

**ELECTION MATTER**  
**PERSONAL ATTENTION**



## राज्य निर्वाचन आयोग हिमाचल प्रदेश

### STATE ELECTION COMMISSION HIMACHAL PRADESH

मजीठा हाउस, शिमला-171002, Majitha House Shimla-171002 Tel. 0177-2620152, 2620159, 2620154, Fax. 2620152  
Email: secysec-hp@nic.in secysechp@gmail.com

No. SEC (16) -2/2014

Dated the th April, 2015

#### **Notification**

Whereas the general elections to the Municipal Councils and Nagar Panchayats are due in this year and therefore, the State Election Commission has decided to update the electoral roll of all Municipalities in Himachal Pradesh by using the data base of the Election Commission of India updated as on 1.1.2015;

Consequently the State Election Commission hereby notifies 1.1.2015 as qualifying date to determine the eligibility of a person to be registered in the electoral roll of a Municipality under Rule 5 (e) of the HP Municipal (Election) Rules, 1994.

Further, the Commission in exercise of the powers vested in it under Article 243-ZA of the Constitution of India, Section 281 of the HP Municipal Act, 1994 read with Rule 3 of the HP Municipal Election Rules, 1994, hereby directs the revision of electoral roll and issues the following directions in this behalf:

1. The State Election Commission has created District User (UD) for each District. The District User will create Municipal Users in respect of each Municipality for the use of ERMS Software immediately on the receipt of these instructions. District User will keep a proper account of Municipal Users and monitor their functioning on day to day basis.
  
2. The working copy of the draft electoral roll for each Municipality has been made available on line through Electoral Roll Management System Software (ERMS) by the NIC online in two parts. The composition of two parts will be as follows:-

### **Part-I:-**

- a. It will consist of previously finally published electoral rolls. The electors in this list are already segregated in municipal wards. So part-I will be ward-wise in respect of each Municipality. The names in this part will appear House No. wise. A copy of this part will be printed immediately. However one copy of this part will be saved in the computer hardware and one copy of the same will be retained as soft copy (in C Ds) for record.
  
- b. The electors who have been deleted, modified or shifted will appear in Part-I as such with words “हटाए गए”, “संशोधित” or “स्थानान्तरित”.

### **Part-II:-**

- a. This part will consist of those new electors, who are registered by the Election Commission of India during 2014 and 2015 with 1.1.2014 and 1.1.2015 respectively as qualifying date. These electors are yet not been segregated ward-wise in the Municipal area. All new electors will be marked as “नया”.
  
- b. This part will also include 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 will also be shown with each other.

- c. The electors in Part-II will be depicted Municipality / Revenue Village wise. These rolls will be in alphabetical order ( वर्णाक्रमानुसार ) of Elector's Name, Relative Name. This will bring multiple entries of an elector together in order to check the dual registration.

3. The Sub-Divisional Officer (SDO) (Civil) will print a copy of Part-I and Part-II of the working copy of the electoral roll immediately and hand over these copies to the respective Executive Officer / Secretary as the case may be.

**Exercise to be undertaken in Part-I**

4. The Executive Officer/Secretary of the Municipality concerned will be responsible to get the checking of the Part-I of working copies of electoral roll done for every ward and have comparison of these working copies with the previously finally published electoral roll and ensure that number of electors in each ward are correct. He may depute a team of responsible officials to do this work. He will certify that he has got the Part-I of the working electoral roll checked in respect of every ward and verify that:
  - (a) He has compared the working copy of the draft electoral roll in respect of each ward with previously finally notified electoral roll.
  - (b) that no elector is appearing in incorrect ULB or Ward or adjoining Panchayats. If there are any discrepancies in the Part-I of working copies, he will immediately bring this fact to the notice of District User (UD) in writing. The District User will inform the State User immediately.
5. If any elector(s) is (are) appearing in incorrect ward / ULB or adjoining Panchayat they shall be corrected at the working copy stage by shifting meaning thereby that the shifting of electors will be allowed at working stage also.
6. There is possibility of multiple appearances of a name of an elector against single EPIC No. in a particular ward. In such cases only one entry will be kept whereas all other multiple entries from the ward shall be deleted.
7. If an elector is appearing in more than one ward of a particular Municipality, in such cases a list of such cases will be prepared and sent to the Deputy Commissioner. The Deputy Commissioner will issue a notice to the person

concerned in Annexure-A to choose one ward. Thereafter the name of that person shall be deleted by the Municipal user from all other wards except one chosen by the elector. The name shall be deleted after the permission of Deputy Commissioner. An entry to this effect will be made in the ERMS indicating permission number and date.

8. If it comes to the notice that the name of an elector is appearing in more than one Municipality / Panchayat simultaneously, his name shall be deleted from all the Municipalities / Panchayats except one by serving him notice by the Deputy Commissioner on Annexure-A and directing him to choose either one Municipality or Panchayat only.
9. If dead electors are appearing in the Part-I, a list of such any electors shall be prepared and the name of such electors shall be deleted with the permission of Deputy Commissioner and an entry to this effect will be made in the ERMS.
10. The deletion of electors at working stage will be allowed only in the case of dead electors and multiple entries with the permission of Deputy Commissioner. No other elector is allowed to be deleted at working stage.
11. If it is found that electors in a Ward or Municipality are considerably high or less the Executive Officer / Secretary will enquire from adjoining Panchayats or Municipalities as the case may be. If these electors are detected in some other Ward / Municipality or adjoining Panchayats the Executive Officer / Secretary will bring this fact into the notice of Deputy Commissioner and such elector will be shifted with the permission of Deputy Commissioner to the concerned Municipality or Panchayat. In such cases the Deputy Commissioner will make a continuous liaison with the District User (PRI) also.
12. If correct Municipality or Panchayat of extra electors is not identified, the Municipal User will forward these electors to District User (ULB) certifying that

these electors do not belong to that Municipality. In no circumstances any of such electors shall be deleted repeat no such elector shall be deleted .

