

Personal Attention
Election Matter
Time Bound



राज्य निर्वाचन आयोग हिमाचल प्रदेश
STATE ELECTION COMMISSION HIMACHAL PRADESH

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No. SEC(F)1-28/2021-1993 dated the 04th June, 2022

To

The Deputy Commissioner
Shimla, District Shimla
Himachal Pradesh.

Subject: Updation of Electoral Rolls of Municipal Corporation.

Sir,

As you are aware that the Urban Development Department Government of Himachal Pradesh has amended the Rule 14 of Himachal Pradesh Municipal Election Rules, 2012 as under:-

"Provided that the current electoral rolls of the Assembly Constituency as revised by the Election Commission of India shall be used for the preparation of draft Electoral rolls for the election under these rules."

So far the Commission has been preparing draft electoral rolls for Municipal Corporations through ERMS wherein finally published electoral rolls of State Election Commission Himachal Pradesh are treated as Part-I and incremental data received from ECI is considered as Part-II. The electors received in incremental data from the election department are segregated into wards. Merger of Part-I and Part-II results into preparation of draft electoral rolls. However, due to above amendment ward wise already segregated electors in Part-I shall be invalidated. Therefore, now the Commission has to generate fresh draft electoral rolls from the current electoral rolls of Assembly constituency as revised by the ECI. Accordingly the Commission hereby issues following instructions for preparation of draft electoral rolls of remaining 36 wards (except for those wards wherein process for

hearing of objections shall be undertaken in pursuance to the orders of the Hon'ble High Court) for your guidance:-

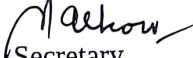
1. The data in the ERMS Software shall be available only in Working Roll Part –II.
2. Before undertaking any exercise on the ERMS it may be ensured that the concerned Sub-Divisional Officers(C)-cum-Electoral Registration Officer (Municipal Corporation) are apprised of the importance of this work as maximum accuracy will be achieved with their personal active involvement as they are also the Electoral Registration Officers for the Assembly Constituencies.
3. The District User will map ECI Polling Station to the relevant Ward of the Corporation. The ERO or any other officer authorized by ERO shall ensure that no Polling Station remains unmapped. **If any Polling Station remains unmapped the ERMS Software will not allow users to proceed further.** For the accurate mapping of Polling Station to a Ward of the Corporation, the District User will also take help of the field functionaries like Election Kanungo/Patwaris/State Govt. Officials working as Booth Level Officer etc.
4. In case any ECI Polling Station (part) is broken into two Wards, in such cases the District User will map that Polling Station (part) to both the Wards. Now the end user will be in a position to see these electors at both places in order to map the electors in the relevant Polling Stations of the Municipal Corporation. However, an elector can finally figure only in one Polling Station of the relevant ward.
5. District User will create one Municipal User. However, number of users can be increased if required. You may continue with earlier Municipal Users, if found functional.
6. In ERMS software, a Ward of a Corporation is equivalent to Development Block. Therefore role of the Municipal User will be done by the District user, as the work of the Municipal User will be carried out at District level.
7. The Sub-Divisional Officer(C)-cum-Electoral Registration Officers will ensure that no Section (Revenue Village) of polling station remains unmapped to Polling Station. **If any Section (Revenue Village) remains unmapped the ERMS Software will not**

allow the Municipal user to proceed further. While mapping Section (Revenue Village) to the polling Station the Municipal User can take help of concerned Patwari and any other officials deemed fit, so that mapping is done with absolute accuracy.

8. In case any Section (Revenue Village) is broken into two polling stations, in such cases the Municipal User will map that Section (Revenue Village) to both polling stations of the Ward, so that these electors appear at both the Polling Stations and they are mapped to the relevant polling station by the end user. However, an elector can finally figure only in one Polling Station of the relevant ward.
9. The Municipal user will create **only one** end user for mapping. The end user can not delete or modify an elector. The duty of end user will be to map the electors to relevant Polling Station of the Ward.
10. The SDO (Civil) or any other officer authorized by him will ***download Part-II*** of the electoral rolls of each Ward and hand them over to the respective Booth Level Officer on the same day in hard copies.
11. The list of voters appearing in part-II will have two blank columns to enter ward Number and name of polling station.
12. The SDO (Civil) or any other officer authorized by him will get the verification of electors appearing in Part-II done through Booth Level Officers (BLOs). The BLOs will insert the ward number and name of polling station of electors in the relevant columns so that the electors could be mapped in wards through ERMS. The objective of this exercise will be to generate polling station wise draft electoral rolls.
13. 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 polling station will be downloaded and kept for future reference.** Thereafter stage of the electoral roll shall be shifted to draft.

14. The Commission shall notify a separate program for publication of draft electoral roll and subsequent exercise thereon.
15. There is possibility of some errors in draft electoral rolls as mentioned under Rule 22(4) of the Rules *ibid*. It may be ensured that the draft rolls are got checked by concerned EROs and remedial action is undertaken within seven days from the publication of draft electoral rolls as required under said Rule.
16. There is possibility of multiple appearances of the name of an elector against same single EPIC No. in a Particular Polling Station or different Polling Stations of ward. In such cases only one entry will be kept whereas all other shall be deleted.
17. If an elector is appearing in more than one ward, wrong wards or Polling Station, in such cases a list will be prepared and the action will be taken as per the provisions prescribed under Rule 22(4) by the Electoral Registration Officer. Thereafter, the name of that person shall be deleted by the Revising Authority accordingly. **The name shall be deleted only after the permission of EROs in such cases.** An entry to this effect will be made in the ERMS indicating reference number allowing such deletion.
18. The required stationary for printing, CDs etc. will be procured from local market after completing codal formalities. The bills of the same may be sent to District Panchayat through Deputy Commissioner.
19. The data entry in the ERMS software will be done only in Hindi in *devnagri script* as provided under Rule 14(2) of the Rules *ibid*.
20. No User shall be debarred from the user list, as the entries done by the debarred user may become invisible.

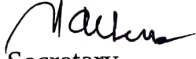
You are requested to ensure completion of the updation work within the specified time. Besides, all protocol fixed in view of Covid-19 Pandemic may be adhered to strictly while undertaking the said work.


Secretary
State Election Commission
Himachal Pradesh.

No. SEC(F)1-28/2021-1994-98 dated the 04th June 2022

Copy to:-

- i. The Principal Secretary (UD) to the Govt. of Himachal Pradesh.
- ii. The SIO-cum-Sr. Technical Director NIC. Himachal Pradesh.
- iii. The Commissioner, Municipal Corporation, Shimla, Himachal Pradesh.
- iv. The Electoral Registration Officers-cum-Sub-Divisional Officers (C) Shimla Urban and Rural Himachal Pradesh.


Secretary
State Election Commission
Himachal Pradesh