



राज्य निर्वाचन आयोग हिमाचल प्रदेश

STATE ELECTION COMMISSION HIMACHAL PRADESH

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No. SEC(F)1-39/2022- 215

dated the 16th February, 2023

To

The Deputy Commissioner
Shimla, District Shimla
Himachal Pradesh.

Subject: Updation of Electoral Rolls of Municipal Corporation.

Sir,

As you are aware that the State Government of Himachal Pradesh vide Ordinance No. 1 of 2023 dated 24.01.2023 has amended Section 6(1)(a) of the Himachal Pradesh Municipal Corporation Act, 1994 and reduced the maximum number of wards of Municipal Corporation(s) in Himachal Pradesh from 41 to 34. Due to this amendment electoral rolls of Municipal Corporation Shimla have to be prepared afresh.

It was experienced during the last updation of electoral rolls undertaken in June, 2022 that certain errors were committed, especially in peripheral areas, where the ECI polling stations are fixed for Urban as well as Rural voters. Therefore, while mapping/shifting of electors, utmost care be taken to ensure that only urban electors are mapped/shifted in relevant polling stations, none other. It is requested to ensure completion of the updation work as per schedule given below :-

Sr. No.	Name of Activity	Date
1.	Mapping of Polling Stations and Sections	By 22.02.2023
2.	Verification of Electors	By 28.02.2023
3.	Mapping / Shifting of electors through ERMS Software	By 02.03.2023
4.	Shifting of Stage, Generation and printing of draft electoral rolls	By 04.03.2023

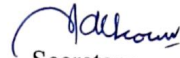
Therefore, the State Election Commission issues the following instructions for preparation of draft electoral rolls for you guidance:-

1. The data in the ERMS Software shall be available only in Working Roll.

2. Before undertaking any exercise on the ERMS, it may be ensured that the Sub-Divisional Officer(C)-cum-Electoral Registration Officer (Municipal Corporation) are apprised of the importance of this work, as maximum accuracy will be achieved with the personal active involvement of concerned Sub-Divisional Officer (C) as they are also the Electoral Registration Officer 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 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 a 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. Accuracy in mapping is of utmost importance.
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 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 or 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 station 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 working roll* 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 working roll 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 ensure 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 *Officer* 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.



Secretary
State Election Commission
Himachal Pradesh.

No. SEC(F)1-39/2022 216-19 dated the 16th February 2023
Copy to:-

- i. The SIO-cum-Deputy Director General NIC. Himachal Pradesh.
- ii. The Commissioner, Municipal Corporation, Shimla, Himachal Pradesh.
- iii. The Electoral Registration Officers-cum-Sub-Divisional Officers (C) Shimla Urban and Rural Himachal Pradesh

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Secretary
State Election Commission
Himachal Pradesh