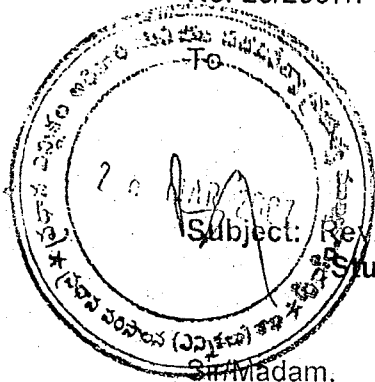


# Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi- 110001

No. 23/2007/PLN-II

Dated 21<sup>st</sup> March, 2007.



The Chief Electoral Officers of  
all States and UTs.

**Subject: Revision of electoral roll – Ordinary residence – clarification regarding  
students living in hostels.**

The Commission has been receiving representations from Students' organizations and others regarding difficulties faced by students in registering their names in the electoral rolls. Some of the CEOs have also raised this issue before the Commission seeking further clarification so that there is no scope for varied interpretation of the existing instructions by the Electoral Registration Officers in different States and they can take a uniform view in the matter of registration of students living in hostels or messes. The existing instructions issued way back in the year 1983 are incorporated in Chapter –III, para 5.4 of the Handbook for Electoral Registration Officer, 1993 Edition.

2. The Commission, after due consideration, has since decided to issue fresh clarifications in the matter so as to ensure that the names of eligible students pursuing studies in different parts of the country, away from their home, can be included in the electoral roll without any confusion/difficulty. The following clarifications are hereby issued for future guidance and compliance: -

- (1) The students residing at the place of study, in hostel or mess managed by the educational institutions or elsewhere, will have the option to get themselves registered as electors either at their native places with their parents/guardians or at the address of the hostel/mess managed by the educational institution or elsewhere where they are residents for the time

being for pursuing their studies. The courses pursued by the said students should be recognised by Central/State Govt. or Boards/Universities/Deemed Universities defined under relevant Acts and such courses should be of not less than one year's duration.

- (2) Those opting for registration at their native place with their parents/guardian shall be treated as ordinarily resident therein and their absence from their home during the period of their study shall be treated as temporary absence under sub-section (1A) of section 20 of the R.P. Act, 1950.
- (3) Students opting to be enrolled in the electoral roll at their house address in their native place will have to apply for inclusion of their name in the electoral roll by applying in Form 6 appended to R.E. Rules, 1960, addressed to the ERO of the constituency in which the house in his native place falls. In such cases, as proof of temporary absence from their home in order to pursue an educational course, a self-declaration with bonafide certificate from the Head Master/Principal/Director/Registrar/Dean of the educational institution concerned must be attached with the application Form-6.
- (4) Similarly, those students who might be already enrolled as an elector in the electoral roll of the constituency in which the house in his native place falls and want to continue to retain their registration at that place, they should also give a self-declaration to that effect to the ERO of the constituency. As a proof of temporary absence from their home address, in the self-declaration a bonafide certificate from the Head Master/Principal/Director/Registrar/Dean of the educational institution should be included.
- (5) Such students who are either not already registered or do not want to retain their registration at their native place with their parents/guardians but want to enroll themselves as an elector at the place of their present stay in the hostel/mess managed by the educational institution or elsewhere will have to

apply for registration to the ERO of the constituency within which the place of their present stay falls. For that purpose, they will have to apply in Form 6 addressed to the ERO of the concerned constituency alongwith a bonafide certificate from the Head Master/Principal/Director/Registrar/Dean of the educational institution. Those who are already registered in the electoral roll at their native place should indicate the full address of such native place and other details of their enrolment in that constituency, in the relevant column of Form 6. Those who are already in possession of an Electoral Photo Identity Card (EPIC) should also attach a photocopy of the same.

(6) All students mentioned above in sub-paras (2) to (5) should attach a recent passport size coloured photograph with the self-declaration so that the same could be scanned for printing photo electoral roll and issue of an EPIC, if not already issued.

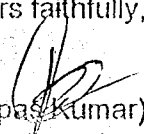
(7) The onus of presentation of the application in Form-6 and/or the Self-Declaration to the ERO concerned shall squarely lie on the student.

3. Whenever a *de novo* intensive revision is ordered to prepare electoral rolls afresh, the enumerators shall not enumerate the name of any student staying away from their parents/guardian on the basis of declaration by other members of the household. The other members of the household should be told about the revised procedure that in order to get the benefit of temporary absence and seek registration at the native place, the student should apply in Form-6 together with the self-declaration, mentioned above, after draft publication of electoral roll. The onus to inform the student member of the family about the requirements as well as the onus to submit duly filled Form-6 to the ERO will lie on the student or head of the family. A specimen of the "Declaration" should be supplied by the enumerator to the household. Similarly, the students living in hostel/mess or elsewhere away from their native places shall also not be enumerated by the official enumerators.

