

**Hand Book
For
Electoral Registration Officers**

Election commission of India
1993

PREFACE

An accurate and error-free electoral roll is the sine-qua-non for a free and fair election. Generally the importance of electoral roll and the role of the Electoral Registration Officer are not well appreciated by the electoral administrators, political parties and public at large. More stress is laid on the conduct of elections. But it has been observed that the electoral rolls are defective in many respects and therefore, adequate stress has to be laid on the preparation and revision of the electoral rolls. The role of the Electoral Registration Officer assumes added importance in this context.

2. It is essential that the Electoral Registration Officers should be thorough with the law and procedure regarding their duties in relation to the preparation and revision of the electoral rolls. Further, in the matter of disposal of claims and objections they are performing quasi-judicial functions. Any erroneous application of law will vitiate the accuracy of the rolls and will indirectly affect the purity of elections.

3. Even though Commission has brought out Handbooks for Returning Officers, Presiding Officers, Candidates, Polling Agents and Counting Agents, so far no attempt has been made to prepare a Handbook for Electoral Registration Officers. It is proposed to remove this anomaly by the publication of this book.

4. An attempt has been made to explain in detail the powers, the duties and functions of the Electoral Registration Officers during various stages of the preparation and revision of electoral rolls. While every endeavour has been made to cover all important points, no claim is made that this will be a substitute for the relevant provisions of the Representation of the People Act, 1950 and the rules made there under as also the directions issued by the Commission from time to time in so far as these relate to the preparation and revision of the electoral rolls. The Electoral Registration Officers are advised to familiarise themselves with the provisions of the Act, Rules, Orders and Directions.

5. An attempt has also been made to include the various instructions and directions issued by the Commission from time to time at the appropriate places. It is hoped that this will serve as a useful reference book for the Electoral Registration Officers in the discharge of their duties.

NEW DELHI-1
Dated: 23.07.1993.

CHIEF ELECTION COMMISSIONER
OF INDIA

HAND BOOK FOR ELECTORAL REGISTRATION OFFICERS

CONTENTS

PREFACE

CHAPTERS

	PAGE(S)
I. Introduction : Constitutional and legal provisions	4 - 7
II. The Administrative machinery for preparation of electoral rolls	8 - 9
III. Electoral Rolls for Assembly Constituencies	10- 20
IV. Preparation and publication of draft electoral rolls.....	21 - 27
V. Claims and Objections	28 - 38
VI. Preparation of the final lists of amendments and final publication of electoral rolls	39 - 41
VII. Electoral Rolls for persons having service Qualifications	42 - 50
VIII. Special revision and inclusion, deletion and correction of entries in between revisions	51 - 56
IX. Preparation and publication of electoral Rolls for council Constituencies.....	57 - 67
X. Miscellaneous	68 - 70

HANDBOOK FOR ELECTORAL REGISTRATION OFFICERS

CHAPTER-I

INTRODUCTION

Constitutional and Legal Provisions

1. Under Article 324(1) of the Constitution of India, the superintendence, direction and control of the preparation of the electoral rolls for all elections to Parliament and to the Legislature of every State is vested in the Election Commission.
2. There is only one general electoral roll for every territorial constituency for election to the House of the People and the State Legislatures and no separate rolls for different religious or ethnic or other groups. No person is ineligible for inclusion in any such roll or can claim to be included in any special electoral roll for any such constituency on grounds only of religion, race, caste, sex or any of them.
3. Every person who is a citizen of India and who is not less than 18 years of age on such date as may be fixed in that behalf by or under any law made by the appropriate legislature and is not disqualified under the constitution or any law made by the appropriate legislature on the ground of non-residence, unsoundness of mind, crime or corrupt or illegal practice, shall be entitled to be registered as a voter at any such election (Article 326 of the Constitution).
4. Parliament has been authorised by Article 327 of the Constitution to make provisions by law with respect to all matters relating to, or in connection with, elections to either House of Parliament or to the House or either House of the Legislature of a State including the preparation of electoral rolls. In exercise of such power, the Parliament has enacted the Representation of the People Act, 1950. Section 28 of the representation of the people Act, 1950 has conferred the power to make rules on the central government after consulting the Election Commission for carrying out the purposes of representation of the people Act, 1950. In exercise of this power the Central Government has promulgated the Registration of Electors Rules, 1960.
5. The Election Commission has issued various directions under the Representation of the People Act, 1950 and the Registration of Electors Rules, 1960 from time to time. In addition, the Commission has also issued different instructions and clarifications. All the above constitute the framework of law under which the preparation and revision of electoral roll is carried out.
6. The accuracy of the electoral rolls mainly depends on you and the machinery under your charge. Even a slight mistake, lapse or wrong application of the law or rules may affect the accuracy of the electoral rolls. You have a vital role to play in the entire process of the revision of rolls and maintenance of the rolls up-to-date. It is, therefore,

necessary that you should acquaint yourself fully with the latest position of the rules and procedures connected with the preparation and revision of rolls and also familiarise yourself thoroughly with the steps taken at various stages. This handbook is designed to serve that purpose. The broad outlines of your duties are given in the following pages.

7. Please note that this handbook is not exhaustive and cannot be treated as a substitute reference for various provisions of election law governing the preparation and revision of electoral rolls. For this purpose you must refer to the Representation of the People Act, 1950, the Registration of electors rules, 1960 and the various directions and instructions issued by the Commission from time to time.

BROAD OUTLINES OF DUTIES

8. As an Electoral Registration Officer, you are primarily responsible for the preparation and revision of roll from your constituency.

The main items of your work in this regard are:-

- (a) Drawing up a plan of action for completion of the revision according to the programme fixed by the Commission giving a detailed time table as to the completion for each stage of the revision;
- (b) Procurement of different types of forms and stationary in sufficient quantities;
- (c) Selection or identification of Enumerators, Inspectors and Supervisors, etc., and imparting adequate and timely training to them;
- (d) Publication of roll in draft by making a copy thereof available for inspection and display of a notice in Form 5;
- (e) Giving further publicity to the notice in Form 5 as you may consider necessary;
- (f) Supplying free of cost 2 copies of draft roll to every recognised political party;
- (g) Maintenance of 3 lists in Form 9, 10 and 11 in duplicate;
- (h) Issuing notices of hearing in case of claims and objections;
- (i) Enquiry into claims and objections;
- (j) Inclusion of names inadvertently omitted and deletion of names wrongly included;

- (k) Publication of the final roll after incorporating the decisions and correcting clerical and printing errors or other inaccuracies; and
- (l) Making a comparative study of Census figures with electoral roll and bringing to the notice of the Chief Electoral Officer/Election Commission cases of abnormal increase/decrease.

9. Statutory requirements-Check Memos

In order to ensure that no statutory function is left unperformed at the appropriate time due to default, a check Memo has been prepared and is given as *Annexure-I*. The Check Memo should be kept in your office and a copy thereof sent to the District Election Officer after the completion of the revision.

10. Allocation of seats and delimitation of constituencies

10.1 The allocation of seats in the House of the People is given in the First Schedule to the Representation of the People Act, 1950. Similarly, the total number of seats in the Legislative Assemblies is given in the Second Schedule and the allocation of seats in the Legislative Councils is given in the Third Schedule. The Delimitation of Parliamentary and Assembly Constituencies Order as amended from time to time defines the territorial constituencies into which each State is divided, the extent of each constituencies and the number of seats reserved for the Scheduled Castes and the Scheduled Tribes. Similarly, the Delimitation of the Council constituencies. Orders as amended from time to time give details of the council constituencies, their extent and the number of members to be elected from each such constituency.

10.2 All the parliamentary and assembly constituencies are single member constituencies. In other words, one member is to be elected to the House of the People or to the State Legislative Assembly from each constituency. A number of assembly constituencies are comprised in a parliamentary constituency. Normally the number of assembly segments within a parliamentary constituency is constant within a State but different in different States. There are certain exceptions to this convention in States like Assam, Meghalaya, etc.,

10.3 Sangha assembly constituency in Sikkim consists of monks residing in monasteries all over the State of Sikkim.

10.4 The Legislative Council consists of members elected from Council constituencies, members elected by the members of the State Legislative Assembly and the members nominated by the Governor. The Council constituencies are:-

- (a) Graduates' constituencies;
- (b) Teachers' constituencies; and
- (c) Local authorities' constituencies.

Most of the Council constituencies are also single-member constituencies. However, there are a few double-member constituencies.

10.5 The electoral rolls for all assembly constituencies are summarily revised every year except when intensive revision is ordered in any year. In addition the commission orders intensive revision every alternate year. In any year when an intensive revision is ordered, there will not be any summary revision. Further, the Commission can also direct at any time, for reasons to be recorded in writing, a special revision for any constituency or part of a constituency in such manner as it may deem fit.

10.6 There is no separate electoral roll for a parliamentary constituency. The electoral roll for a parliamentary constituency consists of the electoral rolls of all the assembly constituencies comprised therein. However, in Jammu and Kashmir the electoral rolls are prepared separately for Parliamentary Constituencies. In Jammu and Kashmir the electoral rolls for Assembly Constituencies are prepared under the Jammu & Kashmir of the Representation of the People Act, 1957 and the Rules made thereunder. Only State subjects as defined under the constitution of Jammu and Kashmir are entitled to be included therein.

10.7 The electoral rolls for the Graduates' and Teachers' constituencies are revised before the biennial elections/bye-elections. The electoral rolls for the Local Authorities constituencies are not revised periodically. But they are kept corrected up-to-date by the Electoral Registration Officers on the basis of the changes among members of the local authorities. These changes have to be intimated to the Electoral Registration Officers by the Executive Officers of the local bodies from time to time.

CHAPTER-II

The administrative machinery for preparation of electoral rolls.

1. Election Commission

Article 324 of the Constitution lays down, among other things, that the superintendence, directions and control of the preparation of the electoral rolls for all elections to Parliament and to the Legislature of every State shall be vested in the Election Commission.

2. Chief Electoral Officer

Under Section 13AA of the Representation of the People Act, 1950, there shall be a Chief Electoral Officer for each State/Union Territory. He is an Officer of the Government designated or nominated by the Election Commission in this behalf in consultation with the State Government. Subject to the superintendence, direction and control of the Election Commission, the Chief Electoral Officer shall supervise the preparation and revision of electoral rolls of all the constituencies in the State.

3. District Election Officers

3.1 Section 13AA of the Representation of the People Act, 1950 provides for the appointment of a District Election Officer in each district who shall be an officer of Government. Normally the district collectors/District Magistrates/Deputy Commissioners have been designated as the District Election Officers of their districts. However, there are some exceptions to this normal practice in certain States like Assam because of administrative reasons. Subject to the superintendence, direction and control of the Chief Electoral Officer, the District Election Officer shall coordinate and supervise all work in the district or in the area within his jurisdiction in connection with preparation and revision of electoral rolls for all parliamentary, assembly and council constituencies.

3.2 Under the law, the Election Commission has the power to designate or nominate more than one such officer for a district if the Commission is satisfied that the functions of the office cannot be performed satisfactorily by one officer. The Commission has appointed more than one District Election Officer in one district in States like Assam.

4. Electoral Registration Officers

According to Section 13B of the Act, the electoral roll for each constituency in the State shall be prepared and revised by an Electoral Registration Officer, who shall be such officer of Government or of a local authority as the Election Commission may, in consultation with the Government of the State, designate or nominate in this behalf. Normally, the Sub-Divisional Magistrates or Sub Divisional Officers or Officers of equivalent status are appointed as the Electoral Registration Officers for the Assembly

Constituencies within their respective jurisdictions as far as practicable. The Electoral Registration Officers are permitted to employ such persons as they think fit, subject to such restrictions as may be imposed by the Commission, for the preparation and revision of the Electoral rolls.

5. Assistant Electoral Registration Officers

Section 13C of the Act provides for the appointment of one or more persons as Assistant Electoral Registration Officers to assist the Electoral Registration Officers in the performance of their functions. The Assistant Electoral Registration Officers are competent to perform all the functions of the Electoral Registration Officers subject to the control of the Electoral registration officer. The Tehsildars are normally appointed as the Assistant Electoral Registration Officers.

6. Appellate Officers

6.1 During the process of preparation or revision of electoral roll, an Appeal shall lie from any decision of the Electoral Registration Officers under rules 20, 21, or 21A to such officer of the Government as the Election Commission may designate in this behalf. The Deputy Commissioner/District Magistrates/District Collectors are normally appointed as the Appellate Officers.

6.2 After the final publication of the roll, an Appeal shall be from any order of the Electoral Registration Officer, under Section 22 or 23 of the Representation of the People Act, 1950 to the Chief Electoral Officer.

7. Designated Officers, Enumerators, Inspectors, Supervisors

In addition to the above statutory appointments, required number of Designated Officers (to receive claims and objections where the electoral roll parts are displayed) Enumerators, Inspectors and Supervisors are appointed by the Electoral Registration Officers at the time of revision of rolls.

8. Electoral Registration Officers for Council Constituencies

For each of the Graduates, Teachers' and Local Authorities constituencies of the Legislative Council, an Electoral Registration Officer is appointed. The Divisional Commissioner/Deputy Commissioners or Officers of equivalent status are appointed as Electoral Registration Officers. Normally all Deputy Commissioners/Sub-Divisional Magistrates in the district included in any Graduates' or Teachers' constituency are appointed as Assistant Electoral Registration Officers. No Assistant Electoral Registration Officers are appointed in any of the local authorities' constituencies.

CHAPTER-III

Electoral rolls for Assembly Constituencies

1.1 There shall be an electoral roll for every assembly constituencies.

1.2 The electoral rolls are prepared or revised with reference to a qualifying date which is the first day of January of the year in which the rolls are so prepared or revised. For every constituency there shall be an electoral roll prepared in accordance with the provisions of Representation of the People Act, 1950 (Jammu & Kashmir of the Representation of the People Act, 1957 and the rules made thereunder in the case of Assembly rolls in Jammu & Kashmir) under the superintendence, direction and control of the Election Commission.

Electoral rolls for Parliamentary Constituencies

2.1 There is no separate electoral roll for parliamentary constituencies (except in the case of Jammu & Kashmir and the Union Territory not having a Legislative Assembly); but shall consist of the electoral rolls for all the assembly constituencies comprised within that parliamentary constituency. It is not necessary to prepare or revise separately the electoral roll for any such parliamentary constituency.

2.2 The provision relating to the preparation and revision of electoral rolls for assembly constituencies shall apply in relation to every parliamentary constituency in the State of Jammu & Kashmir and in a Union Territory not having a Legislative Assembly.

Disqualifications for registration in an electoral roll

3.1 A person shall be disqualified for registration in an electoral roll if he—

- (a) is not a citizen of India; or
- (b) is of unsound mind and stands so declared by a competent court; or
- (c) is for the time being disqualified from voting under the provisions of any Law relating to corrupt practices and other offences in connection with elections. (See section 11A of the Representation of the People Act, 1951 in this connection).

3.2 The name of any person who becomes so disqualified after registration shall forthwith be struck off from the electoral roll in which it is included. The name of any person struck off from the electoral roll of a constituency for being disqualified from voting as mentioned at (c) above shall forthwith be reinstated in that roll if such disqualification is, during the period such roll is in force, removed under any law authorising such removal.

3.3 No person shall be entitled to be registered in the electoral roll for more than one constituency and no person shall be entitled to be registered in the electoral roll for any constituency more than once.

Conditions of registration

4. Subject to the above restrictions, every person who—
 - (a) is not less than 18 years of age on the qualifying date and
 - (b) is ordinarily resident in a constituency, shall be entitled to be registered in the electoral roll of the Constituency.

Meaning of 'ordinarily resident'

5.1 A person is said to be ordinarily resident in a place if he uses that place for sleeping. He need not be eating in that place and may be eating from a place outside. Temporary periods of absence from this ordinary place of stay can be ignored. It is not necessary that the period of stay should be continuous for any particular length of time and should be without any break. Temporary absence on account of duty or employment or even for pleasure should not be considered to interrupt the concept of ordinary residence. It is purely a question of fact whether a person is ordinarily resident at a particular place or not. Mere absence for some time will not deprive a person of the qualification of ordinary residence if he possesses ability to return and has intention to return to that place. Persons who have gone out of the country for business or employment should be treated as having moved out of that place. Mere ownership or possession of a building or other immovable property will not bestow on the owner, the residential qualification. On the other hand even persons living in sheds, and persons living on payments without any roof are eligible for enrolment provided they are ordinarily resident in the sheds or on payments in a particular area, do not change the place of residence and are otherwise identifiable.

5.2 Members of Parliament and the State Legislatures are entitled to be registered in their home constituencies notwithstanding the fact that they are away from their normal place of residence in connection with their activities as legislators. Persons having service qualifications and persons holding declared offices are also entitled to be registered in their home constituencies. But they have to file applications in the prescribed forms.

5.3 Inmates of jails, hospitals, beggar homes, asylums etc. should not be included in the electoral rolls of the constituency in which such institutions are located as they are staying in these institutions only for a temporary period. However, eligible inpatients of sanatoria, leprosaria etc. where they undergo prolonged treatment may be taken as ordinary residents of these areas where such sanatoria etc. are located.

5.4 Care has to be taken in the case of students living in hostels as all such cases cannot be dealt with in an identical manner nor can any uniform rule be laid down to cover all such cases. Generally speaking, the principles are that a person should not be enrolled at an address where he is staying temporarily; but on the other hand, he is to be enrolled at his normal place of residence even though he may be temporarily absent from there. Where an eligible student lives in a hostel or mess or lodge more or less continuously, going back to his normal home or place of residence only for short periods, it can be held that he is ordinarily resident in the place where the hostel or mess or lodge is situated. On the other hand, if he lives in a hostel or mess or lodge for short periods, for example, during the term and vacates the accommodation whenever he goes back to his native place, it may be held that he is living in the hostel or mess or lodge only temporarily for the purpose of his study and is not ordinarily resident therein.

Revision of rolls

6. An electoral roll shall come into force immediately after its final publication. The electoral roll shall, unless otherwise directed by the Election Commission for reasons to be recorded in writing, be revised in the prescribed manner by reference to the qualifying date before each general election to the house of the People or to the Legislative Assembly of a State and before each bye-election to fill a casual vacancy in a seat allotted to the constituency. It shall also be revised in any year in the prescribed manner by reference to the qualifying date if such revision has been directed by Election Commission. If the electoral roll is not revised as above for any reason whatsoever, the continued operation of the electoral roll shall not be affected. Further, the election commission may at any time, for reasons to be recorded, direct a special revision of the electoral roll for any constituency or part of a constituency in such manner as it may think fit. The electoral roll for the constituency, as in force at the time of the issue of any such direction, shall continue to be in force until the completion of the special revision so directed.

Kinds of revision

7.1 There are four kinds of revision, namely, (i) intensive, (ii) summary, (iii) partly intensive and partly summary, (iv) special. In an intensive revision, enumerators visit each house and note down the particulars of the eligible members of the house in an Electoral Card. A copy of the Electoral Card is handed over to the head of the household or, in his absence, to any adult member of the family. On the basis of such enumeration, draft rolls are prepared and published, inviting claims and objections. After disposal of such claims and objections, the rolls are finally published.

7.2 In a summary revision, there is no house-to-house enumeration. The existing roll is published in draft inviting claims and objections. After disposing of these claims and objections, the rolls are finally published.