13. The District User (ULB) will enquire from all other Municipal users and District User (PRI) about such electors. If any of the District User or Municipal User accepts these electors they will be shifted to that Block by the District User; otherwise the District User will shift these electors to State User certifying that these electors do not belong to that District. Shifting of the electors frojm 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 Deputy Commissioner/District election Officer (Panchayat)as the case may be.
14. The State User will enquire from all District Users about such electors and if any District User accepts these electors they will be shifted to the concerned Districts otherwise such electors will be kept as floating data in a folder.
15. The Executive Officer / Secretary of every Municipality shall certify that they have compared all the working copies and no discrepancy have been found or the discrepancies, if found, have been corrected. removed / intimated to the District User Only then the District User will allow the printing of part-II of working copies of the electoral rolls of Municipalities.
16. The Municipal User will ***print only one copy of part-II*** of the electoral rolls of each Municipality and hand them over to the respective Executive Officer / Secretary on the same day. All work pertaining to Part-I shall be completed by 30<sup>th</sup> April, 2015.

#### **Exercise to be undertaken in Part-II**

17. The Executive Officer / Secretary will get the physical verification of new electors appearing in Part-II done through a team of responsible officials by house to house field visit. The team 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 Number 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).

18. 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).

19. The deputed team will verify that the electors appearing in Part-II reside in the respective Municipality ward .

20. The electors who are without EPIC Number but 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.

21. If any new (नया), modified (संशोधित) or shifted (स्थानान्तरित) electors appearing in Part-II are not verified, the Executive Officer / Secretary will prepare a list of such electors on *Annexure-C* and supply this list to the Sub-Divisional Officer (Civil), who will cause this list to be published at the notice board of Sub-Division/Tehsil/ Headquarters and Municipal Headquarters for the information of general public.

22. 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.
23. 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 / District Headquarters in order to insert the same in the electoral roll.
24. The work pertaining to verification shall be completed by **15<sup>th</sup> May, 2015**.

#### **Integration of Part-I and Part-II**

25. After verification exercise, data entry work including the integration of part-I and Part-II will be taken w.e.f. **18<sup>th</sup> May, 2015** at Sub Division / Municipal Headquarter 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 Sub Division / Municipal Headquarter it can be done at District Headquarters at the discretion of Deputy Commissioner concerned.
26. No addition, deletion or correction (except for deletion in case of death, multiple entries and modification in case of EPIC Number and 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.**
27. The Executive Officer/Secretary of the Municipality will issue a certificate to the Deputy Commissioner, annexed as Annexure-D
28. The Sub Divisional Officer (Civil) will further issue a certificate to the Deputy Commissioner annexed as Annexure E.

29. The dates for shifting of stage of working copy of the electoral roll to Draft Electoral Roll shall be intimated by the Commission. The Deputy Commissioner shall allow to shift the stage of a Panchayat only if certificate mentioned above has been obtained from the Sub Divisional Officer(Civil).

30. The required stationary for printing CDs etc. will be procured by the Deputy Commissioners from local market after completing codal formalities, and the bills of the same may be sent to District Election Officer (Panchayat)

By order

## State Election Commissioner Himachal Pradesh

**Endst. No. SEC (16)-2/2014**      **Dated, Shimla-2, the**      **th April, 2015**

Copy to the following with the request to ensure strict compliance of the aforesaid instructions issued by the State Election Commission:-

1. All The Deputy Commissioner (Except Kinnaur and L&S), Himachal Pradesh
2. The SIO-cum-Technical Director NIC, Himachal Pradesh, Shimla-2.
3. All the Sub-Divisional Officers (Civil) H.P. 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”.
4. All the Executive Officer/Secretaries Municipalities in HP

(Anupam Kashyap)

## Secretary

## State Election Commission Himachal Pradesh

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) to the Govt. of HP.
4. The Director Urban Development for information and necessary action
5. The Controller Printing & Stationery for E-Gazette.

(Anupam Kashyap)

Secretary

## State Election Commission Himachal Pradesh.

**Annexure-A**  
**(see instruction 7&8)**

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 ..... (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 Panchayat (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 seven 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:

Sub Divisional Officer (Civil)

Place:

Sub Division ..... /

**Annexure-B**  
**(See instruction 15)**

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  
Municipal Corporation/Council/Nagar Panchayat

Date:

**Annexure-C**  
**(See instruction 21)**

**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 ..... are not verified. Therefore these persons or any other person having knowledge of these electors may submit identification proof to the under signed within seven days from the publication of this notice otherwise their names shall not be included in the draft electoral roll is being prepared with 1.1.2015 as qualifying date.

Date: Sub-Divisional Officer (Civil),  
Place: Sub Division .....

<u>Ward number</u>	<u>Name of the voter</u>	<u>Sr.No in the voter list</u>
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**Annexure-D**  
**(See instruction 27)**

“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 No ..... of Municipality ..... Tehsil ..... District ..... .

Dated: The.....

Signature of Executive Officer /  
Secretary with seal

Municipality .....

**Annexure-E**  
**(See instruction 28)**

“Certified that work of physical verification, insertion of EPIC No. and Photograph has been completed in respect of Municipal Corporation /Council / Nagar 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 ..... of District ..... as per certificates obtained from the respective Executive officer / Secretary .

Dated: The..... Sub Divisional Officer(Civil)  
Sub Division .....