They will also have to apply individually in Form 6 by following the procedure prescribed in sub-para (5) of para 2 above.

4. A specimen of the format in which the self-declaration as mentioned above/ bonafide certificate from the Principal/Director/Registrar/Dean of the educational institution to be furnished by the applicant student is enclosed herewith. The relevant Form 6 can be downloaded by the applicant student from the website of the Election Commission of India ([www.eci.gov.in](http://www.eci.gov.in)) or that of the concerned State Chief Electoral Officer which are hyperlinked to the Commission's website.

5. The above instructions and guidelines may be brought to the notice of all the District Election Officers and Electoral Registration Officers. The DEOs may be directed to bring the instructions to the notice of all recognised educational institutions located within the district. In addition, the CEO may bring these instructions to the notice of all concerned Departments and Vice Chancellors as per enclosed format.

Yours faithfully,  
  
(Tapas Kumar)  
Secretary

**Standard distribution**

**DECLARATION BY STUDENTS LIVING IN  
HOSTELS/MESSES/ELSEWHERE  
(TO BE ATTACHED WITH FORM 6)**

SPACE FOR PASTING  
ONE RECENT  
PASSPORT SIZE  
PHOTOGRAPH (3.5x  
3.5 CM) SHOWING  
FRONTAL VIEW OF  
FULL FACE WITHIN  
THIS BOX

1. I, .....(NAME IN BLOCK LETTERS),  
son/daughter of \_\_\_\_\_ resident of \_\_\_\_\_  
\_\_\_\_\_ (complete postal address:  
of native place), hereby declare that :----

(a) I am a bonafide student of \_\_\_\_\_ (nam  
of the institution) and pursuing \_\_\_\_\_ (details of the course  
from \_\_\_\_\_ (month) \_\_\_\_\_ (year) to \_\_\_\_\_ (month) \_\_\_\_\_ (year);

\* (b) I am presently residing at –

(i) \_\_\_\_\_ (if residing in  
hostel/mess, mention Room No./Block No./ Block Name, etc. of the hostel/mess).

OR

\* (ii) \_\_\_\_\_ (if residing  
elsewhere outside the hostel/mess, mention complete postal address of the place of stay  
outside the hostel/mess).

(c) \* I want to be registered in the electoral roll/retain my registration in the electoral roll of my native  
place at my above-mentioned residential address with my parents/guardian.

OR

\* I want to be registered in the electoral roll of the constituency where I am presently residing .

II. I am aware that registration in the electoral roll of more than one constituency or more than once in a  
constituency is not permitted under the election law and am also aware of the penal provisions of Sec  
31 of the R.P.Act, 1950, which reads as follows: -

*"If any person makes in connection with (a) the preparation, revision or correction of an electoral roll, or  
(b) the inclusion or exclusion of any entry in or from an electoral roll, a statement or declaration in writing  
which is false and which he either knows or believes to be false or does not believe to be true, he shall be  
punishable with imprisonment for a term which may extend to one year, or with fine, or with both.*

Place :

(signature of the student)

Date :

It is certified that the information given in the declaration at (a) above and the photograph  
have been verified from the records of the institution and are found to be correct.

Place/Date:

Signature and seal of the Head  
Master/Principal/Registrar/Director/Dea

\* **Strike out the inapplicable alternatives.**

Note- The onus of delivery of the declaration to the ERO concerned will lie on the applicant.

To

The Vice Chancellor,  
University of .....

**Subject-Registration of student voters at the place of stay in  
Hostel/private accommodation-reg.**

Sir,

I am directed to invite your kind attention to the subject cited and to state that the Commission has been receiving representations from students' organizations and others regarding problems faced by students in getting their names registered in the electoral rolls at the place of their choice, ie., at the native place or at the place of stay in hostel, etc., while pursuing their studies for an educational course. The Commission has, with a view to streamlining the procedure, directed that students living in hostels or living in private accommodation away from their parents/guardian's house may have the choice of getting them registered in the electoral rolls of their native places or at the place of their present stay in hostel, etc. For this purpose, they will have to file a declaration in the matter in the Form prescribed by the Commission, alongwith their application form (Form 6) for registration in the electoral roll to the Electoral Registration Officer of the constituency concerned. A copy of the Declaration Form prescribed by the Commission is enclosed. A copy of that revised procedure for enrollment of students in electoral rolls is also enclosed.

In order to ensure that only the genuine students are enrolled as electors under the revised procedure, the student concerned is required to get his declaration in Para I(a) of the Declaration Form and his photograph (to be pasted by him on the Declaration Form) verified by the Principal/Director/Registrar/Dean of that educational institution concerned. You are, therefore requested, to kindly instruct the said authority that educational institution affiliated to that University to verify the relevant declaration of the student and his photograph in the Declaration Form as and when a student of their institution approaches them for that purpose. A copy of instructions issued by you in this behalf may kindly be endorsed to this Office.

Yours faithfully,

( CEO )