7.3 In a partly intensive and partly summary revision, existing rolls are published in draft. Simultaneously, enumerators are sent to the each household. They prepare lists of additions/deletions. After disposing of claims and objections, integrated lists of addition/deletions are prepared which together with main roll from the Electoral Roll.

7.4 Where by reason of any inaccuracies in the rolls, such as failure to cover any place or localities of blocks or any section of voters or for any other reasons, the Commission considers it necessary so to do, the Commission may, after recording such reasons, order special revision of the roll of any constituency or part thereof. The procedure for carrying out special revision is determined by the Commission in each case having regard to the circumstances of the case and other relevant factors. It may be intensive summary or partly intensive and partly summary.

Form and language of electoral rolls

8.1 Every roll should have a title page showing the year of preparation revision the member, name and extent of the constituency and the number of parts into which roll is divided, followed immediately by a table of contents indicating in serial order the area covered by each part of the roll. A sample form is given below:—

Electoral roll 1992 for 232—Dhanbad Assembly Constituency

Extent of constituency	--	Dhanbad and Jharia Police Stations in Dhanbad Sadar Sub-division of Dhanbad District
No. of parts	--	94
Table of contents		
S. No. of part	--	Area covered by the part

8.2 The first page of any part of the roll, other than the last part relating to service voters, should give the material details at the top on the following lines:—

232-Dhanbad assembly constituency roll 1992

Polling Station No.1-	Government Lower Primary School, Dhanbad district, Dhanbad
Village	Vishunpur (Thana No.5) (part)

8.3 The sequence of entries (except in the last part) should be:—

S.No.—

House No. (or name)—

Name of elector—

Name elector's Father/Mother/Husband—

Male/Female—

Appx. Age on the 1st January of the
year in which the roll is prepared

8.4 The entries should be printed in 2 columns as running matter with the minimum blank space between one particular and the extent at the end of which a vertical line should be drawn dividing the 2 columns. There is no need for a columnal heading, but at the foot of each page the following note should be printed—

"Sequence of entries is serial number, house number (or name), elector's name, father's/mother's/husband's name, male or female and approximate age on 1.1-----".

8.5 The list of amendments to any part of the roll (except the last part) should be in the following form:—

-----Assembly Constituency roll-----Part-----
list of amendments 199-----

Additions

Sl.No.	House No.	Name of Elector	Father's Mother's Husband's Name	Male/Female	Appx. Age as on on 1.1.19-----
--------	-----------	-----------------	---	-------------	-----------------------------------

Corrections

Sl. No.	Name of elector	Existing entry	Corrected entry
---------	-----------------	----------------	-----------------

Deletions

Sl. No. of entry	Name of elector
------------------	-----------------

8.6 The additions, corrections and deletions should be printed one after the other, and not on different sets of paper. The serial number of the additions should be continuous with the serial number of the main part. Thus if the last serial number in part 5 was 372, the additions should begin with 373 and be numbered consecutively.

Last part of the roll

9.1 The last part of each electoral roll containing the names of electors having a service qualification should be in the following form:—

Dhanbad assembly constituency roll 1992 part 76

Service electors

A. Defence Service

Sl. No.	Rank	Full name of elector	Regimental address for despatch of ballot papers	House Address
---------	------	----------------------	---	---------------

B. Armed Police Force

Sl.No.	Full name of elector	Buckle No.	Address for despatch of ballot papers	House Address
--------	----------------------	------------	--	---------------

C. Foreign Service

Sl.No.	Full name of elector	Address for despatch of ballot papers	House Address
--------	----------------------	--	---------------

9.2 The serial numbers should be continuous for the 3 sub-parts.

9.3 The list of amendments to this part of the roll should also be sub-divided into 3 sub-part—"A. Defence service", "B. Armed Police force", and "C. Foreign service". The additions to this part should be shown separately but with continuous serial numbers beginning with the number next to the last number of the main part. In the case of additions, the fact that the additions relate to the defence service (and not the foreign service voters part C) should be indicated by a suitable heading, for example, "A. Defence Service (continued) etc.". No attempt should be made to renumber the existing serial numbers because of commission of an existing number or the addition of a new number. Corrections and deletions should be in the form shown in paragraph 8.5 above except that in regard to defence service electors, "rank and name of elector" should be specified in column 2.

Language of electoral rolls

10.1 The last part of every electoral roll, pertaining to service voters shall be prepared in English only.

10.2 The other parts of the electoral rolls shall be prepared in the language or languages mentioned in column 3 of the table given in *Annexure II*.

Division in parts

11.1 Under sub-rule (1) of Rule 5 of Registration of Electors Rules, 1960, an electoral roll has to be divided into convenient parts, sub-rule(4) indicates that the number of the names to be included in any part should not ordinarily exceed 2000. It would be ideal if each part should be made to cover the polling area assigned to a single polling station in the same premises whenever separate polling stations for men and women are provided. The optimum number of names in a part would thus be ordinarily 800 to 1000 or 1600 to 2000 as the part would then be given to one or two polling stations.

11.2 The electoral roll shall be revised polling stationwise and each part of the electoral roll shall cover the area falling within one polling station. In other words, the part number of the electoral roll and the polling station number shall be the same.

Names and their arrangements

12.1 The full name, including surname, by which an elector is commonly known should be entered in the appropriate column of the roll. Caste should not be mentioned except where the caste name is used as part of the elector's name or as a surname. Where the elector is commonly known by initials letters, the names for which these letters stand need not necessarily be entered in full.

12.2 Honorific appellations like Shri, Smt., Kumari, Khan, Begum, Pandit etc. should not be entered in the electoral roll.

12.3 The personal names of women must be entered. It is not sufficient to enroll a women elector as wife of 'X' or daughter of 'Y'.

12.4 Father's name should be entered in the case of men and unmarried women and the husband's name in the case of married women and widows. It should, however, be borne in mind that this is only for purposes of identification and need not be insisted on in all cases. In places where matriarchal system prevails, the mother's or Karanavan's name should be entered.

12.5 Where the father's name does not form part of the individual's name, but is still required for purposes of identification, the father's name should be shown separately in the electoral roll and not as part of the individual's name.

12.6 In the case of persons belonging to any religious order like Sadhus, monks and nuns who do not wish to give the names of their fathers or mothers it would be sufficient to give the name of the Guru or of the religious institution or order.

12.7 Rule 6 provides that the names of electors in each part of the roll should be arranged according to house numbers except in cases where it is considered that the alphabetical order is more convenient or that the names should be arranged partly according to house number and partly according to alphabetical order. Difficulties are likely to arise if all the names in a part are arranged alphabetically. It is certainly desirable that the members of the same house should find their names at the same place in the roll. Wherever, therefore, inspite of the additional clerical lab our involved the alphabetical arrangement is resorted to as being more convenient, the names of the heads of families should be so arranged alphabetically and the names of other members should be entered immediately after the name of the head of the family.

Enrolment of persons holding declared offices

13.1 The holder of a declared office who desires to be registered as an elector in the constituency in which, but for his holding such office, he would have been ordinarily resident, has to submit a statement in form 1 to the Chief Electoral Officer of the State. No date has been prescribed for this purpose, but if the holder of any such office in the State (namely, Governor, Minister and Deputy Minister of the State, Speaker and Deputy Speaker of the Legislative Assembly, Chairman and Deputy Chairman of the Legislative Council and Parliamentary Secretaries) has not already made a statement about his place of ordinary residence, the Chief Electoral Officer should bring the provisions of Rule 7 to his notice and request him to forward a statement in Form 1 if he so desires.

13.2 The Election Commission will be issuing these reminders in the case of the declared office holders at the center (President and Vice President, Ministers and Deputy Ministers and Deputy Ministers of the Union, Members of the Planning Commission, Speaker and Deputy Speaker of the Lok Sabha, Deputy Chairman of the Rajya Sabha and Parliamentary Secretaries of the Union). A declared office holder will specify in his

statement the place where he would have been ordinarily resident but for holding the office.

13.3 The statement in form 1 made by the declared office holders' is not final and evidence may be adduced to rebut the veracity of statement made by a holder of declared office. It will be open to the persons who are in possession of such evidence to object to the inclusion of name of a holder of declared office or any other person in an electoral roll. Such objections may be filed on two occasions-first, when the name is proposed to be included on the basis of statement filed by the person concerned and, second, after inclusion of his name, under section 22 of the Representation of the people Act, 1950 by filing an application in Form 8B appended to the registration of Electors Rules, 1960. Similar opportunities of objections on two occasions are available during the process of revision of rolls.

13.4 If inspite of an intimation calling for a statement in Form 1, a declared office holder refrains from making or refuses to make the statement, he will be registered at the address of his official residence where he is ordinarily resident as a matter of fact for exigencies of duties of his office.

Procedure to ensure that the name of members of Parliament and State Legislature are not left out

14. Special care should be taken to see that the names of members of Parliament and members of State Legislatures are not left out from the electoral rolls. At the time of draft publication of the electoral rolls, the ERO should certify to the Chief Electoral Officer that the names of MPs, MLAs, MLCs continue to be borne on the rolls which they were registered at the time of their elections. The following procedure should be strictly followed to avoid any omissions of legislators:—

- (a) An exhaustive list shall be made of all the assembly constituencies the electoral rolls of which contain the name of any sitting MP, MLA or MLC. The Chief Electoral Officer shall send to the Electoral Registration Officer of each such constituency, a copy of the relevant entries in the list. The list shall be kept up-to date and the Electoral Registration Officers kept informed of all amendments from time to time.
- (b) At the time of the preliminary (drafts) publication of the electoral rolls every year, the Electoral Registration Officer shall certify to the Chief Electoral Officer that the names of such MPs, MLAs and MLCs continue in the rolls.
- (c) In every case where the name of any such person has been omitted from the roll, the Electoral Registration Officer shall report to the Chief Electoral Officer the full facts which occasioned such omissions.

- (d) At the end of every year the Chief Electoral Officer shall report to the Commission all cases under Clauses (c) which have occurred in the State with a copy of the report of the Electoral Registration Officer in each case.
- (e) In cases where a member of Parliament is elected from a State other than the one where he is enrolled as an elector, the Chief Electoral Officer of the former State shall communicate the name of such member of Parliament to the Chief Electoral Officer of the State where he is enrolled as an elector, well in advance of the qualifying date each year. The Chief Electoral Officer of the latter state shall confirm to the Chief Electoral Officer of the former State that the said member of Parliament continues to be registered as elector in the electoral roll of that State. Action as indicated in items (c) and (d) above shall be taken in respect of this class of MPs also.

Safeguards against Registration of under-aged persons

15.1 As fairness of elections is dependent on the correctness of the electoral roll, adequate care should be taken to ensure that the names of under-aged persons are not included. The responsibility for getting the names of ineligible persons entered in the electoral roll can be placed squarely on the head of the family, whose signature is taken on the electoral card. Section 31 of the Representation of the People Act, 1950 lays down that 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.

15.2 If, as a result of checking the electoral rolls, supervisors come across cases where ineligible persons have been registered in the electoral rolls on the basis of information furnished by the head of family, suitable action should be initiated under the above provision against those heads of families. The provisions of this Section should be brought to the notice of the head of the household by the Enumerator while getting his signature on the electoral card. The Enumerators and also the other officers who make enquires on application for inclusion in the electoral rolls during summary/special revision should be careful in this regard.

Enrolment of orphans

16.1 If an orphan is brought up from infancy in an orphanage and becomes eligible for enrolment as an elector on attaining the age of 18 years and is not in a position to give the names of either his father or mother, names of such persons, if eligible shall be entered in the electoral cards by the enumerator and under the column meant for father's/mother's/husband's name the enumerator shall mention the name of the orphanage. In case the orphan was not brought up in any orphanage but in a family, the Enumerator shall write the name of that family under the above column as follows:—

S/o Shri -----

17. In case of an orphan who has been legally adopted by a family, the name of the father/mother adopting that orphan should be indicated. In cases which are not covered by the above categories, the enumerator shall enter “not known”.

General

17.1 Instructions to the Electoral Registration Officers for proper maintenance of records, General instruction to Enumerators and specimen Identify cards to Enumerators are given in *Annexures III, IV* and *V*.

17.2 After the completion of the enumeration work the Enumerator should record a certificate in the prescribed proforma that the enumeration done by him covered the entire area allotted to him/her. A model certificate to be furnished by the Enumerator is at *Annexure VI*.

17.3 Integration of supplements and preparation of integrated rolls.

There may be occasions when various supplements have to be integrated and unitary roll has to be prepared. Utmost care should be taken to ensure that the integrated roll is free from errors. The Commission has issued detailed instructions in this regard, which are reproduced as *Annexure VII*.

CHAPTER-IV

Preparation and publication of draft electoral rolls

1. In the case of an intensive revision of electoral rolls, the enumeration pads and the supervisors reports should be verified and scrutinized first to see whether there are any obvious mistakes or omissions and, if so, necessary steps should be taken to rectify such defects & Additions, deletions and corrections made as a result of the check by the supervisory officers should then be made in the appropriate places. In the case of summary revision, the lists of additions, deletions and corrections should similarly be checked and defects rectified. For ordering inclusions, deletions and corrections in the rolls only the Electoral Registration Officers and Assistant Electoral Registration Officers appointed by the Commission are competent. These records will form the basis on which the fresh electoral rolls in respect of an intensive revision and the supplements in respect of a summary revision will be written in manuscript. Before actually commencing the work of writing the manuscripts, the following points also should be checked:—

2.1 Removal of names of disqualified person

Under Section 16(1)(c) of the Representation of the People Act, 1950, a person shall be disqualified for registration in an electoral roll, if he is for the time being disqualified from voting under the provisions of any law relating to corrupt practices and other offences in connection with elections. Under Section 16(2), the name of any person who incurs such disqualification after his name is registered shall forthwith be struck off from the electoral rolls. Under the proviso to the same Section, the name of such person shall forthwith be reinstated in that roll, if such disqualification is, during the period such roll is in force, removed. Section 11A of the Representation of the People Act, 1951 lays down that a person shall be disqualified for voting at any election—

- (a) If he is convicted of an offence punishable under section 171 E or 171F of the Indian Penal Code or Under Section 125 or Section 135 or Section 136(2)(a) of the Representation of the People Act, 1951 or
- (b) If he is disqualified by a decision of the President under Section 8A(1) of the Representation of the People Act, 1951 on being found guilty of a corrupt practice at an election under Section 99 of that Act.

The disqualification mentioned at (a) above is for 6 years from the date of conviction, and at (b) above is for the period specified in the order of the President.

2.2 If the Registration Officer receives intimation that the disqualification of a person, whose name has been struck off from the electoral rolls then in force, has been removed, he should restore the name in the roll. If, however, such intimation is received after that roll has ceased to be in force, and a revised roll for the constituency has come into force, the name of person should not be included *suo motu* in that revised roll, but the inclusion should be held over for the next revision. For this purpose the Registration Officer

should keep a suitable note in the copy of the electoral roll maintained by him for carrying out corrections. However, there is no objection to the inclusion of such a name in the roll, if the person concerned makes an application for inclusion under Section 23 of the Representation of the People Act, 1950. The Electoral Registration Officer should verify that the names of person disqualified for registration of voting are not included in the manuscript rolls and also ensure that the name of such person, whose disqualifications have been removed are reinstated in the appropriate places.

3. Retention of names of Members of Parliament and State Legislature

The Electoral Registration Officer should ensure that the names of all Members of Parliament and the State Legislatures find a place in the roll.

4. Amendments furnished by the political parties and other agencies

The recognised political parties are supplied free of cost 4 copies of the electoral rolls—two at the stage of draft publication and two final publication. The idea of such free supply is that they would have the copies so supplied checked by their own party workers before the next publication of the rolls in draft and are expected thereafter to forward to the Electoral Registration Officers well in advance of the date fixed for the publication of the rolls in draft, their suggestions in the form of lists of names to be declared from the roll as well as necessary corrections of erroneous entries. Similar amendments will be received also from the various local bodies. All such suggestions should be checked and as are found necessary incorporate in the draft supplements to be prepared at the time of summary revision. During an intensive revision, however, this question does not arise.

5. Writing of fresh electoral rolls in an intensive revision

In an intensive the entire roll is prepared **de novo**. Therefore, the entire roll will require to be rewritten in Extreme care should be taken in preparing the manuscript, manuscript rolls from the electoral cards and it should be ensured that all persons entered in the electoral card are included both in the manuscript rolls and in the printed copies of the draft electoral rolls. It is left to the discretion of the Electoral Registration Officers either to engage the services of scribes or the services of such of the Enumerators who are willing or staff from the various Government Offices on payment of remunerations. The only condition is that the handwriting of the person so appointed should be neat and legible. The new rolls should be written in the prescribed forms for electoral rolls.

5.1 The names in the rolls for each part should be arranged according to house numbers and the serial number of the voters should be in separate series for each part starting with Serial Number 1. The manuscript should be prepared in the language or languages prescribed by the Election Commission for the constituency. The manuscript should be prepared in single column and all the entries should be made in words and not by dots, dashes or abbreviations like “do”. The scribes preparing the manuscripts should be asked to certify at the end of the copy of the manuscript rolls that the manuscript has

been prepared strictly according to the entries in the electoral cards in enumeration pads and are true and correct to the best of their knowledge. After the new rolls for the entire constituency have been prepared, arrangement should be made for the checking of the manuscripts to ensure that no mistakes have crept in and also to get mistakes, if any, corrected immediately. At this point also it should be ensured that the instructions on disqualified person, legislators, amendments furnished by political parties and other agencies mentioned in the above paragraphs are carried out correctly.

5.2 After transcription of the entries in the enumeration pads into the manuscript rolls, the part numbers of the rolls into which the entries in the pads had been incorporated should be noted in the pads and these pads should be serially arranged and preserved in the electoral Registration Officer's office till the next intensive revision of the rolls in the area.

6. Writing of manuscript supplements in a summary revision

In the case of summary revision, list of amendments have to be prepared. All fresh inclusions of names will be only through claims presented before the Electoral Registration Officers after the draft publication of the rolls. In view of this, the list of additions should contain only the names of voters who have been ordered to be included by the Electoral Registration Officers under Section 23 or the Chief Electoral Officers under Section 24 of the Representation of the People Act, 1950, as the case may be between the last final publication of the rolls and next revision. With regard to corrections and deletions the information obtained from various agencies should be taken. The supplement should be written as in the case of intensive revision for each part of the rolls. If there are no entries in any of the parts, the entry "nil" should be made under that heading. The list of additions need be prepared only with a note explaining the sequence of entries as in the basic rolls and no columnal headings are necessary. The list of amendment need not be integrated with the previous supplements at this stage and need not be printed before draft publication of the rolls. Manuscript copies of the lists of amendments pertaining solely to the year revision should be used for draft publication.

7.1 Printing of electoral rolls

Immediately after the draft manuscript rolls or the supplements, as the case may be, have been written, the Electoral Registration Officer should arrange for their printing. After printing all the parts should be arranged in a serial order. A careful check should then be made that all the areas specified within the constituency in the Delimitation order are included.

7.2 In the case of summary revision of the basic rolls arranged according to the parts in their serial order should be kept intact as one volume. The printed supplements of the previous revisions and the manuscript supplements of the current revision should also be arranged according to the order in which they are numbered and consecutively page number and duly attested by the Electoral Registration Officers. No printing of the draft amendments at this stage is necessary.

