cum-  
(Deputy Commissioners)  
Himachal Pradesh.
2. All the District Election Officers (Municipalities)-cum-  
Deputy Commissioners  
Himachal Pradesh.

Subject: Directions for the preparation for draft electoral rolls of Panchayati  
Raj Institutions for the General Elections- 2015.

Madam / Sir

In continuation to letter No. SEC-16-2/2014-3276-98 dated 10<sup>th</sup> September, 2015, I am directed to issue following instructions in order to prepare draft electoral rolls in respect of all the Panchayats and all Municipalities:-

1. That a new option "preview draft rolls" has been provided in the ERMS software to preview the draft (virtual) electoral roll. Therefore, the users at various levels can have preview of the draft (virtual) electoral rolls in order to ensure that mapping shifting or other changes done at their level are appearing in the draft (virtual) electoral rolls before issuing required certificates.
2. In case the draft (virtual) electoral rolls are correct, the Panchayat / Municipal User will issue the necessary certificates to the Block Users. If any change has been effected at the level of Block or District User they can also have a preview of the changes before allowing to shift the stage.
3. In Case the changes done in the working electoral rolls are not appearing and the Panchayat / Municipal User or the Block User has already issued the required


certificate through ERMS software they can cancel the certificate by clicking on the option "No" provided in the certificate on ERMS software and, if required, they may again carry out the desired changes, and give necessary certificate to shift the stage of electoral rolls.

4. Once the shifting of the stage is allowed and the same is shifted, the Assistant Electoral Roll Registration Officers (BDO) will immediately start printing of five copies of the draft electoral rolls for draft publication.
5. A copy of the draft electoral rolls in respect of every Panchayat / Municipality will be kept in safe custody in PDF format in CDs for record and future reference.
6. The stationery required for printing of draft electoral rolls has already been supplied in sufficient quantities. In case there is shortage of paper etc. you may procure it from local market and send the duly verified bills to the Assistant District Election Officer-cum-District Panchayat Officers for making necessary payments.

Therefore, I am directed to request you to ensure that work with regard to shifting of the stage and printing of the required number of copies of draft electoral rolls is completed by 4<sup>th</sup> October, 2015 positively. Non-compliance will be viewed seriously.

Please acknowledge receipt.

Yours faithfully

  
Secretary  
State Election Commission  
Himachal Pradesh

Endst. No. SEC-16-2/2014-3003-3153 dated the 30<sup>th</sup> September, 2015.  
Copy for information and necessary compliance is forwarded to :

1. The Additional Deputy Commissioner Kaza / Resident Commissioner Pangi Himachal Pradesh.
2. All the Sub-Divisional Officers in Himachal Pradesh.
3. All the Assistant District Election Officers-cum- District Panchayat Officers Himachal Pradesh.
4. All the Assistant Electoral Roll Registration Officers-cum-Block Development Officers Himachal Pradesh.
5. Guard File / File No. SEC- 13-90/2014-

Secretary  
State Election Commission  
Himachal Pradesh