



**राज्य निर्वाचन आयोग हिमाचल प्रदेश**  
**STATE ELECTION COMMISSION HIMACHAL PRADESH**

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dated the 24th February, 2023

To

The Electoral Registration Officers-cum-  
Sub-Divisional Officers (C) (U) & (R)  
Shimla, District Shimla (H.P)

Subject : Preparation of Electoral Rolls.

Sir,

I am directed to invite your attention towards Rule 19 of the Himachal Pradesh Municipal Corporation Election Rules, 2012 which provides for appointment of Revising Authorities by the Electoral Registration Officer. Besides, in Rules 20 to 22 of the rules ibid, a detailed procedure has been prescribed for lodging/hearing/disposal of claims and objections.

Electoral rolls are the basic document to conduct the elections in free, fair and transparent manner. Therefore, the State Election Commission Himachal Pradesh in exercise of the powers vested in it under Article 243ZA Constitution of India. Section 9 of Himachal Pradesh Municipal Corporation Act, 1994 read with Rule 14 of Himachal Pradesh Municipal Corporation Election Rules, 2012 hereby issues following directions/instruction for your guidance in order to prepare error free electoral rolls:-

1. Notice of publication of draft electoral rolls will be published in every ward of the Municipal Corporation.
2. Copy of the draft electoral rolls shall be made available in the office of ERO, Tehsildar, Municipal Corporation, every ward or at a conspicuous place and on the website of the district administration Shimla. The draft electoral rolls will also be available at the website of the State Election Commission.
3. If any errors are detected in the draft electoral rolls after publication, the Electoral Registration will ensure that remedial action is taken within seven days as envisaged under Rule 22(4) of the Rules ibid.

4. That application Forms shall not be received in bulk from an individual. However, an individual can submit application Forms in respect of his family.
5. That, the right to get enrolled in the electoral rolls is a right vested in an individual. Therefore application for inclusion/exclusion of names should not be accepted from Political Parties/Organizations/NGOs/Associations etc.
6. The Political Parties/Organizations/NGOs/Associations etc. may be requested to bring discrepancies, if any to the notice of Revising Authority/ Electoral Registration Officer concerned. They may also be requested to encourage the individual (s) to get themselves enrolled in the electoral rolls by submitting individual applications in accordance with rules.
7. That application of claims/objections/modification received by the Revising authority shall be properly scrutinized at the time of submission of applications. In order to facilitate the applicants, you may set-up facilitation centers to scrutinize the Forms before submission.
8. The Revising Authority shall ensure that all columns of the Forms are duly filled and no column has been left blank or generally marked as "NA".
9. If any Form is found incomplete in any respect the Claimant/Objector may be asked to complete the Form in order to minimize chance of rejection of claims etc. on technical grounds at the time of hearing. This will also ensure prompt disposal of application and avoid unnecessary correspondence.
10. That, in Form-4 if any claimant declares that his name has been included in the electoral rolls for a ward of a Gram Panchayat/ Municipality and requests for exclusion of his name from that electoral roll, in such case it shall be ensured that the claimant has filled correct Sr. No. of Polling Station and Ward of the respective Gram Panchayat/Municipality in the Form so that the entry of the name of claimant can be excluded from the relevant electoral rolls of Panchayat/ Municipality.
11. That if any elector declares that his name is already registered as an elector in such part of the electoral rolls of a Legislative Assembly which is not a part of Municipal Corporation in such cases the applicant shall not be disqualified for registration if he has already applied for deletion of his/her name from the electoral rolls of such Assembly Constituency and acknowledgement/receipt is enclosed with Form-4.
12. That particular of a supporter i.e. Sr. No. in electoral rolls Polling Station and ward No. etc. may be verified at the time of submission of Forms.
13. Every Forms of Claims/Objections/Modifications shall be entered in the relevant register immediately as per the provisions enshrined under the rules *ibid*.
14. List of claims/objections/modifications shall be prepared and exhibited on the notice board of the office in accordance with Rules.

15. Notices of Claims/Objections/Modifications shall be served upon the individual. It will be convenient if notices of hearing mentioning date time and place is served to an applicant at the time of submission of application Form under proper receipt. This will reduce burden of Revising Authority considerably.
16. In case of rejection of any claim, reasons shall be mentioned in the order. Application should not be rejected merely by recording "rejected" on an application Form. Copy of the rejection order shall be provided in accordance with Rule 22(2) of the Rules *ibid*.
17. Only a voter of the Municipal Corporation can file objection to an entry. A person who is not a voter of the Municipal Corporation is not entitled to file objection.
18. Notice of the final publication of the electoral rolls shall also be published in every ward of the Municipal Corporation and copy of the finally published electoral rolls shall be made available at each ward.

Yours faithfully.



Secretary  
State Election Commission  
Himachal Pradesh.