8.1 Draft publication of the rolls

Under Rule 10 of the Registration of Electors Rules, 1960, as soon as the roll for a constituency is ready, the Registration Officer shall publish it in draft by making copy thereof available for inspection and displaying a notice in Form 5:—

- (a) at his office, if it is within the constituency;
- (b) at such place in the constituency as may be specified by him for the purpose, if his office is out side the constituency.

The draft rolls shall be published in the polling station itself for the reason that the general electors may easily identify these places as the places at which they can have inspection of electoral roll and file their claims and objections. The displaying of draft rolls should be governed by the public convenience rather than administrative facilities. If it is not possible to publish the draft roll in the polling station itself, a suitable public building within the polling station area shall be chosen for this purpose. In case during the last general election the polling station was located in a temporary structure, the publication should be made in a suitable building in the polling station area. In case the particular room or hall, which was used as a polling station earlier is not available for any reason, another room or hall within the same building or premises can be used for publication. This room or hall should be located at a prominent or central place within the building premises. In addition, the publication, the publication should be made at the office of the Electoral Registration Officer, if such office is situated within the constituency or such a place in the constituency as may be selected by him for the purpose, if his office is situated outside the constituency. The Electoral Registration Officer should select a place for the statutory publication and notify it in his office. The publication should not be made on a public holiday. In case the rolls have been published in more than one language, copies of the rolls in all the languages should be published.

8.2 It is not necessary that the rolls for all the constituencies in a State or even a district should be published on the same day. The electoral roll for any one single constituency should, however, be published on one day and not in parts on different dates. Where the Commission has specified a particular date for draft publication it should be done on that very date. Normally the Commission orders revision according to a common programme throughout the country. However, taking into account special circumstances obtaining in any particular part of the country the Commission may make departure from the common programme. Similarly wherever bye-elections are due at the time of ordering the revision, the Commission may exclude these constituencies from the programme of revision and order revision later on after the completion of the bye-elections.

9.1 Publicity to the Programme of revision

The programme of revision and the places at which the relevant part of the draft rolls would be displayed for public inspection should be intimated in writing atleast one week in advance to the constituency units of political parties, recognised National and State parties, registered parties, elected members of the panchayats, municipalities, corporations and other local bodies. Members of Parliament and Member Legislative Assembly of the constituency concerned. The following further steps should be taken to give wide publicity to the programme of revision:—

- (a) full use of the official mass media like the All India Radio and Doordarshan should be made;
- (b) announcement through local stations of All India Radio and Doordarshan may be made 3 or 4 times during the programme or revision. The announcement may be followed by visuals in Doordarshan and appeals and exhortation, short skits, etc., in All India Radio/Doordarshan. Such announcements may be made at prime time;
- (c) Paid advertisements may be given in newspapers atleast one in English and one or two in the regional language of the State having wide circulation in the Constituency;
- (d) Slides may be shown in cinema theatres;
- (e) Posters may be issued and their exhibition arranged in places like ration shops, post offices, banks, bus stands, railways stations and other public places; and
- (f) In villages and rural areas publicity may be made through beating of drums.

9.2 The notice in Form 5 inviting claims and objection and specifying the authorities to whom and the time within which any such claim or objection may be preferred, be exhibited by affixture to the notice board. The electoral roll should, however, be made available for inspection at the office or other place fixed by keeping it on a table.

10. Free supply of copies to recognised political parties

Under Rule 11(c) of the Registration of Electors Rules, 1960, the Electoral Registration Officer shall supply free of cost 2 copies of each separate part of the roll to every political party for which a symbol has been exclusively reserved in the State by the Election Commission. Only 2 copies of the roll of a constituency irrespective of the language in which they are prepared are to be supplied. When a roll is prepared in 2 languages, it would be sufficient to supply to each political party 2 copies of the roll, one

in each language. If, however, a political party prefers to take both copies in the same language, it will be supplied with the copies accordingly. In cases where a roll is printed in 3 languages, two copies in the language of their choice may be supplied free of cost to each recognised political party.

11. This rule does not make any distinction between the intensive revision and summary revision of electoral roll. Therefore, even during summary revision the electoral registration officer shall supply free of cost 2 copies of complete sets of electoral rolls (mother roll together with all supplements) published as draft rolls to all recognised political parties. For the supply of copies it is sufficient if due intimation in writing is sent by the Chief Electoral Officer to the recognised political parties to collect the copies of electoral rolls through their authorised representatives from the Electoral Registration Officers concerned.

12. After the preliminary (draft) publication is over, the Electoral Registration Officer shall scrutinise the printed rolls for detection of printing errors, clerical mistakes, obvious omissions, duplicate entries, enumeration of dead voters and those of the armed forces personnel and their wives in their actual places of residence in barracks or military quarters or buildings, hutments or tents provided by the Government. Such items should be listed out and remedial action should be taken and included in the final list of amendments.

13. After the publication of the draft electoral roll and before the final publication, the Electoral Registration Officer should prepare a list of the names of dead persons and the persons who may have ceased to be ordinarily residents of the constituency and of persons who are otherwise not entitled to be registered in that roll. He shall then exhibit on the notice board of his Office a copy of the list together with a notice as to the time and place at which the question of deletion of these names from the roll would be considered. After considering any verbal or written objection that may be preferred, the Electoral Registration Officers shall decide whether all or any of the names should be deleted from the roll. But, before taking any decision in respect of any person on the ground that he has ceased to be or is not ordinarily resident in the constituency or is otherwise not entitled to be registered in that roll, the Electoral Registration Officer shall make every endeavour to give him a reasonable opportunity to show cause why the action proposed should not be taken in relation to him.

14. The rolls of some constituencies are prepared in more than one language. In these cases, additional care should be taken by the Electoral Registration Officer to ensure that entries in the different language rolls are identical. It is possible that the names found in one roll are not found in copies printed in the other languages or the particulars in respect of certain entries are not identical. Therefore, the Electoral Registration Officers should undertake to print the electoral rolls in the official language of the State first and thereafter compare the manuscript copies of the rolls in the minority languages with the printed copies of the rolls in the official language and carry out the corrections, wherever necessary, so that the entries are identical in all copies of the rolls.

15. Soon after the preliminary publication is made the Electoral Registration Officer should send a certificate in the form given below to the chief Electoral officer in regard to the names of the Members of Parliament and the State Legislatures which are being continued in the electoral roll:—

“Certified that the names of Members of Parliament/State Legislature mentioned in the statement below are being continued in the electoral roll.

List of Members of Parliament, Members of Legislative Assembly and Members of Legislative Council in the draft roll of -----(year) for the -----assembly constituency.

Name of Member of Parliament (House of the People or Council of States), MLA or MLC	No. and name of part of roll in which the name is registered	Sl.No. with full extract of entry
---	--	-----------------------------------

Electoral Registration Officer
-----assembly constituency.

16. In every case, where the name of any member has been omitted from the electoral roll, the Electoral Registration Officer should also report immediately to the chief Electoral officer the full facts for such omission. At the end of every year, the Chief Electoral Officer shall report to the Election Commission all such cases with a copy of the report of the Electoral Registration Officer in each case.

17. The Electoral Registration officers should make an entry in their periodical registers against 1st January of each year to ensure that the names of Members of Parliament and State Legislature are not omitted during the revision and to submit the necessary certificate after the Preliminary publication.

CHAPTER V

CLAIMS AND OBJECTIONS

Claims and objections can be filed within the period specified in the notice of the Electoral Registration Officer. All the stages of the revision programme are fixed by the Election Commission in advance. Normally this period is 30 days from the date of publication of roll in draft. But the Election Commission can fix a shorter period of not less than 15 days. The Commission has also power to extend the period in respect of the constituency as a whole or in respect of any part thereof by a notification in the Official Gazette.

FORM FOR CLAIMS AND OBJECTIONS

2.1 Every claim shall be in Form 6 signed by the person desiring his name to be included in the roll and countersigned by another person whose name is already included in the roll in which the claimant desires his name to be included.

2.2 Every objections to the inclusion of a name in the roll shall be in Form 7 preferred only by a person whose name is already included in that roll and countersigned by another person whose name is already included in the roll in which the name objected to appears.

2.3 Every objection to a particular or particulars in an entry in the roll shall be in Form 8 and preferred only by the person to whom that entry relates.

2.4 It is not necessary that the claims and objections should be made only in printed forms supplied by the election authorities. They can be made on type written cyclostyled, photo-state or manuscript forms also.

2.5 Form 6, 7 and 8 make it clear that claims and objections must bear the signature or thumb impression of the claimant or, as the case may be, the objector at the appropriate place or places. Where the claimant is literate, he should sign his name and not merely append some mark or symbol to his name written by the scribe, and where the claimant is illiterate, he should put his thumb Impression and not any other mark in the form. This being the prescribed manner, any claim or objection not duly signed by the person preferring it or not containing his thumb impression should be rejected by the Registration Officer under Rule 17.

2.6 The reference to the roll paragraphs 2.1 to 2.3 is to the roll as published in draft under Rule 10. Form 7 requires the objector to give full particulars of the entry in the roll relating to himself. This requirement should be borne in mind and whenever it is not satisfied, the objection will be rejected under Rule 17.

MANNER OF LODGING CLAIMS AND OBJECTIONS

3.1 Every claim or objection shall either be presented to the Registration Officer or to such other officer as may be designated by him in this behalf or be sent by post to the Registration Officer. Individual applications should only be accepted. However, if individual applications relating to the members of the same household, i.e., same family, are presented together, they may be accepted.

3.2 Claims and objections presented in bulk by any individual/organization or political party should be refused to be accepted. The same principle will be applicable to claims and objections sent by post.

4.1 Every claim or objection which is not sent by post to the Registration Officer should be presented to the Electoral Registration Officer or to such other officer as may be designated by him in this behalf. The object is to facilitate the lodging of claims and objections in all parts of the constituency including the rural, difficult and inaccessible areas. As the rolls are published in all the polling stations/polling station areas, an officer is designated for this purpose in each polling station/polling station area where the roll is displayed. As mostly polling stations are located in schools, either a teacher or a member of the office staff in the school is appointed as the designated officer.

4.2 An officer designated under this rule should not accumulate the claims and objections received by him, but send them on with any remarks he may consider to the Registration Officer even in small batches everyday, if possible, or otherwise, every week or whenever the number of claims/objections exceeds 50, whichever is oftener.

4.3 When the claims and objections are presented, it is not necessary that they should be received personally by the receiving officer. It is sufficient if they are presented to any official working in his office. Claims and objections should reach the officers authorised to receive them within the prescribed period. No claim or objection received after last date for filling such claims and objections should be accepted. The designated officers should accept all claims and objections except those which are incomplete or defective. Those of the claims and objections which are incomplete or defective and where the defects cannot be removed on-the-spot by the claimant or the objector should be forwarded to the Electoral Registration Officers concerned for their orders.

4.4 These designated officers should be given clear written instructions that they shall remain on duty through the prescribed hours irrespective of the fact whether the institution is closed on a particular day or not or the working hours of the institution are different. Adequate number of different types of forms for filling applications for claims, objections and correction of entries should be made available to the designated officers. They should also be clearly instructed that these forms should be made available to the members of the public on demand and on payment, if any price has been fixed, and the filled up forms received from the members of the public should be submitted to the Electoral Registration Officers. The Electoral Registration Officers shall supervise the working of the designated officers from time to time.

5. Besides the duties prescribed for the designated officer in rule 15 of the Registration of Electors Rule, 1960 he should also do the following:—

(1) He should be available for the entire period fixed for lodging of claims and objections at a specified place during fixed hours for giving help and assistance to the claimants and objectors. He must explain and guide the voters and social/political workers. He should assist in the enrolment of every eligible voter and for the deletion of the entry relating to every ineligible voter.

(2) He must have adequate quantities of forms 6, 7 and 8 for sale to the public. He must make it clear that claims and objections shall have to be lodged in the prescribed form. He should also explain that it is not necessary to obtain the printed forms from the Electoral Registration Officer and that the claimant or objector can use either manuscript, typewritten or cyclostyled or photocopied forms so long as they conform in every respect to the prescribed form.

(3) He must guide and explain as to how the forms should be filled. He must take extra care to explain that a claim lodged in Form 6 should be countersigned by a voter whose name finds a place in the electoral roll in which the claimant desires his name to be included. Similarly an objection can be preferred only by a person who is already included in that roll and it should be countersigned by another person whose name is already included in that roll in which the name objected to appear.

(4) Every designated officer shall maintain in duplicate a list of claims in Form 9, a list of objections to the inclusion of names in Form 10 and a list of objections to particulars in Form 11. He should keep exhibited one copy of each such list on the notice board in his office.

(5) He should enquire into every claim and objection, enter his remarks if any, on each form and then forward all the forms received by him to the Electoral Registration Officer. In particular, he should verify the age given in the claim form and mention the documents, whether school registration certificate, birth certificate, baptismal certificate, etc. reference to which he is satisfied that the claimant has completed 18 years of age on or before the qualifying date. In the case of objections, he should state the date of death of the person the entry in respect of whom is sought to be deleted on the ground that he is dead or the date or period from which a person objected to ceased to be ordinarily resident in the constituency, if the deletion is sought on that account. He should also enquire whether the claimant is already registered as a voter in any other assembly constituency and if so, ascertain and furnish the particulars.

6.1 Eligible persons are enrolled in the draft roll at the place of their residence. There will be cases where persons who have been enrolled in the electoral roll have shifted from that place and taken up their residence elsewhere either within the

constituency or even outside it. While it may be known that these persons have moved from the place of their residence, it will not be known in all cases to which place these persons may have gone. In such cases the Electoral Registration Officer can issue a notice to him on the last known address on the ground that he has left the constituency and after due enquiry pass an appropriate order under Rule 20.

6.2 However, if a person moves to a place within the area of the constituency and the new place of residence is also known to the Electoral Registration Officer, there is no objection to the Electoral Registration Officer including the name of the applicant at an address other than that mentioned in the claim form, if that other address is within the constituency and is known to him. In such a case the Electoral Registration officer should issue notice at the last known address and after due enquiry pass an appropriate order under Rule (20).

6.3 It is not necessary for a person desiring the transfer of his name from the electoral roll of one constituency to the electoral roll of another constituency to put in an objection to the inclusion of his name in the former electoral roll and a separate claim for inclusion of his name in the latter electoral roll. It is enough if he furnishes the particulars regarding his previous enrolment in the relevant column of Form 6. In such cases the officers who receive the claim should get not only the full address under which a person has been enrolled but also particulars, if available, regarding the serial number, part number of the electoral roll etc. in which his name has been enrolled already. A copy of such an application should be sent to the Electoral Registration Officer of the constituency in which the claimant has stated that he has been enrolled by the Electoral Registration Officer of the constituency in which he wants his name to be included. The Electoral Registration Officer of the constituency in which the applicant has already been enrolled or claims to have been enrolled should, immediately on receipt of the copy of such application, verify whether the person has been enrolled at the address given and if so enrolled, take action under Section 22 to delete his name from the electoral roll and communicate a copy of his order to the Electoral Registration officer of the constituency in which the applicant wants himself to be enrolled. The Electoral Registration Officer of the constituency in which the applicant wants his name to be included should dispose of the claim on its merits. As the disposal of claims will have to be completed within a short time in order that the further stages of revision are not delayed, such application should be dealt with most expeditiously at every stage.

6.4 In case a person desires the transfer of his name from one part to another part of the electoral roll of the same constituency, he should file an application in Form 6 suitably modified. Similarly, if a person desires to affect the transfer of the name of another person from one part to another part of the electoral roll of the same constituency, he should prefer an application in Form 7 suitably modified.

6.5 No claim or objection can be taken up for disposal hearing before the expiry of the period of 7 days referred to in Rule 16(b). This means that the claims and objections would be disposed of only after 7 days from the date (that date being excluded) on which

they were exhibited in Form 9, 10 and 11 in the office of the Electoral Registration Officer.

7. It may so happen that statement from holders of declared offices or persons who have a service qualification are received after the publication of rolls in draft. The Registration Officer shall direct the inclusion of the names of the electors covered by the above statements in the appropriate parts of the rolls in the absence of evidence to the contrary. Further, it is also likely that owing to inadvertence or error during preparation of rolls, names of some electors have been left out and that remedial action is necessary. In such cases the Registration Officer should scrutinise the electoral roll once again with reference to the enumeration slips or the claim applications and prepare a list of such names and other details of such electors. He should, thereafter, exhibit on the notice board of his office a copy of the list together with a notice as to the time and place at which the inclusion of these names in the roll will be considered and also publish the list and the notice in such other manner as he may think fit. After considering any verbal or written objection that may be preferred, he shall decide whether all or any of the names should be included in the rolls.

8. The notice mentioned above shall be in the following form:—

NOTICE

Whereas it is proposed to consider, under Rule 21 of the Registration of Electors Rules, 1960, the names found in the accompanying lists for inclusion in the electoral rolls on the ground that their names have been inadvertently omitted, it is hereby notified that any person who has any representation to make in regard to these inclusions may do so and be present at the hearing with such evidence as he may like to adduce, at the following places on the dates and time noted against each:—

Place of hearing	Date	Time	No. of items to be heard
(1)	(2)	(3)	(4)

Place &

Date:.....

ERO-----assembly constituency

9. The objections in regard to names in the list relating to a part of the electoral roll shall be heard and disposed of alongwith claims and objections relating to that part.

10. Similarly, it may also happen that owing to inadvertence or error or otherwise the names of dead persons or of persons who have ceased to be, or are not ordinarily resident in the constituency or of persons who are otherwise not entitled to be registered in that roll have been included in the roll. In such cases the Electoral Registration officer has power to delete these names under Rule 21A of the Registration of Electors Rules, 1960. For this purpose the Electoral Registration Officer shall prepare a list of the names and

other data of such electors and will exhibit on the notice board of his office a copy of the list together with a notice as to the time and place at which the question of deletion of these names from the roll will be considered. He can also publish the list and the notice in such other manner as he may think fit. After considering any verbal or written objections that may be preferred, he must decide the question of deletion of these names.

11. Before taking any action under Rule 21A in respect of any person on the ground that he has ceased to be, or is not ordinarily resident in the constituency, or is otherwise not entitled to be registered in that roll, Registration Officer shall make every endeavour to give him a reasonable opportunity to show cause why the action proposed should not be taken against him.

12. The notice mentioned above shall be in the following form:—

NOTICE

To

Whereas, it is proposed to delete your name from the electoral roll-----
Constituency on the ground that-----

(2) Now, therefore, in exercise of the powers conferred on me by Rule 21A of the Registration of Electors Rules, 1960 you are hereby asked to show cause why action as proposed above should not be taken against you.

(3) Your reply should reach me by hours on.....date.

(4) If you desire to be heard, you should be present for a hearing with such evidence as you may wish to adduce in support of your representation in person or through a duly authorised representative on------(date) at------(time).

Place
Date:

E.R.O.

13. The Electoral Registration Officer shall also maintain in duplicate 3 lists in Forms 9, 10 and 11 entering thereon the particulars of every claim or objection as and when it is received by him directly or from the Assistant Electoral Registration Officers or designated officers. He shall also keep exhibited one copy of each such list on the notice board in his office. The Electoral Registration Officer should keep the list exhibited until the disposal of all claims and objections.

14. Any claim or objection which is not lodged within the period or in the form and manner specified shall be rejected by the Electoral Registration Officer.

15. If the Electoral Registration Officer is satisfied as to the validity of any claim or objection, he may allow it without further enquiry after the expiry of one week from the date on which it is entered in the list exhibited by him. However, if before any such claim or objection has been allowed a demand for enquiry has been made in writing to the registration officer by any person it shall not be allowed without further enquiry. In all other cases, an individual notice should be served on the claimants or the objector and in the case of objection also on the person to the inclusion of whose name the objection relates.

16. The Electoral Registration Officer shall specify in the list exhibited by him, the date, time and place of hearing of the claim or objection and give notice of hearing in the case of a claim to the claimant in Form 12 appended to the Registration of Electors Rules, 1960. In the case of an objection to the inclusion of name, notice of hearing should be given to the objectors in Form 13 and to the person objected to in Form 14. In the case of an objection to a particular or particulars in an entry, the notice should be given to the objector in Form 15. The notice may be served or caused to be served either personally or by registered post or by affixing it to the person's residence or last known residence within the constituency.

Enquiry into claims and objections:

17. The Registration Officer shall hold a summary enquiry into every claim or objection in respect of which a notice has been given and shall record his decision thereon. At the hearing, claimant, or as the case may be, objector and the person objected to and any other person, who, in the opinion of Electoral Registration Officer, is likely to be of assistance to him, shall be entitled to appear and to be heard. The Electoral Registration Officer has the power to require any claimant, objector or person objected to, to appear in person before him. He has also the power to require that the evidence tendered by any person shall be given on oath and to administer oath for the purpose.

17.2 Electoral Registration Officer need not wait to commence the hearings until the last date for filing claims and objections. He should draw up a programme for hearings in respect of claims and objections received on a particular day after allowing a period of 7 clear days from the date on which these claims and objections were exhibited in his office. Otherwise, there will be difficulty in disposing of all the claims and objections as generally a large number of claims and objections are received towards the closing days. All the claims and objections received should be disposed of before the final publication of the rolls and no claim or objection should be held over for the next revision.

18. The Electoral Registration Officer should record not only his decision in each case but also brief reasons for the decision. The gist of the orders passed by the Electoral Registration Officer on the claims and objection preferred to him should be entered just

below the entries in the lists of claims and objections in Forms 9, 10 and 11 so that these forms will be self-contained.

19. An appeal lies against the decision of the Electoral Registration Officer in regard to claims and objections and also inclusion of names inadvertently omitted. However, an appeal will not have the effect of staying or postponing the final publication of the electoral roll. An appeal should be preferred to the Appellate Officer. The appeal cannot be preferred if the appellant has not availed himself of his right to be heard by or to make representation to the Electoral Registration Officer. The appeal should be in the form of a memorandum and it shall be signed by the appellant. It can be presented to the Appellate Officer or be sent to him by registered post. In both these cases, the appeal must reach the Appellate Officer within 15 days from the date of communication of the decision by the electoral registration officer. The Appellate Officer, on receipt of an appeal, should satisfy himself that the appeal has been presented within the prescribed time and in the manner required. The Appeals which are time-barred or are not in the manner prescribed should be rejected summarily. If the appeal is in order, the Appellate Officer should call for the records of the case. He should give the appellant a reasonable opportunity of being heard before recording his final decision on an appeal. The decision of the Appellate Officer is final. In case an appellate authority, either modifies or reverses the decision of the Electoral Registration Officer, the decision of the appellate authority will take effect only from the date on which the decision is made by him. The appeal should be disposed of within 3 weeks. The Electoral Registration Officer on receipt of orders of the appellate authority shall make amendment to be electoral roll to give effect to the decision.

20. The Commission has issued instructions to Electoral Registration Officers regarding disposal of claims and objections. These are reproduced below:—

**INSTRUCTIONS FOR ELECTORAL REGISTRATION OFFICERS
REGARDING DISPOSAL OF CLAIMS AND OBJECTIONS**

I. CLAIMS AND OBJECTIONS FILED DURING THE PERIOD ALLOWED AT THE TIME OF REVISION OF ELECTORAL ROLLS:—

- (1) A receipt should be given for each application of claim or objection filed.
- (2) Each claim and objection should be subjected to spot verification by proper authority after due enquiry and the report of the officer clearly recorded thereon under his full signature and designation.
- (3) Individual applications should only be accepted. However if individual applications relating to the members of the same household i.e., same family, are presented together they may be accepted and a common receipt be issued. Claims and objections presented in bulk by any individual/organisation or political party should be refused to be accepted.

The same principle will be applicable to claims or objections sent by post.

(4) Claims and objections with incomplete particulars in essential respects, for example, particulars of the last address, if any, where the applicant was residing before, and not presented in prescribed forms should be rejected and reasons for such rejection recorded in brief on the claim or objection application form itself. A copy of the list of application so rejected should be exhibited on the notice board of the Electoral Registration Officer/Assistant Electoral Registration Officer.

(5) In the case of incomplete information in respect of essential particulars the receiving authority should, as far as practicable, draw the attention of the person presenting the application to the defects and if the person express his desire to take back the form he may be allowed to do so.

(6)(a) In the case of claim forms relating to a claimant whose age/age as given in the form is well over 18 years and he could and ought to have availed of the earlier opportunity of inclusion of the name during the earlier intensive/summary revision, the claimant should be called upon to file a declaration before the Electoral Registration Officer/Assistant Electoral Registration Officer designated officer or any authorised Officer stating the full reasons for failure to seek inclusion earlier.

(6)(b) In case of such persons who seek inclusion in the electoral roll of a constituency for the first time on the ground that he has shifted his place of residence to that constituency after the last revision of rolls, they should be asked to file a declaration to the effect that his/her name is not already included in any other constituency giving reasons for non-inclusion of his/her name in the electoral roll. For proper verification, the claimant should be asked to fill up the particulars in the appropriate column in the claim form giving full details of his former address, if not already included in the form. In the case of those whose names have been registered as electors in the electoral roll pertaining to the area relating to his earlier residence, a certificate from the Electoral Registration Officer/Assistant Electoral Registration Officer should be obtained that the name of the claimant had been deleted from that electoral part.

(7) In the case of claimant who seeks inclusion for the first time in an electoral roll on the ground of his/her being of 18 years of age on the qualifying date for the last revision of electoral rolls, the claim form should be counter-signed by an elector in the roll and a certificate obtained from such elector.

II. PROCEDURE FOR DISPOSAL OF CLAIMS AND OBJECTIONS:—

(8) To enable the Assistant Electoral Registration Officers and designated Officers to serve notices promptly on the claimants and objectors, the Electoral

Registration Officer should, well in advance, draw up a programme of dates for the disposal of claims and objections in the following form:—

- (i) Date of hearing:
- (ii) Time of hearing:
- (iii) Place of hearing:
- (iv) The local units, the claims and objections of which will be disposed of at the hearing.

He should send copies of the programme to Assistant Registration Officers and designated Officers.

(9) Normally, the disposal of claims and objections should begin from the eight day of last date for filing claims and objections. Where a large number of claims and objections are received during the first few days or before last week in the period allowed for the claims and objections, the Electoral Registration Officer should arrange for their disposal even before the last date fixed for the receipt of claims and objections, after allowing a period of 7 clear days from the date on which these claims and objections were exhibited in his office under the rules. It is, therefore, advisable to have two sets of hearing one, if necessary, during the first fortnight and another (compulsory one) for the disposal of all claims and objections or those received during the second fort-night alone. In the case of large number of claims and objections in a constituency. Electoral Registration Officer concerned may informally associate a representative each from a recognised political party of the State who personally knows the inhabitants of the locality as far as practicable. A field officer of the Government under whose jurisdiction the area in a village or town or city falls may also be associated. The representative should himself be a man of the area in respect of which objections are heard. It should be understood very clearly that the responsibility of final decision will be of the Electoral Registration Officer in respect of each claim or objection. The representative of the party will have no voice in the decision. He will only help in discouraging false claims and objections.

(10) In case where the Electoral Registration Officer holds a summary enquiry and the claimant insists on his inclusion inspite of adverse report as a result of spot verification, the Electoral Registration Officer should insist on the presence of the claimant, especially when the claim is objected to at the hearing on any ground like under-age, non-residence, non-existence, etc. as such an enquiry cannot be conducted satisfactorily in his absence.

(11) In the case of spot verification or summary enquiry by the Electoral Registration Officer, the claimant should, as far as possible, be asked to be physically present or if that is not possible a statement of any other adult member

of the same house-hold should be recorded verifying the ordinary residence of the claimant.

(12) In the case of too many claimant from the same house-hold, proper verification of the age and other qualifications for registration as electors should be made and the probability or otherwise of the age as mentioned in the form with reference and comparison to those given in the electoral roll in respect of other members of the same house-hold should also be looked into.

III. APPLICATIONS UNDER SECTION 22 AND 23 OF THE REPRESENTATION OF THE PEOPLE ACT, 1950 READ WITH RULE 26 OF REGISTRATION OF ELECTORS RULES 1960 (INCLUSION/DELETION, CORRECTION IN THE ROLLS AS FINALLY PUBLIHSED):

(13) Each application under Section 22 or 23 filed after a summary or intensive revision in a constituency in a particular year should be accompanied by a declaration giving therein the reasons as to why the applicant failed to utilise the opportunity given to him during the period of house to house enumeration and/or period allowed for lodging claims and objections.

(14) The Electoral Registration Officer should hold summary enquiries into the application in the locality concerned from where the application has been received, if such number of applications are in considerable number from the same locality.

(15) Towards proof of residence, the Electoral Registration Officer may also direct the applicant desiring inclusion to produce his ration card or other such civic documents to substantiate his claim.

CHAPTER-VI

Preparation of the final lists of amendments and final publication of the electoral roll.

After the publication of the electoral roll in draft and before the final publication, the Electoral Registration Officer should prepare the final lists of amendments. These lists will include the names of persons who have died or who have ceased to be ordinarily residents of the constituency but whose names are included in the electoral roll and also amendments to carry out his decision under rules 18, 20, 21 and 21A and to correct any clerical or printing errors and other inaccuracies subsequently discovered in the rolls. This work need not wait until after the disposal of claims and objections. Electoral Registration Officer should take action to delete names of ineligible persons under rule 21A of the Registration of Electors Rules, 1960 after following the procedure laid down in this rule. As soon as the claims and objections relating to a local unit have been disposed of, final lists of amendments for the part of the roll relating to that unit should be prepared. There should not be any delay at this stage. The decision of the Electoral Registration Officer on claims and objections and his directions under rule 21 and 21A should be duly incorporated. The orders of the Electoral Registration Officer in respect of claims and objections relating to other local unit need not be awaited. In case of units in respect of which no claims and objections have been filed and no action under rules 21 and 21A is necessary, final lists should be prepared immediately after the period fixed for receipt of claims and objections is over.

2. If the preliminary lists of amendments are 'nil', final lists of amendments should include, amendment orders under sections 22 and 23 of the Representation of People Act, 1950 subsequent to the publication of final roll in the previous year and up to the date of preparation of the final lists of amendments for the year.

3. No person is entitled to be registered in more than one constituency and for any constituency more than once. Therefore, in the case of every claim application, before admitting the claim it should be verified whether the claimant has already been enrolled in some other parts in the same constituency or in some other constituency. In the claim application form, the claimant will have given a declaration that to the best of his knowledge and belief, his name has not been included in the electoral roll for the constituency in which he is seeking inclusion of his name or in any other assembly constituency, if that is the case. In the alternative, his name may have been included in the electoral roll in a particular State or Union Territory in which he was ordinarily resident earlier at the address to be mentioned by him and in that case his name may be excluded from that electoral roll. The Electoral Registration Officer should insist on the correct declaration to be furnished by the claimant and also the full particulars of the place where he was ordinarily resident earlier before entertaining the claim application. In case proper declaration and the full address are not given, the Electoral Registration Officer should reject the claim application.

4. Final lists should be prepared in the same form as that prescribed for the preliminary lists of amendments containing 3 sections, namely, section-I additions,

section-II-corrections and section-III-deletions. These should be in the same languages as that of the basic electoral roll. The lists should be given the heading “Final lists of amendments199-(year in which the lists are prepared)”. S.Nos for general voters and for service voters in section I of the final lists will be in continuation of respective last S.No. in the basic electoral roll/section I of the preliminary lists of amendments/consolidated preliminary lists amendments. In case where there are no entries in one or the other of the sections, the entry ‘nil’ should be made below the relevant heading. If all the sections are ‘nil’, a ‘nil’ final lists of amendments should be prepared.

5. Printing of final lists of amendments.

5.1 As soon as the final lists of amendments in respect of the parts have been prepared, they should be sent to the press for printing. The name and designation of the Electoral Registration Officer should be printed at the end of all copies of the final lists of amendments including ‘nil’ lists of amendments.

5.2 A title page should be prepared, printed and prefixed to the final electoral roll before it is published. A specimen of the title page is given in Annexure VIII

6 No. of the copies of the rolls to be printed— After every revision or summary revision, each State is required to supply, free of cost, two complete sets of electoral rolls of each twice—first at the time of draft publication and the second after final publication alongwith supplements to each one of the recognised political parties in the State. Hence 4 complete sets of rolls are required to be supplied to recognised political parties on every revision. The number of copies to be printed should be calculated taking to account the fact that the electoral rolls are revised intensively every alternate year and summarily every other year.

Following considerations shall be kept in view for assessing the requirement of copies of rolls:—

(i) Every year 4 copies of the electoral rolls are to be supplied to the national and recognised State parties free of cost. As the intensive revision is to be undertaken after every alternate year, the requirement under this item will be:—

(the number of national parties + the number of State Parties) x 4 x 2.

(ii) Copies required for sale to political parties and candidates depending upon the actual requirement in the previous years.

(iii) Copies required for use at the time of General/Bye-election due in the next two years depending upon the actual requirements in the previous General election/bye-election.

(iv) Copies required to be kept for use in the office of Chief Electoral Officer, District Election Officer and the Electoral Registration Officer.

(v) Copies required to be preserved as record.

(vi) Copies required to be given to Director of Elections/Director of Local Bodies, Director General of Police depending upon the actual requirements during the previous years.

(vii) Copies to be kept on the reserve stock.

(viii) Wherever electoral rolls are printed in more than one language, assessment of the requirements of copies in each language shall be made separately.

7. Commission has clarified that in the year of general election to the House of the People or Legislative Assembly of a State the two copies intended to be supplied after the final publication of rolls following an intensive or summary revision need not be supplied immediately after the final publication but shall be supplied after the announcement of general election by the Commission.

8. As soon as the roll including the last part relating to service voters in ready in respect of the entire constituency, the title page with date of publication noted therein should be added at the top. The title page, table of contents, the general part of the electoral roll and the last part of the electoral roll in that order may be stitched together. The electoral roll for the constituency thus formed should be published at once in the office of the Electoral Registration Officer. This is to be done by displaying the notice in form 16 and making the electoral roll available for inspection. This is a statutory publication. The Electoral Registration Officer should take appropriate action to see that the rolls are carefully arranged and are completed in all respects before they are published.

CHAPTER-VII

ELECTORAL ROLLS FOR PERSONS HAVING SERVICE QUALIFICATIONS

1. Meaning of service qualifications:

Service qualification means—

- (a) Being a member of the armed Forces of the Union; or
- (b) Being a member of a force to which provisions of the Army Act, 1950 (46 of 1950), have been made applicable whether with or without modification;
- (c) Being a member of an Armed Police Force of a State, and serving outside that state; or
- (d) Being a person who is employed under the Government of India, in a post outside India.

2. A person having a service qualification shall be deemed to be ordinarily resident on any date in the constituency in which, but for his having such service qualification, he would have been ordinarily resident on that date. The statement of any person having service qualification made in the prescribed form and verified in the prescribed manner that, but for his having the service qualification, he would have been ordinarily resident in a specified place on any date, shall in the absence of evidence to the contrary, be accepted as correct. In other words, the Electoral Registration Officer need not made any enquiry as to the place of ordinary residence in respect of a person having service qualification. The wife of a service elector shall, if she is ordinarily residing with him, be also deemed to be ordinarily resident in the constituency specified by that person.

3. The list of the service electors is prepared separately for the assembly constituency as a whole and is published as the last part of the electoral roll for that constituency. The last part should be prepared in English in the form given below in 3 sub-parts- 'A', 'B' and 'C'----- Assembly Constituency roll, 1993.

Part-----
Service Electors

'A' : The Defence Services

- 1. Sl.No.
- 2. Rank
- 3. Name of elector
- 4. Regimental No.
- 5. Corps/Regiment
- 6. Address for despatch of ballot papers

7. Home address
'B' : Armed Police Force
1. Sl.No.
2. Name of elector
3. Buckle No.
4. Address for despatch of ballot papers
5. Home address

'C' : Foreign Service

1. Sl.No.
2. Name of elector
3. Address for despatch of ballot paper
4. Home Address

3.1 'A' is for members of the Armed Forces of the Union.

3.2 'B' is for members of an Armed Police Force of a State serving outside the State and 'C' for persons employed under the Government of India posted outside India. If there is no voter in any or all of those sub-parts in any constituency, a 'Nil' electoral roll for the sub-part or the entire part, as the case may be, should be prepared.

4. A member of an Armed Police Force of a State serving outside the State is eligible for enrolment in the last part of electoral roll in the constituency in which he likes to be enrolled. This can be either in the State of Armed Police Force or in any other State. In other words, a member of the Provincial Armed Constabulary of Uttar Pradesh serving in Delhi is entitled to be registered either in Delhi or in any other State or Union Territory.

5. The list of amendments to the last part of the roll should also be divided into 3 sub-parts namely 'A'—Defence Service 'B'—Armed Police Force and 'C'—Foreign Service and in each sub-part, additions, corrections and deletions should be printed one after the other. The format for addition is the same as for the basic roll. For corrections and deletions the following format should be used:—

CORRECTION

1. Sl.No. of entry
2. Name of the elector
3. For (existing entry)
4. Read (correct entry)

DELETIONS

1. Sl. No. of entry
2. Name of the elector

NB. In the case of Defence service electors the rank of the elector should also be mentioned alongwith his name.

6. Serial numbering of electors in this part should be done in fresh series beginning with Sl.No.1 Serial Nos. of sub-parts 'A', 'B' and 'C' should be continuous in that order i.e. the 1st Sl.No. of sub-part 'B' will be the next No. after the last Sl.No. in sub-part 'A' and 1st Sl.No. 'B' in sub-part 'C' should be the No. next to the last Sl.No. in sub-part 'B'. Similarly, the Sl.No. in section-I (additions) of the preliminary lists of amendments in a year in which the consolidation of amendments is not made will be in continuation of the last Sl.No. in the final lists of amendments of the previous year. Also, Sl.No. in section I (additions) of the final lists of amendments should be in continuation of the last Sl.No. in the basic roll or of section I (additions) of the preliminary lists of amendments or of the consolidated preliminary lists of amendments, as the case may be, relating to this part.

7. In sub-part 'A' the name of the elector (except wife of the service elector) should be entered in column (3) in the order of office and within each record office in the alphabetical order of the name. The Regimental No. of the elector and the full postal address of the concerned record office should be entered in columns 4 and 5 respectively. Similarly in sub-part 'B', the name of the elector (except the wife of the elector) and the full postal address of the concerned Police Force should be entered in columns 3 and 4. In sub-part 'C', the names of foreign service electors should be entered in the alphabetical order in their names. Their full official postal address should be entered in column 3 of the roll. In all the sub-parts 'A', 'B' and 'C' the names of wives should be entered immediately after the names of their husbands. For the purpose of identification the additional entry "wife of-----" should be made in columns 3 or 2 as the case may be, of the roll after the names of the wives. The last part of the roll or lists of amendments to this part should be printed breadthwise in a single column. The name and designation of the Electoral Registration Officer should be printed at the end of this part also.

8. The main purpose of keeping the last part pertaining to service electors up-to-date is to enable the Returning Officers to dispatch the postal ballot papers to the electors at the correct address and to receive them back with the votes duly recorded thereon before, the commencement of counting. Great care has, therefore, to be taken to avoid errors relating to regiment No. Rank, name of the elector and the address of the Record Office.

9. The work of preparation and revision of the last part should be done in the office of the Electoral Registration Officer concerned. Standing instructions have been issued to the Ministry of Defence, Ministry of Home Affairs and Ministry of surface Transport to obtain statements in Form 2 or Form 2A in duplicate from all eligible persons. However, at the time of every revision the Commission will issue instructions to these Ministries. It may not be necessary for the persons who have already submitted such statements during the earlier revision and who do not desire to amend any particulars in their statement to send fresh statements, unless the Commission so directs in respect of any revision. The officer in charge of each Record office will check these statements and ensure that the particulars entered therein are complete and correct. Thereafter he will forward these statements to the Chief Electoral Officers concerned so as to reach them

well before the date for final publication of the rolls. On their receipt in the office of the Chief Electoral Officer, the statements should be sorted out, constituency-wise and forwarded to the Electoral Registration Officers concerned. The service personnel have been instructed to give full particulars of their address so that the Chief Electoral Officer can easily determine which constituency the elector belongs to. Actual residence is, of course, not necessary and so long as a member of the armed forces gives adequate detail of his probable place of residence so as to enable the Chief Electoral Officer to determine his constituency, the statement should be accepted. In States where election work in a district or sub-division is done in district or sub-divisional election office, it would be sufficient for the Chief Electoral Officers part to do this sorting district-wise or sub-division-wise.

10. The last will then be prepared in the office of the Electoral Registration Office. For convenience of subsequent extraction, names in this part will be arranged according to Record Offices. After the names have been thus classified Record office-wise and the lists have been entered, counter-foils at the end of the electors statements will be completed and one copy of each returned to the record office concerned. These statements will be kept in the Record Office arranged constituency-wise for each State so that future references from the Electoral Registration Officers can be easily dealt with. The second copy of the statement will also be arranged constituency-wise and kept in a file in the office of the Electoral Registration Officer.

11. As a further step to bring the roll up-to-date, the Electoral Registration Officer will take out extracts from the roll pertaining to each Record Office and send the collection in duplicate to the Record Office. The form to be used for this purpose is given below:—

EXTRACT FROM SERVICE VOTERS PART

State/UT-----

Record Office-----

No. and Name of Assembly Constituency	Electoral Roll No.	Rank	Name of elector	Regimental No.	Address for sending ballot Paper
(1)	(2)	(3)	(4)	(5)	(6)

- 1.
- 2.
- 3.

Place:

Date:

Checked -----
Electoral Registration Officer

12. One copy of these extracts will be returned by the Record Office after making any corrections that may be necessary to the Electoral Registration Officer. The Electoral Registration Officer should take these corrections into consideration before publishing the roll finally.

13. The Assam Rifles and Central Reserve Police Force are both Armed Forces of the Union. In the case of the Assam Rifles, Electoral Registration Officer should correspond directly with the Inspector General of Assam Rifles and in case of the Central Reserve Police Forces he should do so directly with the Commandant of the unit, there being no separate Record Office in either case. In both the cases, statements in Form 2 will be received initially by the Chief Electoral Officer.

14. On transfer to 'reserve' or discharge/retirement from service the person concerned ceases to belong to the Armed Forces and as such his name and his wife's name, if entered in the service voters part, should not thereafter be retained in that part. While returning the extracts as mentioned above, the Record Office will indicate names of persons who have been transferred to reserve and action has to be taken by the Electoral Registration Officers to have the names of such persons deleted from the last parts of the Electoral rolls.

15. Where a Defence Service elector does not make a declaration in Form 2 that his wife ordinarily resides with him, the latter should be enrolled in the same way as any other person. Where, however, the husband has made such a declaration, but the wife desires to be enrolled as an elector in the normal way in a constituency which the husband has not opted for in his declaration, the presumption under sub-section (6) of Section 20 is rebutted and the wife is entitled to be enrolled in the normal way, if eligible. But the Electoral Officer should ensure that the wife is not enrolled twice over, i.e. both in the constituency in which her husband has registered and in another constituency also.

ENROLMENT OF MEMBERS OF AN ARMED POLICE FORCE OF A STATE SERVING OUTSIDE THAT STATE

16. Members of an armed force of a State who are serving outside that State are also eligible to be enrolled in a sub-part of the last part of the electoral roll. The statements in these cases duly completed in Form 2A will be received initially by the Chief Electoral Officer who after sorting out the statements constituency-wise will forward them to the Electoral Registration Officer concerned. The Electoral Registration Officer will deal with these statements as in the case of the armed police force personnel but the correspondence in these cases will have to be with the Commandant of the Unit concerned in which these persons are serving.

ENROLMENT OF FOREIGN SERVICE ELECTORS

17. As in the case of Defence personnel the preparation and revision of the sub-part relating to Indian Citizen employed under Government of India in posts outside India and their wives will be done in the office of the Electoral Registration Officer. The statement in Form 3 will be received by the Chief Electoral Officer concerned initially after they have been checked and certified by the head of the Mission abroad. They should be sorted out in the Chief Electoral Officer office constituency-wise and thereafter forwarded to the Electoral Registration Officer concerned for the preparation of the sub-part.

18. It will not, however, be necessary for the Electoral Registration Officer unlike in the case of the Defence service electors, to send a consolidated extract from the service voters' part to each Head of the Mission abroad from whom he had received the statement in Form 3. It will be sufficient if the statement are sent in duplicate to the Ministry of Extrenal Affairs, who will do the necessary checking with reference to latest posting of the officers and return a copy to the Electoral Registration Officer for necessary action.

19. The instruction relating to the enrolment of wives of Defence service electors will equally apply to the enrolment of the wives of foreign service electors.

20. Where a foreign service electors does not make a declaration in Form 3 that his wife ordinarily resides with him, the later should be enrolled in the same way as any other person. Where, however, the husband has made such declaration but the wife desires to be enrolled as an elector in the normal way in a constituency which the husband has not adopted for in his declaration 'the Presumption under Sub-section (6) of Section 20 is rebutted and the wife is entitled to be enrolled as she chooses, if eligible. But the Registration Officer should ensure that the wife is not enrolled twice over that is both in the constituency in which her husband is registered and in another constituency as well.

21 As a further step to bring the last part of the roll up to-date before a general election, the Electoral Registration Officer will prepare extracts of roll record office-wise in respect of the Defence service voters in the following form and send them to the respective Record Officer in duplicate:—

1. Name of State/Union Territory-----
2. Assembly Constituency No.-----and name-----

Record Office-----

1. Electoral Roll No.-----
2. Rank-----
3. Name of elector-----
4. Corps/Regimental No.-----
5. Address for sending ballot paper-----
6. Home address-----

Checked
Officer Incharge of
Record Office
Dated:-----

Seal of the E.R.O.

One copy of the extract is to be returned by the Record Office after scrutiny and such corrections as are necessary due to changes in No., rank, address, status etc. of each voters to the Electoral Registration Officer. Action will be taken under section 22 of the Representation of the People Act, 1950 to bring the roll up-to-date so that the corrections are taken into consideration while sending the postal ballot papers to the service voters. The correction to entries in the roll such as rank, name regimental No. record office address, etc. should be taken into account while sending the postal ballot papers even if formal orders under section 22 are not issued. But in the case of voters whose names are to be deleted and where formal orders deleting their names could not be issued for any reason before the last date for making nomination the postal ballot papers should be sent to them so long as their name are in the electoral rolls.

22. Similar action will be taken in the case of armed police force of State outside that State and foreign service electors. The duplicate copies of Forms 2A and 3 and the extracts from the electoral roll in their cases in the forms given below should be sent to the Commandant or the Ministry of External Affairs as the case may be:—

Armed Police Forces

Name of the State-----Assembly Constituency.

(No. and name should be specified)-----Armed Police
Personnel-----

1. Electoral Roll No.-----
2. Name of elector-----
3. Buckle No.-----
4. Address for sending ballot paper-----
5. Home address-----

Checked-----

Commandant-----

Dated-----

Seal of E.R.O.

FOREIGN SERVICE ELECTORS

Name of the State-----Assembly Constituency-----
(No. and name should be specified)

1. Sl.No.-----
2. Name of elector-----
3. Address for despatch of ballot paper-----
4. Home address-----

Checked-----

Secretary, Ministry of External
Affairs, Government of India.

Seal of ERO

23. All application which are complete in all material particulars should be included in the basic roll of the preliminary lists of amendments or the final lists of amendments by the Electoral Registration Officer. It is not necessary that the person was actually residing in that place at any time in the past. The elector can also give his intended place of residence after he is released from the armed forces, armed police forces or foreign

service. The only thing to be verified is whether the place falls within the assembly constituency or not. If any person does not belong to the assembly constituency under the jurisdiction of the Electoral Registration officer, a report should be sent to the Chief Electoral Officer to determine the constituency.

24. If after preparation of the draft rolls and before the final publication of lists of amendments which are prepared, any statements in Form 2, 2A or 3 are received by the Chief Electoral Officer from a Record Office or from a Commandant of an Armed Police Force or from Indian Missions abroad, Chief Electoral Officer will send these to the Electoral Registration Officers. No time limit is fixed for receipt of applications from service voters. As such, statement received even after the last date for receipt of claims and objections for the general voters should be sent to the Electoral Registration Officer for action under rule 21(2) until the printing of final lists of amendment relating to general voters is taken up. The Electoral Registration officers should take steps to include the eligible voters straight away. A final list of amendment will be prepared by the Electoral Registration Officer to give effect to amendments and the corrections communicated by the Record Officer and also inclusions suggested by the Record Officers. In order to facilitate easy and accurate preparation of the final lists of amendments relating to service voters and to avoid omission of any item to be included in the lists of amendments, a register should be maintained by the Electoral Registration officers in the form given in Annexure IX. If an officer is the Electoral Registration Officer for more than one assembly constituency, separate register should be kept for each assembly constituency.

25. It is also likely that statements in Forms 2, 2A and 3 are received after the final publication of the rolls. Such statements shall be deemed to be applications under section 22 and 23 of the Representation of the People Act, 1950.

26. Only the wife of member of the Armed Forces or a member of the Armed Police Force of a State serving outside the State or a foreign service elector is entitled to be registered as an elector, if she is ordinarily residing with such a person. His children of 18 years of age and above or his other relations or his domestic servants staying with him are not entitled to be registered as electors in the last part of the electoral roll. They can get themselves enrolled in their ordinary place of residence if they satisfy with him are not entitled to be registered as electors in the last part of the electoral roll. They can get themselves enrolled in their ordinary place of residence if they satisfy the conditions of registration just like any other adult citizen of India. Similarly, the husband of a woman employee having service qualification is also not entitled to be registered as elector in the last part of the electoral roll.

27. The declaration made by service elector will include the declaration in respect of his wife also. The wife is not required to sign a separate declaration. In case the service elector has made such a declaration, but his wife desires to be enrolled in the normal way in a constituency which her husband has not opted for in his declaration, the wife is entitled to be enrolled as she chooses, if otherwise eligible. But the Electoral Registration Officer should ensure that wife is not enrolled twice over either in the same constituency or in different constituency.

CHAPTER-VIII

Special revision and inclusion, deletion and correction of entries in between revisions

Section 21(3) of the Representation of the People Act, 1950 empowers the Election Commission to direct a special revision of the electoral roll for any constituency or part of a constituency at any time in such manner as it may think fit. For this the Commission has to record the reasons. This power is exercisable by the Commission notwithstanding the normal provision relating to the revision as contained in section 21(2). The Commission may order an intensive or a summary revision or a partly intensive and partly summary revision.

2. Further the Commission has also the power to order preparation of rolls on re-delimitation of constituencies in case it becomes necessary urgently to prepare the roll for any constituency. In such a situation the roll will be prepared by putting together the rolls of such of the existing constituencies or parts thereof as comprised within the new constituency and by making appropriate alterations in the arrangement, serial numbering and headings of the rolls so compiled. The rolls so prepared will be published in the manner as mentioned under Rule 22 of the Registration of Electors Rules, 1960 and, on such publication, it shall be the electoral roll for the new constituency.

3. The Electoral Registration Officer has got power under section 22 of the Representation of the People Act, 1950 to transpose or delete any entry in the finally published rolls if, either on an application made to him or on his own motion, he is satisfied after such enquiry as he thinks fit that the entry is erroneous or defective in any particular, or should be transposed to another place in the roll on the ground that the person concerned has changed his place of ordinary residence within the constituency or should be deleted on the ground that the person concerned is dead or has ceased to be ordinarily resident in the constituency or is otherwise not entitled to be registered in that roll. This power is subject to any general or special directions issued by the commission in this behalf. But before taking any action for amendment or transposition or deletion of an entry on the ground that the person concerned has ceased to be ordinarily resident in the constituency or that he is otherwise not entitled to be registered in the electoral roll of that constituency, the Electoral Registration Officer shall give the person concerned a reasonable opportunity of being heard in respect of the action proposed to be taken in relation to him.

4. Any person who finds that his name is not included in the finally published roll of a constituency may apply to the Electoral Registration Officer for the inclusion of his name in that roll. The Electoral Registration Officer, after scrutinising his application and, if satisfied that the applicant is entitled to be registered in the electoral rolls, shall direct his name to be included in the roll. But if the applicant is registered in the electoral roll of any other constituency, the Electoral Officer shall inform the Electoral Registration Officer of the other constituency and that officer shall, on receipt of the information, strike off the applicant's name from that roll. In the claim application the claimant has to

give a declaration that either his name has not been included in the electoral roll for that particular constituency in which he seeks enrolment or any other constituency or that his name may have been included in the electoral roll in a particular State or Union Territory to be specified by him in his application in which he was ordinarily resident earlier at the address mentioned in the application and if so he requests that the same may be excluded from that electoral roll. On the basis of this declaration, the Electoral Registration Officer should take up with the Electoral Registration Officer of the constituency where the claimant would have been enrolled for deletion of the entry from that roll.

5. The word 'correction' used in the headings of section 22 and rule 26 includes deletion of names also. Action under sections 22 and 23 can be taken only in respect of entries in the finally published rolls. These sections are not applicable for inclusion, deletion, correction or transposition of names in the draft rolls. The transposition of a name can be made under Section 22 from one part of the roll to another part of the roll or within the same part from one place to another of the same constituency. But this cannot be invoked for transposition of a name from one assembly constituency to another. For this purpose, a person desiring transfer of his name should apply under section 23 to the Electoral Registration Officer of the latter constituency. The work 'entry' under section 22 will refer not only to the entries in the roll for describing an elector but also the various other details which are mentioned in each part of the roll like the number of the part, description of the area to which it relates, headings of the column, footnotes, etc. In case a person has changed his name subsequent to the final publication of the roll, he should prefer an application for change of his name under section 22 on the ground that the entry in the roll has become defective.

6. While the deletion, correction or transposition of names can be made either on an application made to the Electoral Registration Officer or on his own motion, the inclusion of a name can be made only on an application made to him. There is no provision for inclusion of a name by the Electoral Registration Officer *sou-motu*.

7. Every application under section 22 or 23 should be made in duplicate in the appropriate Forms 6, 8, 8A or 8B, as the case may be. Persons desiring transfer of name from one place to another in the constituency have to apply in Form 8A and for deletion of an entry in Form 8B.

8. Every objection to the inclusion of a name should be preferred in Form 8B only by a person whose name is already included in the roll and should be countersigned by another person whose name is already included in the roll. An application for correction of particulars of entries in a roll can be preferred in Form 8 only by the person to whom that entry relates and in this case it is not necessary to have the form countersigned by another voter. Similarly the application for transposition of a name from one place to another within the same constituency should also be submitted in Form 8A only by the person concerned and this need not be countersigned by another elector. Every application for inclusion of a name in Form 6 should be countersigned by another person whose name is already included in that roll.

9. There may be cases where persons migrated from one place to another either within the constituency or outside the constituency. If any objection is filed to the inclusion of their names and the Electoral Registration Officer is satisfied that an elector has left the place and has no information as to the place where he has gone, he can issue a notice on the ground that the elector has left the constituency and after enquiry pass an appropriate order. But if a person has moved to another place within the constituency and the new place is known to the Electoral Registration Officer there is no objection for inclusion of his name in and address other than that mentioned in the claim from if the other and is known to the Electoral Registration Officer. In such cases address is within constituency the Electoral Registration Officer should issue notice to the person concerned at the last known address and after the enquiry issue and appropriate order.

10. Under section 22 of the Representation of the People Act, 1950 the Electoral Registration Officer has the power to delete on his own motion any entry in the electoral roll on the ground that a person has been registered in the roll for more than one constituency or in the same electoral more than once. But before taking such action he must satisfy himself in each case about the identity of the elector concerned. Where the Electoral Registration Officer deletes the name of an elector from the electoral roll of his constituency on the ground that the electors name has been enrolled in another constituency, he shall immediately inform the Electoral Registration Officer of the other constituency that the electors name has been deleted from his constituency. This is to avoid the deletion of name of the elector from the other constituency on an application for deletion or otherwise.

11. Deletion from the electoral roll can be made on the following grounds:—

- (a) that the person concerned is dead:
- (b) that the person concerned has ceased to be ordinarily resident in that constituency; or
- (c) that the person is otherwise not entitled to be registered in the electoral roll.

12. It is very important that proper enquiry and verification should be made before deleting a person's name from the electoral roll. The Officer ordering deletion should personally satisfy himself that the deletion is justified because the right to vote, which is a statutory right, is taken away by such deletion.

13. The Electoral Registration Officer, immediately on receipt of an application for deletion of an entry except on the ground that a person is dead, should post one copy thereof in the notice board of his office together with a notice inviting objections, if any, to the deletion of the name within period of 7 days from the date of such posting. A form of notice to be issued is in Annexure-X. A notice should also served upon the person concerned and also to the person presenting the application for deletion mentioning the date on which the application will be heard. The publication of the notice should not be postponed to the next working day except in unavoidable circumstances.

In calculating the notice period of 7 days the date of publication of the notice should be excluded and if last date so calculated falls on a Sunday or other public holiday, the next working day should be specified as the last day for making objections, if any. No specific form is prescribed for making such objection in response to the above notice. The Electoral Registration Officer should simultaneously take steps for verification. He should conduct a summary enquiry after the expiry of the period of notice and thereafter pass appropriate orders in the formats given in Annexure-XI and XII.

14. In case an application is made for the deletion of a name on the ground that the person concerned is dead, enquiries be conducted to verify the fact of death. Thereafter action should be taken to delete the name.

15. The same procedure should be followed in the case of application made for correction of entries or transposition of entries. In dealing with applications for transposition of entry from the last part to the part containing the general voters the Electoral Registration Officer should satisfy himself with reference to the original discharge certificate and also that the person is otherwise qualified. The forms of notice to be issued and the orders to be passed are at Annexures XIII-XVIII.

INCLUSION OF NAMES

16.1 Immediately on receipt of an application for inclusion of a name, the Electoral Registration Officer should post one copy thereof in the notice board of his office together with a notice inviting objections, if any, to the inclusion of the applicant's name within a period of 7 days from the date of such posting. The form of notice is given at Annexure XIX. The publication of the notice should not be postponed to the next working day unless there is any serious difficulty in publishing it on the same date. In calculating the notice period of 7 days, date of publication, should be excluded and if last date so calculated falls on a Sunday or other day the next working day should be specified as the last day for filing objections. After the expiry of the period of notice, the Electoral Registration Officer should conduct a summary enquiry and pass appropriate orders. The formats of the orders are at Annexures XX-XXI.

16.2 In every case where applications under sections 22 or 23 are allowed that fact alone should be communicated to the applicant and no copy of the order need be supplied to him. In every case the Electoral Registration Officer should briefly record his reasons in the order. An uncertified copy of the order should be supplied free to the person objecting so that he may file an appeal. In case an application is rejected, the Electoral Registration Officer should record his reasons and an uncertified copy of the order should be supplied to the applicant free of cost so as to enable him to file an appeal. Certified copies of orders should be supplied only payment and only when applied for.

16.3 The printed lists of amendment incorporating the orders issued by the Electoral Registration Officers under section 22 and 23 should form a separate supplement to the corresponding electoral roll part with the heading "modifications, deletions and corrections ordered under section 22 and 23 of the Representation of the People Act, 1950".

APPEAL

17.1 An appeal against the rejection of an application under section 22 or section 23 lies to the Chief Electoral Officer within 15 days from the date of such rejection. The appeal should be in the form of a memorandum signed by the appellant and accompanied by a copy of the order appealed from and fee of Rs.5/-. This fee should be paid either by means of non-judicial stamp or deposited in a government Treasury or the Reserved Bank in favour of Chief Electoral Officer Fee can also be paid in such other manner as may be directed by the Election Commission. The Commission has directed that the above fee can also be paid in cash to the Chief Electoral Officer. The appellant should enclose with the appeal the receipt issued by the officer in proof of the fee having been paid. The appeal shall be presented within a period of 15 days from the date of the order appealed from or sent by registered post so as to reach the appellate authority within that period. The chief Electoral officer has power to condone and delay in the presentation of the appeal if he is satisfied that the appellant had sufficient cause for not presenting it within the time prescribed. It is sufficient if the appeal is delivered to an officer appointed by the Chief Electoral Officer in this behalf and not necessary that in all cases the appeal should be in person to the Chief Election Officer.

17.2 The fee will in no case be refunded. When an appeal is decided, appellant should be informed of the order passed by the appellate authority, but it is not necessary to furnish a copy of the order as a matter of routine. However, a certified copy should be supplied, if applied for on payment.

17.3 Where an Electoral Registration Officer directs the inclusion of any name in the existing electoral roll under section 23 of the Representation of the People Act, 1950 read with Rule 26 of the Registration of Electors Rules 1960, during the period when the existing electoral roll is under revision and it has been published in draft but has not been published finally, he should also direct the inclusion of such name in the revised roll, unless there is, in his opinion any valid objection to such inclusion.

17.4 In cases where publications under section 23 are received late or where orders could not be passed before sending the lists of amendments in respect of the roll under revision for printing, it is sufficient to incorporate them in manuscript in the appropriate places in the master copy of the printed lists of amendments of the revised rolls before final publication. It should, however, be ensured that these inclusions are duly incorporated in the other copies of the rolls whenever they are given out to public or otherwise used for any purpose.

17.5 Where applications for inclusion in an existing roll are filed just before the final publication of the revised rolls, it will not be possible to issue orders after giving 7 days notice before the final publication. These applications can not be entertained as by the time orders are passed or names are included in the rolls with reference to which these applications have been filed would have become obsolete with the publication of new

rolls. Nor can they be included in the revised rolls as the applications are with reference to the earlier rolls. The applicants may be informed and advised to file fresh applications with reference to the revised rolls.

17.6 The revision process is a continuous ongoing process and there is no last date for filing an application under sections 22 or 23 except when an election is announced in the constituency and the bar under Section 23(3) becomes operative. In case where applications are filed on the eve of a general election or a bye-election, it will become difficult for the Electoral Registration Officer to dispose of these applications especially when these are in large numbers within the prescribed time. As all applications are to be verified in the prescribed manner the Commission has directed that all such applications which the Electoral Registration Officer is not able to dispose of on or before the last date for making nominations at an election should be allowed to lie over till the election is over.

Incorporation of deletions in the basic roll :

18. A few cases have come to the notice of the Commission in which the names of electors were shown as deleted in the supplements to the electoral rolls, but deletions were not actually carried out in the basic rolls. In an election it so happened that the nomination paper of a person was accepted by the Returning Officer as his name appeared in the basic roll even though his name was included in the list of deletions in the supplement. The candidate was elected. This resulted in an election petition being filed challenging the election. The Commission has, therefore, directed that the deletions should be carried out physically in the basic roll by cutting out altogether the deleted names in red ink. A copy of the current electoral roll with all the corrections and deletions carried out should be supplied by the Electoral Registration Officer to the Returning Officer on or before the date of issue of the notification calling an election. Any inclusions, deletions or corrections made in the electoral roll thereafter up to the last date for making nominations should be intimated to the Returning Officer as soon as they are made. A certificate to this effect should be furnished to the Chief Electoral Officer by the Electoral Registration Officer in time.

CHAPTER-IX

PREPARATION AND PUBLICATION OF ELECTORAL ROLLS FOR COUNCIL CONSTITUENCIES

1. In the State of Bihar, Karnataka, Maharashtra and Uttar Pradesh, there are Legislative Councils in addition to the Legislative Assemblies.
2. Parliament may, by law, provide for the abolition of the Legislative Council of a State having such a Council or for the creation of such a Council in a State having no such Council, if the Legislative Assembly of the State passes a resolution to that effect by a majority of total membership of the Assembly and by a majority of total membership of the Assembly and by a majority of not less than two-thirds of the members of the Assembly present and voting.
3. The total number of members in the Legislative Council of a State having such a Council shall not exceed one-third of the total number of members in the Legislative Assembly of that State, provided that the total number of members in the Legislative Council of a State shall in no case be less than forty.
4. Of the total number of Members of the Legislative Council of a State—
 - (a) as nearly as may be, one-third shall be elected by electorates consisting of members of municipalities, district boards and such other local authorities in the State as Parliament may by law specify;
 - (b) as nearly as may be, one-twelfth shall be elected by electorates consisting of persons residing in the State who have been for at least three years graduates of any university in the territory of India or have been for at least three years in possession of qualifications prescribed by or under any law made by Parliament as equivalent to that of a graduate of any such university;
 - (c) as nearly as may be, one-twelfth shall be elected by electorates consisting of persons who have been for at least three years engaged in teaching in such educational institutions within the State, not lower in standard than that of a secondary school, as may be prescribed by or under any law made by Parliament;
 - (d) as nearly as may be, one-third shall be elected by the members of the Legislative Assembly of the State from amongst persons who are not members of the Assembly;

- (e) the reminder shall be nominated by the Governor and shall consist of persons having special knowledge or practical experience in respect of such matters as the following:—

Literature, Science, Art, Co-operative movement and Social Sciences.

5. The members of represent Local Authorities. Graduates and Teachers shall be chosen from territorial constituencies. The elections from Council Constituencies and by MLAs shall be held in accordance with the system of proportional representation by means of the single transferable vote.
6. Legislative Council of a State shall not be subject to dissolution. But as nearly as possible, one-third of the members thereof shall retire as soon as may be on the expiration of every second year in accordance with the provisions made in that behalf by Parliament by law.
7. The allocation of seats in the Legislative Council of the States having such Councils is given in Annexure-XXII.
8. The number of seats to be filled by persons elected by MLAs, and from Graduates, 'Teachers' and Authorities Constituencies and by nomination is also indicated in the same Annexure.
9. The President has already determined the territorial constituencies into which each State having Legislative Council shall be divided for the propose of elections to that Council by the Local Authorities, Graduates and Teachers, the extent of each such Constituency and the number of seats allotted to each Constituency.
10. The President may, from time to time, after consulting the Election Commission, by an order, alter or amend any order made by him for the delimitation of Council Constituencies. Every order made by the President regarding delimitation of Council Constituencies or any amendment thereto shall be laid before Parliament, as soon as may be after it is made, and shall be subject to such modifications as Parliament may make on a motion within twenty days from the date on which the order is so laid.

**ELECTORAL REGISTRATION OFFICERS FOR COUNCIL
CONSTITUENCIES**

11. For each of the Graduates', Teachers' and Local Authorities' constituencies of the Legislative Council, an Electoral Registration Officer is appointed. The Divisional Commissioners/Deputy Commissioners are appointed as such Electoral Registration Officers. Normally, all Tehsildars and independent Deputy Tehsildars in the districts included in a Graduates' or Teachers' constituency are appointed as Assistant Electoral Registration Officers. No Assistant Electoral Registration Officers are appointed in any of the Local Authorities Constituencies.

12. For the purpose of elections to the Legislative Council of a State in any local authorities' constituency, the electorate shall consist of members of the Local Authorities exercising jurisdiction in any place or area within the limits of that constituency as are specified in relation to that State in Annexure-XXIII.

13. Every member of each such Local Authority within a Local Authorities' Constituency shall be entitled to be registered in the electoral roll for that constituency.

ELECTORAL ROLLS FOR LOCAL AUTHORITIES CONSTITUENCIES

14. Electoral Registration Officer for every Local Authorities' Constituency shall maintain in his office in the prescribed manner and form the electoral roll for that constituency corrected up-to-date.

15. In order to enable the Electoral Registration Officer to maintain the electoral roll corrected up-to-date, the Chief Executive Officer of every Local Authority (by whatever designation such officer may be known) shall inform the Electoral Registration Officer about every change in the membership of that Local Authority immediately after its occurrence. The Electoral Registration Officer shall, on receipt of the information, strike off from the electoral roll the names of persons who have ceased to be, and include therein the names of persons who have become, members of that Local Authority.

16. The provisions of section 15, 16, 18, 22 and 23 shall apply in relation to Local Authorities' Constituencies and Teachers' Constituencies, as they apply in relation to assembly constituencies.

ELECTORAL ROLLS FOR GRADUATES AND TEACHERS' CONSTITUENCY

17. For the purpose of elections to the Legislative Council of a State in the Graduates' Constituencies and Teachers' Constituencies, the State Government concerned may, with the concurrence of the Election Commission by notification in the official gazette, specify:—

- (a) the qualifications which shall be deemed to be equivalent to that of a Graduate of a university in the Territory of India; and
- (b) Educational Institutions within the State not lower in standard than that of a secondary school.

18. The provisions of sections 15, 16, 18, 21, 22 and 23 shall apply in relation to Graduates' Constituencies and Teachers' Constituencies as they apply in relation to assembly Constituencies.

19. Every person who is ordinarily resident in a Graduates' Constituency and has, for a least three years before the qualifying date, been either a graduate of a university in the territory of India or in possession of any of the equivalent qualifications specified by the

State Government concerned, shall be entitled to be registered in the electoral roll for that constituency.

20.1 Every person, who is ordinarily resident in a Teachers' Constituency, and has, within six years immediately before the qualifying date for a total period of at least three years, been engaged in teaching in any of the educational institutions specified by the State Government concerned as not lower in standard than that of a secondary school shall be entitled to be registered in the electoral roll for that constituency. It is not necessary that the education institution in which an eligible elector is employed should also fall within the same constituency. The eligibility to be enrolled in a particular constituency shall be determined with reference to his place of ordinary residence and not the place of work.

20.2 For the purpose of revision of electoral rolls in the Graduates and Teachers' Constituencies qualifying date shall be the 1st day of November of the year in which the preparation or revision of the electoral roll is commenced.

Form and Language of Electoral Rolls.

21. Under rule 30 of the Registration of Electors Rules, 1960 the roll for every Local Authorities' Constituency shall be prepared and maintained in such form manner and language or languages as the Election Commission may direct.

22. The Commission has directed that the electoral rolls for a Local Authorities' Constituency shall be prepared as under:—

- (i) it shall be prepared in as many separate parts as there are Tehsils or Talukas in the constituency.
- (ii) Each constituent Local Authority within the constituency shall be allotted a separate page or pages in the part and the names of the members of that Local Authority shall be entered in that page or those pages;
- (iii) Each page shall be in the form given in the Annexure-XXIV.
- (iv) Every subsequent correction in the roll, whether by way of deletion, addition or modification, shall be authenticated by full signature of the Registration Officer;
- (v) Except in the State of Karnataka, rolls shall be prepared in the regional language of the State;
- (vi) In the State of Karnataka, rolls for the Belgaum constituency shall be prepared in Kannada and Marathi and for the rest of the State of Kannada.

23 The provisions of rule 26 except sub-rule (3) and (4) thereof and rule 27 shall apply in relation to Local Authorities' Constituencies as the apply in relation to assembly constituencies. However, an application for the inclusion of a name shall be made in Form 17. Further, where an application for inclusion, deletion, or correction of entries is received by the Electoral Registration Officer, he shall refer such application to the Chief Executive Officer of the Local Authority concerned and on receipt of information in relation there to from the Chief Executive Officer to Local Authority concerned take further necessary action for inclusion or correction of entries.

24. Under rule 31 of the Registration of Electors Rules, 1960, the roll for every Graduates' or Teachers' Constituency shall be prepared in such form, manner and language or languages as the Election Commission may direct. The Election Commission has directed that the electoral roll for Graduates' Constituency shall, in respect of each elector, specify the following particulars as far as may be available, and in the following order, namely:—

- (i) Sl.No.-----
- (ii) House address(Place of ordinary residence)-----
- (iii) Full name of the elector-----
- (iv) Name of father/mother/husband-----
- (v) Qualification-----
- (vi) Occupation-----
- (vii) Age-----

25. The rolls shall be prepared in the States of Bihar and Uttar Pradesh in Hindi and in the other States in English.

26. The electoral rolls for Teachers' Constituencies shall, in respect of each elector, specify the following particulars, as far as may be available and in the following order, namely:—

- (i) Sl. No.-----
- (ii) House address (place of ordinary residence)-----
- (iii) Full name of elector-----
- (iv) Name of father/mother/husband-----
- (v) Name of educational institution,
if any, in which he is teaching-----
- (vi) Age-----

27. The rolls shall be prepared in the States of Bihar and Uttar Pradesh in Hindi and in the other States in English.

28. The Rolls shall be divided into convenient parts which shall be numbered consecutively.

29. The rules contemplate a *denovo* preparation of electoral roll of a Graduates' or Teachers' Constituency before every biennial election. For the purpose of preparing the

roll for a Graduates' or a Teachers' Constituency Electoral Registration Officer shall, on or before the 1st October, issue a public notice calling upon every person entitled to be registered in that roll to send to, or deliver to, his office before the 7th day of November next following (i.e. by the 6th November) application in Form 18 or Form 19, as the case may be, for the inclusion of his name.

30. The said notice shall be published in two newspapers having circulation in the constituency and republished in them once on or about 15th October and again on or about 25th October.

31. In the case of revision of the electoral roll before any bye-election to fill a casual vacancy in a seat allotted to a Graduates' or a Teachers' constituency contemplated under section 21(2)(a)(ii) of the Representation of the People Act, 1950, references to the 1st October, 7th day of November mentioned in paragraph 29 above and references to 15th October and 25th October mentioned in paragraph 30 above will be construed as references to such dates as may be specified by the Election Commission in relation to each such revision.

32. The provisions of rules 10 to 27 except clause (c) of sub-rule(1) and clause (c) of sub-rule(2) of rule 13 of the Registration of Electors Rules, 1960 shall apply in relation to Graduates' and Teachers' Constituencies as they apply in relation to assembly constituencies. The only difference is that an application for the inclusion of a name shall be made in Form 18 or Form 19, as may be appropriate. In the case of Local Authorities Constituencies, there is no qualifying date. Electoral rolls of these constituencies are not revised. But they are kept up-to-date by correction being made by the Electoral Registration Officers concerned on the basis of the changes which are brought to their notice by the Executive Officers of the Local Authorities concerned. All ex-officio and nominated members, if any, of the local authorities are entitled to be included in the electoral roll alongwith elected members.

33. Electoral Registration Officers should obtain, once in a quarter by the 15th January, 15th April, 15th July and 15th October, from the Executive Officer of the Local Authorities in their jurisdiction, a certificate to the effect that all corrections have been duly intimated by them. The certificate should be on the following form:—

CERTIFICATE

Certified that all changes in the membership of municipalities/district boards/Cantonment boards/notified area committees/Zilla parishads/panchayat samities/mandal panchayats during the quarter ending March/June/September/December have been intimated to the Electoral Registration Officer vide letter No. and date mentioned below:—

- 1.
- 2.
- 3.

Chief Executive Officer
of the Local Body

The rolls should be prepared in different pages depending upon different types of Local Authorities in the State whose members take part in the election to Legislative Council. The names in each page should be arranged in alphabetical order. The Local Authorities in each page should be given serial nos. in one continuous series for the entire section. This number should be entered alongwith the name of the Local Authorities at the top of the page or pages relating to that Local Authority. An index should be given in the first sheet.

34. In the case of members of one Local Authority some of whom are ex-officio members of other Local Authorities, their names should appear only once where they are members.

35. In the case of Graduates' Constituency, not only Graduates, but persons who are in possession of any equivalent qualification are also entitled to be registered in the roll. The statement showing qualifications deemed to be equivalent to that of Graduate is given in Annexure-XXV. The three year period for which a person should be a Graduate before registration will count from the date on which the result of the qualifying degree examination was declared and published by the university or an authority concerned and not from the date of convocation. It is not necessary that a person should be a registered Graduate. In case a declared office holder who fulfils the qualification, wants to get his name enrolled in the Graduates' Constituency he can do so; but only in the place where he ordinarily resides and not his own constituency where he will be deemed to be ordinarily resides and not his own constituency where he will be deemed to be ordinarily resident as section 20(4) of the Representation of the People Act, 1950 does not apply to Graduates Constituency.

TEACHERS' CONSTITUENCY

36. The educational institutions within the States of Bihar, Karnataka, Maharashtra and Uttar Pradesh which are having State Legislative Councils, which are deemed to be not lower in standard than that of a secondary school are given in Annexure XXVI. Section 20(4) of the Representation of the People Act, 1950 does not apply to Teachers' Constituency. Therefore, a declared office holder, who fulfils the qualifications for registration in the Teachers' Constituency, is not entitled to be registered in his home constituency. He should be registered only where he ordinarily resides. In the case of a person who is resident in a particular place at the time of filling the application and who later on shifts his residence to some other place outside the constituency, he loses his residential qualification and his application has to be rejected by the Electoral Registration Officer. But if a person moves to another place within the constituency and the new place of residence is also known to Electoral Registration officer, there is no objection to the Electoral Registration officer, including the name of the applicant at an address other than that mentioned in the claim form provided the other address is within the constituency and is known to the Electoral Registration Officer.

37. Every teacher who has been engaged in teaching for the qualifying period in an educational institution of the prescribed standard will be entitled to be registered as an elector irrespective of whether he is teaching in the primary section, middle section or any other section of the institution.

38. Teachers of tutorial colleges are not eligible to be registered as voters. Retired teachers, who satisfy the qualifications for inclusion of names as electors, i.e., those who had been engaged in teaching for a total period of atleast three years within the six years immediately before the qualifying date in educational institutions of the prescribed standard are eligible for inclusion in the electoral roll.

39. The disqualification for registration under section 16 of the Representation of the People Act, 1950 will apply in respect of enrolment in council constituencies also. A person cannot be registered as voter more than once in any constituency or in more than one constituency of the same category. But a person can, if duly qualified be registered as a voter in constituencies of different categories, namely, graduates' teachers' and local authorities' as these are treated as falling under different category. For example graduate teacher with the requisite qualification will be entitled to be registered both in the graduates' constituency and also in the teachers' constituency. The electoral roll should be divided into convenient parts which should be numbered consecutively. The number of names included in any part should not be very large, say, not exceeding 1000 but there is no minimum limit in regard to the number of entries in a part. The various parts should be numbered consecutively with reference to their geographical position. In the case of constituencies spreading over more than one district, numbering should be with reference to the portions included in each district. Within each district numbering should begin from the north-western corner and after proceeding in a zig-zag manner should end

in the south-eastern corner. A register of the parts shall be prepared and maintained in the form given below:—

Graduates'/Teachers' Constituency		
Number of the part	Name of the district	Area covered by the part
(1)	(2)	(3)

40. A table of Contents should be prepared to show arrangements of parts and area covered by each part. This is the same as the register of parts with the exception of the last column. This table of contents should be prefixed to the first part of the roll. Specimen forms are given in Annexure-XXVIII.

41. The entries in each part will be with reference to the division, ward, street, in the case of municipal corporation municipalities and Panchayats. In those areas where there is no well-defined ward, street, house numbering system, door numbers and block numbers as used for the preparation of electoral rolls for assembly constituencies in these areas should be followed. Block Nos. and the names of villages will be indicated at the top as a sub-head and the particulars of the voters in the same block and village given thereunder according to door numbers. Only block numbers and the names of villages wherein voters reside need be entered.

42. The Commission issues a programme of revision of the electoral rolls starting with the issue of public notice on or before the 1st October of the year, previous to the year of biennial elections. The public notice should be given in the form in Annexure XXIX or Annexure XXX, as the case may be. It should be published in the office of the Electoral Registration Officer and also in the offices of the District Election Officers, Sub-Divisional Officers and Tehsildars, within the constituency. Immediately after the publication, each Electoral Registration Officer should send a certificate to the Chief Electoral Officer stating that the notice has been published in his office. Similar certificates regarding publication should also be obtained from the District Election Officers, Sub-Divisional Officers and Tehsildars by the Electoral Registration Officer. This is in addition to the statutory requirements of publication and republication in two newspapers. In case revision is being undertaken in more than one constituency in a year, the Chief Electoral Officer can arrange for publication in newspapers in a consolidated form as in Annexure XXIX of Annexure XXX. If this is done, the Electoral Registration Officers need not publish individual notices in newspapers. Copies of the notice have to be circulated to all recognised and registered political parties, educational institutions, Officers' associations, clubs, etc. so that the notice gets wide publicity.

43. As there is no house to house enumeration, some special steps have to be taken to ensure the inclusion of all eligible persons in the electoral rolls. For this purpose, the Electoral Registration Officers should address all offices, educational and other institutions, banks, firms etc., located in their constituencies inviting their attention to the public notice issued by them as well as the advertisement in the newspapers impressing upon them that all qualified persons should apply for inclusion of their names

irrespective of the fact whether the names were already on the rolls are not. The heads of institutions, offices, etc., may be requested to collect applications in the prescribed form from the eligible persons among their staff for inclusion of their names and forward them to the Electoral Registration Officers before 7^h November (i.e. by the 6^h November) of the year of revision.

44. Every person making an application for the inclusion of his name in the roll should submit Form 18 or 19, as the case may be duly filled in alongwith supporting documents.

45. The applicants should submit documents in support of their educational and other qualifications. The Election Commission has directed that the following shall be the documents in support of the claim for inclusion in a graduates' constituency and that no other document should be accepted for this purpose namely:—

- (a) The degree, diploma or certificate in original granted by the university or institution concerned or any copy thereof duly attested by a Magistrate of the 1st Class or any Gazetted Officer; or
- (b) A copy of an entry in the Government record or a certificate issued to a Graduate employee by the Gazetted Head of Offices on the basis of entries in Government records in his custody or a copy of an entry in the record of Statutory Bodies, Corporations or Public undertakings specifying the degree, diploma or certificate possessed by the claimant duly attested by the Head of the office concerned; or
- (c) An attested copy of the card of registration as registered Graduate issued by the University, a certified copy of the relevant entry in the list of registered Graduates, the Roll of Advocates, the register of Medical Practitioners, the register of chartered Accountants, the register of Engineers maintained by Institute of Engineers, etc., or
- (d) An affidavit by the claimant supported by a certificate from the Register of a University, or the Principal of a College affiliated to University or from the Head of the Department of such College under whom he had studied; or
- (e) Full particulars of his entry in the existing electoral roll furnished by the claimant in writing under a declaration.

46. As the rolls are prepared afresh before every biennial election, every person who wants his name to be included, should apply afresh for such inclusion. The names of persons which find a place in the earlier electoral rolls will not be automatically included in the fresh rolls.

Publication of electoral rolls of Graduates' and Teachers' Constituencies.

47. Under rules 10 and 22, statutory publication of the electoral rolls should be made in the office of the Electoral Registration Officer. These should be published also in the

taluk office, municipal office etc. For this purpose the Electoral Registration Officer should send copies of the notice in Form-V and relevant part of the Registration Officers to the concerned officers. A copy of the roll for the entire constituency should be made available for inspection by the public. As in the case of assembly roll, electoral rolls should be printed before preliminary publication and lists of amendments printed for final publication.

48. After the preliminary publication, 2 copies of the draft rolls should be supplied by Electoral Registration Officer free of cost to every recognised political parties. Similarly after final publication two copies of the complete rolls should be supplied to them.

Disposal of claims and objections.

49. The same procedure as followed for the assembly rolls is adopted for the electoral rolls of Graduates' and Teachers' Constituencies also.

Preparation of final lists of amendments

50. The heading for the final lists of amendments:—

(1) Final lists of amendments 199-----Graduates'/Teachers'
Constituency-----district-----part No.-----.

51. The list of amendments should be prepared in 3 sections, namely, section-I "addition"; section-II "Correction"; Section-III "deletions". The serial number of the fresh entry in section 1 of the lists of amendments should be the next number after the last serial number in the relevant part of the draft roll. Section-I should contain all the column as in the main roll. Section-II should contain the following column as in the main roll. Section-II should contain the following columns, 1-serial number of voter; 2-name of the voter; 3-number and nature of entries required for correction; 4-'for'; 5-'read'; section 3 should contain the following 2-columns-(1) serial number of voter (2) name of the voter.

52. The number of copies of the rolls to be printed for the Graduates' and Teachers' Constituencies will be calculated on the basis of the guidelines given in the Annexure XXXI.

Title page

53. Title page should be in the form as given in the Annexure-XXXII.

Procedure for inclusion of name under section 23:

54. The same procedure as is followed for the inclusion of names in the electoral roll of assembly constituency applies mutatis mutandis to applications for inclusion of name in a council constituency.

CHAPTER-X

Miscellaneous :

1. **Penalty for making false declaration:**

1. If any person makes, in connection with the preparation, revision or correction of an electoral roll or 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 under section 31 of the Representation of the People Act, 1950 with imprisonment for a term which may extend to one year, or with fine or with both.

2. Breach of official duty in connection with the preparation etc. of electoral rolls.

(1) If any Electoral Registration Officer, Assistant Electoral Registration Officer or other person required by or under this Act to perform any official duty in connection with the preparation, revision or correction of an electoral roll or the inclusion or exclusion of any entry in or from that roll, is without reasonable cause, guilty of any act or omission in breach of such official duty he shall be punishable under section 32 of the Representation of the People Act, 1950 with fine which may extend to five hundred rupees.

(2) No suit or other legal proceeding shall lie against any such officer or other person for damages in respect of any such act or omission as aforesaid.

(3) No court shall take cognizance of any offence punishable under section 32 unless there is a complaint made by or on behalf of, or under authority from, the Election Commission or the Chief Electoral Officer of the State concerned.

3. **Inspection of electoral rolls and concerned papers—**

Every person shall have the right to inspect the election papers referred to in rule 32 of the Registration of Elector Rules, 1960 and to get attested copies thereof on payment of such fee as may be fixed by the Chief Electoral Officer.

Disposal of electoral rolls and connected papers—

(1) The papers referred to in rule 32 shall, on the expiry of the period specified therein, and subject to such general or special directions, if any, as may be given by the Election Commission in this behalf, be disposed of in such manner as the Chief Electoral Officer may direct.

(2) The papers referred to in the said rule 32 under the heading “custody and preservation of rolls and connected papers” shall, on the expiry of period specified therein, be shredded and thereafter made into pulp which can be recycled for manufacture of papers etc. The copies of the electoral rolls for any

constituency in excess of the number required for deposit for any public purpose shall be disposed of in the same manner after the electoral roll that constituency has been finally published after the next intensive revision.

4. Method of keeping copies of electoral rolls

The Commission has directed that the electoral roll for each polling booth should be kept in a folder in which the mother roll relating to the intensive revision is arranged with supporting duplicate enumeration cards and supplements to the mother roll with the claims and objections forms accepted or rejected in respect of every subsequent summary revision arranged year-wise, so that each entry in the electoral roll can be properly accounted for. Similarly the outer cover of the folder should give a description of constituency; part No. and the contents of the folder.

5. MARKED COPY OF THE ELECTORAL ROLL SUPPLIED TO THE POLLING PARTIES

The Commission had received representations in the past that there were arbitrary deletions of entries in the electoral rolls used by polling personnel in the polling stations. In the context of such representations, the Commission has issued, from time to time, instructions that the copy of electoral roll used at the polling station/booth as "MARKED COPY" should be the same as that carried by the polling agents of parties and contesting candidates. For this purpose the following instructions of the Commission are reiterated for observance by Electoral Registration Officers, Returning Officers and Presiding and Polling Officers:—

(1) Copies of electoral rolls supplied to political parties and other should be IDENTICAL with the copy of the electoral roll used at the polling booth for taking the Poll.

(2) Political parties should be supplied with all supplements due to additions, deletions, etc. made till the last date for making nomination and while supplying such supplements they should be clearly informed in writing that mother roll contains so many supplements of additions/deletions/corrections and that the parties should incorporate the deletions and corrections in the mother roll of each part by scoring out the names of persons in the deletion list and correcting the entries found in the supplement relating to 'Corrections'. So far as inclusions are concerned, since their serial numbers are in continuation of the serial numbers in the original part of the electoral roll, such supplements relating to INCLUSIONS may be kept below the original part.

(3) Each polling party should be supplied with 4 sets of the relevant part of the electoral roll relating to polling booth if the election is a single election and 5 sets if the election is simultaneous and all such sets shall be IDENTICAL in the sense that each set shall—

(a) have the deletion made in RED INK in the basic roll;

- (b) corrections carried to the entries in the basic roll on the basis of supplements relating to corrections; and
 - (c) the entries relating to “EDC” and “PB” made against the names of electors to whom EDC and Postal Ballots are issued.
- (4) One of the said 4/5 sets should be used as “MARKED COPY” at the polling booth and this copy should be preserved safely. Of the remaining sets, one or two sets may be shown to the agents and candidates present before commencement of poll so that they may compare the entries, deletions and corrections and if necessary note the same in their copies. If so demanded, these copies may be exhibited near the polling booth for public information till the polling is over. However, Presiding Officer should not supply any copy of the roll to any agent candidate; or but should allow only inspection.
- (5) The Presiding Officer should be able to explain each and every entry mark made in the copy of the roll and for this purpose each Presiding Officer should be supplied with all supplements relating to DELETIONS/INCLUSIONS/CORRECTIONS.
- (6) The Returning Officers should also allow inspection of the complete roll of the constituency as corrected above in his office.
- (7) During the Training Classes of Polling personnel, the above instructions should be brought to the notice of all polling personnel.

6. Custody and preservation of rolls and connected papers

After the roll for a constituency has been finally published, the following papers shall be kept in the office of the registration officer or at such other place as the Chief Electoral Officer may, by order, specify, until the expiration of one year after the completion of the next intensive revision of that roll:—

- (a) One complete copy of the roll;
- (b) Statements submitted to the registration officer under rule 7;
- (c) Statements submitted to the registration officer under rule 8;
- (d) Register of enumeration forms;
- (e) Applications in regard to the preparation of the roll;
- (f) Manuscript parts prepared by enumerating agencies and used for compiling the roll;
- (g) Papers relating to claims and objections:

ANNEXURE-I
(See paragraph 9 of Chapter-I)

CHECK MEMO

1. STATIONARY:—

1.1 Whether the requirement of the paper for printing electoral rolls has been assessed and intimated to the District Election Officer. If not, the action taken to procure paper.

The requirement of paper will depend upon the number of pages in each part and number of copies of electoral rolls to be printed. The number of copies to be printed will be decided by the Chief Electoral Officer and will be uniform throughout the State.

1.2 Whether various types of form are available in adequate quantities ? If not, the action taken to procure them.

1.3 Whether adequate number of Enumeration Pads have been printed ? If not, the action taken to print them.

1.4 Whether Ball-Point pens, Carbon Papers, pins, white writing paper sheets etc. required by Supervisors, Inspectors and Enumerators have been procured in adequate quantities ?

2. IDENTIFICATION OF PRINTING PRESSES

2.1 Whether the Government Presses in the State will be able to complete the work of printing of forms, stationary and electoral rolls within the stipulated time? If not whether possibilities of entrusting the work to the private presses have been explored?

2.2 Whether tenders have been floated?

2.3 Whether work has been entrusted of the private process and if so, details.

3. STAFF:—

3.1 Whether the offices and the level of officers from where the Supervisors, Inspectors and Enumerators will be drawn have been identified.

3.2 Whether the number of persons in each category have been assessed and action taken to appoint the staff ? If not, the action taken to appoint the required number of Enumeration and Supervisory staff ?

3.3 Whether number of persons to be appointed as scribes to prepare the manuscript of electoral rolls have been assessed and action taken to appoint them?

3.4 Whether names of Supervisors, Inspectors and Enumerators have been kept in reserve ?

3.5 Whether persons with known political inclinations or active supporters of any political party have been kept out of Enumeration/Revision work?

3.6 Whether Government employees are owing allegiance to staff union/Federations affiliated to different political parties and, if so, whether it has been ensured that there is a proper and balanced mix of employees from all representative union/Federations?

3.7 Whether the offices from which and the level of officers from whom the designated officers will be appointed have been identified? If so, details.

3.8 Whether appointments of designated officers have been completed?

3.9 Whether the locations where draft rolls will be displayed and designated officers will be appointed have been identified? (According to the Commission's instructions draft rolls will be displayed at all polling stations). In case of polling station at the last General Election was set up in a temporary structure, such publication of draft rolls shall be made in a suitable building in the polling area.

4. **TRAINING**

4.1 Whether training has been imparted to 100% of Supervisors, Inspectors, Enumerators including persons in reserve ?

4.2 Whether training has been imparted to designated officers?

5. **MANUAL AND INSTRUCTIONS**

5.1 Whether any manual has been issued for the guidance of supervisors, Inspectors and Enumerators and designated officers?

5.2 Whether constituency maps showing the polling areas have been printed in adequate quantities?

5.3 Whether polling area maps have been prepared in adequate quantities?

5.4 Whether these maps have been furnished to Supervisors, Inspectors and Enumerators?

5.5 Whether extent of each polling area in terms of villages, blocks, ward etc. has been prepared and furnished to Supervisors, Inspectors and Enumerators.

6. PUBLICITY

6.1 Whether adequate numbers of printing of documentaries posters and slides for giving publicity about revision of rolls are in stock? If not, the action taken to procure them.

6.2 Whether arrangements have been made with the Field publicity Department, Theatre owners for screening of documentaries, exhibition of slides and distribution of posters.

7. LOCATION OF AREA AND SPECIFICATION OF JOB CONTENT

7.1 Whether clear demarcation of areas, block numbers, house numbers, etc., under the jurisdiction of each Supervisor, Inspector, Enumerator has been done?

7.2 Whether it has been ensured that all the polling areas have been covered in the jurisdiction of one or the other of the Supervisor/Inspector/ Enumerator.

7.3 Has the percentage of sample check to be carried out by the Supervisor/Inspector been specified? If so, what is the percentage?

7.4 Has the percentage of sample check to be carried out by the Electoral Registration Officer/Assistant Electoral Officer been specified? If so, what is the percentage?

7. DESIGNATED OFFICERS

8.1 Whether arrangements have been made for the supply of adequate number of different types of forms to the designated officer?

8.2 Whether clear instructions have been given to the designated officers to remain in their office during the normal working hours, say 10.00 a.m. to 4.00 p.m. and all the working days including Saturdays to receive claims and objections?

8.3 Whether clear instructions have been given to the designated officers to send the claims and objections received by them to the Electoral Registration Officer/Assistant Electoral Registration Officer at regular periodic intervals?

9. CO-ORDINATION

9.1 Whether arrangements have been made for collection and compilation of data and furnishing of such data to the District Election Officer?

10. **WINDING UP OF OPERATIONS**

10.1 Whether arrangements have been made for deposit of enumeration pads, forms, etc., in Electoral Registration Officer's office?

10.2 Whether arrangements have been made for the safe custody, issue of certified copies and inspection of documents?

1	2	3
	10-Sonai 11-Dholai(SC) 12-Udharbond 13-Lakhipur 14-Barkhola and 15-Katigora Assembly Constituencies	
	(b) 16-Haflogra(ST) assembly constituency; and	English
	(c) All other Assembly Constituencies.	Assamese
4.	Bihar Entire State	Hindi
5.	Goa All Assembly Constituencies	Konkani in Devnagari Script, Marathi & English
6.	Gujarat Entire State	Gujarati
7.	Haryana Entire State	Hindi
8.	Himachal Pradesh Entire State	Hindi
9	Jammu & Kashmir (a) 5-Udhampur Parliamentary Constituency (excluding Doda district); and 6-Jammu Parliamentary constituency (excluding Rajouri and Poonach districts)	Urdu and Hindi
	(b) 5-Udhampur Parliamentary constituency(Doda District), and 6-Jammu Parliamentary Constituency(Rajouri and Poonach districts)	Urdu

(c) 57-Gulabgarh,
58-Reasi,
59-Gool Arnas,
60-Udhampur,
61-Chanani (SC),
62-Ramnagar,
63-Bani,
64-Basohli,
65-Kathua,
66-Billawar,
67-Hiranagar(SC),
68-Samba,
69-Vijaypur,
70-Nagrota,
71-Gandhinagar,
72-Jammu East,
73- Jammu West,
74-Bishna(SC),
75-R.S.Pura(SC),
76-Suchetgarh,
77-Marh(SC),
78-Raipur Domana(SC),
79-Akhnoor
80-Chhamb
Assembly Constituencies

Urdu and Hindi

(d) All other parliamentary
constituencies and assembly
Constituencies

Urdu

10. Karnataka

(a) 1-Aurad,
2-Bhalki
3-Hulsoor(SC)
172-Karwar,
173-Haliyal,
196-Khanapur
197-Belgaum
198-Uchagaon,
199-Bagewadi,
204-Nippani and
205-Sadalga
assembly constituencies.

Kannada and
Marathi

(b) 71-Kolar Gold Fields(SC) Kannada and
76-Malleswaram English
77-Rajajinagar

78-Gandhinagar
 79-Chickpet
 80-Binnypet
 81-Chamarajapet
 82-Basavanagudi
 83-Jayanagar
 84-Shanthinagar(SC)
 85-Shivajinagar
 86-Bharathinagar, and
 87-Jayamahar
 Assembly Constituencies.

	(c) 10-Gulbarga assembly Constituency	Kannada and Urdu
	(d) All other assembly constituencies	Kannada
11. Kerala	(a) 1-Manjeswar and 2-Kasaragod assembly Constituencies	Malayalam and Kannada
	(b) 83-Devicolam(SC) 86-Peermade assembly constituencies	Malayalam and Tamil
	(c) All other assembly constituencies	Malayalam
12. Madhya Pradesh	(a) 239-Bhopal South 240-Bhopal North and 287-Burhanpur assembly constituencies	Hindi and Urdu
	(b) All other assembly constituencies	Hindi
13. Maharashtra	(a) All assembly constituencies comprised within Greater Bombay District excluding 20-Umarkhadi 26-Nagpada 34-Mahim and 48-Nehru Nagar assembly constituencies.	Marathi and English

	(b) 20-Umarkhadi 26-Nagpada 34-Mahim and 48-Nehru Nagar assembly constituencies.	Marathi, English and Urdu
	(c) 214-Akkalkot 215-South Solapur 276-Jath(SC) 277-Shirol and 287-Gadhinglaj assembly constituencies	Marathi and Kannada
	(d) 60-Bhiwandi 73-Malegaon 170-Nanded 193-Aurangabad West and 194-Aurangabad East assembly constituencies.	Marathi and Urdu
	(e) All other assembly constituencies	Marathi
14. Manipur	(a) 41-Chandel(ST) 42-Tengnoupal(ST) 43-Phungyar(ST) 44-Ukhrul(ST) 45-Chingai(ST) 46-Saikul(ST) 47-Karong(ST) 48-Mao(ST) 49-Tadubi(ST) 50-Kangpokpi 51-Saitu(ST) 52-Tamei(ST) 53-Tamenglong(ST) 54-Nungba(ST) 55-Tipaimukh(ST) 56-Thanlon(ST) 57-Henglep(ST) 58-Churachandpur(ST) 59-Saikot(ST) 60-Singhat(ST) assembly constituencies.	English
	(b) All other assembly constituencies.	Manipuri

22.	Tamil Nadu	(a) Assembly Constituencies Comprised within Madras City	Tamil and English
		(b) 30-Tiruttani and 31-Pallipet assembly constituencies.	Tamil and Telugu
		(c) 74-Hosur and 75-Thalli assembly constituencies.	Tamil, Telugu and Kannada
		(d) 128-Gudalur 232-Thiruvattar 233-Killiyoor assembly constituencies.	Tamil and Malayalam
		(e) All other assmebly constituencies.	Tamil
23.	Tripura	Entire State	Bengali
24.	Uttar Pradesh	(a) 16-Kashipur 17-Saohara 18-Dhampur 19-Afzalgarh 20-Nagina(SC) 21-Najibabad(SC) 22-Bijnor 23-Chandpur 24-Kanth 25-Amroha 26-Hasanpur 27-Gangeshwari(SC) 28-Sambhal 29-Bahojoi 30-Chandausi(SC) 31-Kunderki 32-Pradanad West 33-Moradabad 34-Moradabad Rural 35-Thakurdwara 36-Suar Tanda 37-Rampur 38-Bilaspur 39-Shahbad(SC) 44-Budaun 46-Binawar	Hindi and Urdu

48-Anola
49-Sunha
50-Faridpur(SC)
51-Bareilly Cantonment
52-Bareilly City
53-Nawabganj

54-Bhojipura
55-Kabar
56-Baheri
57-Pilibhit
58-Barkhera(SC)
59-Bisalpur
60-Puranpur
65-Dadraul
66-Shahjahanpur
74-Behta
75-Biswan
78-Laharpur
79-Sitapur
80-Hargaon(SC)
99-Malihabad(SC)
100-Mahona
101-Lucknow East
102-Lucknow West
103-Lucknow Central
104-Lucknow Cantonment
105-Sorojini Nagar
106-Mohanlalganj(SC)
138-Rudauli
139-Dariyabad
140-Sidhpur(SC)
142-Masauli
143-Nawabganj
144-Fatahpur(SC)
145-Ramnagar
148-Mahsi
149-Nanpara
150-Charda(SC)
154-Gainsari
155-Tulsipur
156-Balrampur
157-Utraula
158-Sadullanagar
159-Mankapur(SC)
160-Mujehna

169-Ramnagar
170-Domariaganj
171-Itwa
172-Shohratgarh
173-Naugarh
176-Menhdawal
177-Khalilabad(SC)
178-Hainsarbazar(SC)
218-Mubarakpur
219-Mohammadabad Gohna(SC)
220-Mau
275-Allahabad North
276-Allahabad Sourth
277-Allahabad West
278-Chail(SC)
287-Aryanagar
288-Sisamau
289-Generalganj
290-Kanpur Cantonment
291-Govindnagar
292-Kalyanpur
293-Sarasaul
373-Aligarh
374-Koil(SC)
376-Barauli
383-Agota
384-Bulandshahr
385-Shikarpur(SC)
388-Ghaziabad
389-Muradnagar
390-Modinagar
391-Hapur(SC)
392-Garhmukteshwar
393-Kithore
394-Hastinapur(SC)
395-Sardhana
396-Meerut Cantonment
397-Meerut
398-Kharkhauda
399-Siwalkhas(SC)
400-Khekra
401-Baghpatt
402-Barnawa
403-Chaprauli
404-Kandhla
405-Khatauli

406-Jansath(SC)
 407-Morna
 408-Muzaffarnagar
 409-Charthawal(SC)
 410-Baghra
 411-Katrana
 412-Thana Bhawan
 413-Nakur
 414-Sarsawa
 415-Nagal(SC)
 416-Deoband
 417-Harora(SC)
 418-Saharanpur
 419-Muzaffarabad
 420-Roorkee
 421-Bhaksar and
 422-Hardwar
 assembly constituencies

		(b) All other assembly constituencies	Hindi
25.	West Bengal	(a) 22-Kalimpong 23-Datjeeling 24-Kurseong and 25-Siliguri assembly constituencies.	Bengali and Nepali
		(b) 28-Islampur and 29-Goalpokhar assembly constituencies	Bengali and Nepali
		(c) Assembly constituencies Comprised in Calcutta District excluding 139-Belgachia East assembly constituencies.	English
		(d) 139-Belgachia East and 224-Kharagpur Town assembly constituencies	Bengali and English
		(e) All other assembly constituencies	Bengali

26.	Andaman & Nicobar Islands	Entire Territory	Hindi and English
27.	Chandigarh	Entire Territory	Hindi and Punjabi
28.	Dadra & Nagar Haveli	Entire Territory	Gujarati and Marathi
29.	Delhi	Entire Territory	Hindi, Urdu and English
30.	Daman & Diu	Entire Territory	English and Gujarati
31.	Lakshadweep	Entire Territory	Malayalam
32.	Pondicherry	(a) Maharea (b) Yanam area (c) Rest of the Territory	Telugu Tamil

ANNEXURE-III
(CHAPTER-III PART 17.1)

Maintenance of records

The Electoral Registration Officers should open separate files for each polling station. The records for each polling station should contain:—

- (i) the file cover permanently indicating the serial number and name of parliamentary/assembly constituency and the serial number of polling station;
- (ii) the copy of the existing roll with copies of supplements, if any, for the polling station;
- (iii) a sketch map showing the polling area indicating the extent in terms of ward/block/locality/village/house number;
- (iv) all original copies of the election cards (from the enumeration pads) used for the polling area;
- (v) manuscript copy of the electoral roll prepared after house to house enumeration;
- (vi) printed copy of the electoral roll as published in draft;
- (vii) application forms filled in for inclusion of names and deletion of names with the reports of Inspectors/Supervisors and orders of Electoral Registration Officers, and
- (viii) copies of supplements as at the time of final publication of rolls.

For the convenience of the Enumerators and for ensuring better quality of work, consolidated instructions to enumerators incorporating all the instructions issued by the Commission from time to time should be got printed and supplied to each enumerator for his guidance.

A copy of the general instructions to Enumerators is at Annexure-IV.

ANNEXURE-IV

(CHAPTER-III PARA 17.1)

GENERAL INSTRUCTIONS TO ENUMERATORS

- a) You should understand the limits of the area for which you are appointed as Enumerator and make sure that neither you overstep your operation beyond the area allotted to you nor you leave out any area allotted to you.
- (b) Take alongwith you sufficient number of
- (i) enumeration pads, containing numbered enumeration cards;
 - (ii) Ball-point pen;
 - (iii) Carbon papers cut to the size of enumeration pads;
 - (iv) Stamp pad to get thumb impression of the illiterate electors;
 - (v) Also a sketch map of the polling area covered by the polling station indicating the blocks/village/wards/house numbers, etc.
- (c) You should visit every residential house in the area allotted to you. If new houses have come into existence, you should enumerate the residents in them also after giving the houses a sub-number, for example 8A, 12B, etc.
- (d) At every house you visit make enquires from the Head of the family, if available, or the senior adult member of the house.
- (e) If you find that a house is locked or closed at the time of your visit, you should make as many visits as possible to find out whether any persons are actually residing in that house. If after some visits, you find the house still locked, make a note of the address of the house in a separate list which should be handed over to your supervisor. Also do not fail to drop the letter of request (Form-4) in the house, for the occupant of the house to respond.
- (f) If all the adult members of a house are general absenty from their residences due to vocational occupation like job, field work, then you should visit such houses either in the early morning or after dusk when the member are expected to return from duty.
- (g) You should include names of only eligible electors who are members of the household or are ordinarily residents in that house. A guest or casual visitor should not be included in the electoral roll.

- (h) If a person is temporarily absent from his home, he should be included.
- (i) A member of Lok Sabha, Rajya Sabha, Legislative Assembly or Legislative Council should be included in the electoral roll even though he may not be actually living in his house at the time of your visit.
- (j) The names of members of the Armed Forces or persons employed by the Government of India in a post outside India and wives of those persons ordinarily residing with them, should not be included, even if they happen to be present in the house at the time of your visit. The names of such persons are to be included in the last part of the electoral roll with which you are not concerned.
- (k) Persons living in police camps, hospitals or jails should not be included. However, patients living for long periods in Leprosy homes or T.B. on similar sanatoria may be included.
- (l) A student living in a hostel and going home for holidays, should not be treated as ordinarily resident in the hostel. But an adult living in a hostel, more or less permanently, may be included.
- (m) After the enumeration work is over, and manuscript copy of the roll is prepared, the maintained copy shall be compared with the existing part of the electoral roll that is maintained in the office with particular reference to the different blocks/area that have been covered and omission of an area if any, detected should be brought to the notice of Supervisor above you so as to enable him to take remedial action to cover such houses or locality or blocks. Differences in individual entries between the manuscript and existing roll should be reconciled.
- (n) Once or more pages of the enumeration book should be used for the enumeration of the eligible members of a single house. On no ground should the members of two different households be included in the same page of the enumeration book. You should use a separate numbered enumeration sheet in the book for each household. If a particular building in a residential colony is deserted or not inhabited or not occupied, even then a page shall be allotted to it but a note in the enumeration sheet will be kept to indicate that the building is vacant.
- (o) A duplicate copy of the entries made in the enumeration book will be taken with the help of carbon paper in every case.
- (p) You should obtain on the enumeration book the signature of the Head of the household or in his absence of the senior adult member of the household who is present at the time of your visit.
- (q) The duplicate copy of the form containing the entries and your signature and the signature of the Head of the household or of the senior adult member of the household (referred to as the Electoral Card) should be handed over then and there to the Head of the household or the senior adult member of the household and his or her signature in taken of the receipt of the ELECTORAL CARD should be obtained by you on the original form retained in the book.

(r) You should advise the Head of the household or senior adult member to preserve the ELECTORAL CARD CAREFULLY LIKE A RATION CARD.

(s) You should complete your work within the time allotted and hand over all the documents, etc., to the Electoral Registration Officer as soon as your work is completed.

(t) You should give periodically the list of houses not covered by enumeration with reason thereof to enable the Supervisor to make a visit to such houses.

(u) After the completion of the enumeration work, you should record a certificate in the prescribed proforma that the enumeration done by you covered the entire area assigned to you. You will be liable for any omission and commission.

IMPORTANT POINTS TO NOTE

As an Enumerator, keep in mind that the accuracy of the electoral roll depends on the work done by you. The first and foremost point to remember is that you should enter the age of the elector as on the qualifying date for enrolment which is the First January of the year with reference to which the roll is being revised. Secondly WRITE THE NAMES OF ELECTORS IN CLEAR CAPITAL LETTERS.

In order to establish your position as genuine Enumerator appointed by the Electoral Registration Officer, obtain "IDENTITY CARD FOR ENUMERATORS" with the particulars of your name, age and your specimen signature. The Card will be signed by the Electoral Registration Officer with his official seal. Carry this card whenever you go on duty as enumerator to establish your identity on demand.

While preparing the manuscript copy of the electoral roll you should check up with the sketch map supplied to you that no block/area or a household falling within your polling area has been left out nor another area has been wrongly included in your list.

Each and every column and entry in the Electoral Card should be properly filled and completed in every respect. Draw a line across the portion meant for writing the names of persons enumerated after the name of the last person enumerated in the card, so that no further name can be written in that card by anyone unauthorisedly. Also, write clearly and without fail the total no. of persons enumerated in that card in the column meant for the purpose.

**ANNEXURE-V
(CHAPTER-III PARA 17.1)**

IDENTITY CARD FOR ENUMERATORS

Shri ----- whose specimen signature
is given below, has been appointed as an Enumerator for the revision of electoral roll in
respect of-----Constituency.

Speciman signature of Enumerator

Signature

Date:

Electoral Registration Officer
(Seal)

**ANNEXURE-VI
(CHAPTER-III-PARA 17.1)**

MODEL CERTIFICATE

1. Name of Enumerator :
2. Full official designation and office and residential address :
3. Number and name of the Assembly Constituency :
4. Number and name of the electoral area allotted (Part No. to be indicated with details) :
5. Description of the area allotted :
 - (a) Name of Corporation/ Municipality/Cantonment/ Township/Panchayat. :
 - (b) Number and name of the ward/block :
 - (c) Number and name of the Street(s) :
 - (d) Serial number of houses allotted— :

From To :
6. Details of work done—
 - (a) Total number of houses allotted :
 - (b) Total number of residential houses therein. :
 - (c) Total number of non-residential houses therein. :

- (d) Total number of residential houses visited :
 - (e) Number not visited together with reason :
 - (f) Number of households enumerated (details should be given in the form given in the **appendix).
7. Date of commencement of work. :
 8. Date of completion of work.
Certified that

I have been appointed as Enumerator to do house to house enumeration of the area mentioned at No. 1X5.

2. The number of households furnished is correct.
3. All the families in every household allotted to me for enumerations have been covered.
4.*houses were found locked by me and I made repeated visits to these locked houses and I have also dropped the letter of requests (in Form-4) inside the houses. I have also given a list with the particulars of those locked houses to my Supervisor for his verification.
5. I have covered the entire area assigned to me for house to house enumeration and am responsible for any omissions and commissions.

Place:
Date:

(SIGNATURE)
ENUMERATOR

N.B.— The above certificate should be handed over after the enumeration is over to the Electoral Registration Officer.

*Here mentioned the total number

APPENDIX

Ward/Block No/Village	House	Number of	Number of persons
Street Number	Number	Households	enumerated
	(1)	(2)	(3)

Total

Signature of the
ENUMERATOR (IN FULL)

ANNEXURE NO.-VII
(CHAPTER-III – PARA 17.3)
ELECTION COMMISSION OF INDIA

Nirvachan Sadan,
Ashoka Road,
New Delhi-110 001.

No. 22/2/91-Vol.II

Dated: 30th November 1991.

To

The Chief Electoral Officers
of all States/Union Territories.

Subject :- Electoral rolls-printing after integration of supplements-directions.

Sir,

I am directed to state that in connection with the Summary revision currently under process, some Chief Electoral Officers have sought permission of the Election Commission for integration of supplements to the basic roll.

Under sub-rule(3) of Rule 22 of the Registration of Electors Rules, 1961, the Election Commission hereby directs that for the purpose of integration of the supplements with the main roll, following procedure shall be adopted.

1. Reprinting should be done only after final publication after summary revision;
2. The existing electoral rolls, namely, the basic electoral rolls and the supplements thereof should be integrated into one unitary roll;
3. All the supplements, both the deletions and additions and corrections in relevant parts of the electoral rolls should be arranged house numberwise.

4. After arrangement of the supplements, additional names should be entered at the relevant places and the deletions and corrections should be done physically by red ink in the basic roll;

These directions may be treated as standing directions.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(K.P.G.KUTTY)
SECRETARY

STANDARD DISTRIBUTION

ANNEXURE-VIII
(See paragraph 5.2 of Chapter-VI)

Cover for electoral roll

Final electoral roll of the 183-Allagadda Legislative Assembly Constituency of the State Legislative Assembly of Andhra Pradesh for 1993

No. of parts 134
No. of pages 1012
Published on 09.03.1993

Electoral Registration Officer

N.B. I This roll consists of the basic roll of 1993 and supplements.

N.B. II The age of the elector given in the basic roll and supplement is with reference to the qualifying date and with reference to each year of revision.

N.B. III The number of parts in the constituency is 134. The extent of the constituency according to Delimitation of Parliamentary and Assembly Constituencies Order, 1976:—(Here enter the extent of the constituency).

District-----
Sub-Division-----
Taluk-----
Part No.-----
Area covered-----

ANNEXURE-IX
(See paragraph 24 of Chapter-VII)

State/Union Territory-----Record Office

No. and Name of Assembly Constituency	Electoral roll No.	Rank	Name of elector	Regimental number	Address for sending ballot Papers
--	-----------------------	------	--------------------	----------------------	---

ANNEXURE-X

(See paragraph 13 of Chapter-VIII)

Form of notice to be issued by Electoral Registration Officer in the case of application for deletion of names.

NOTICE

(Under rule 26(3) of the Registration of Electors Rules, 1960)

Shri/Shrimati/Kumari----- of-----
-----has applied
for the deletion of the name of the person whose particulars are given below from part No.-----
-----of the electoral roll of-----
-----Assembly Constituency.

(Here enter particulars of the voter whose name is proposed for deletion).

A copy of the application is attached. It is hereby given notice that if there is any objection to this application, it should be sent to the undersigned so as to reach him not later than the-----

Place: Electoral Registration Officer of
-----Assembly Constituency
Date: and-----
(Here insert the Designation).

Copy to the person objecting and person objected to.

Copy to the Tahsildar/Deputy Tahsildar/Municipal Commissioner.

ANNEXURE-XI

(See paragraph 13 of Chapter-VIII)

Form of order is to be issued by Electoral Registration Officer in the case of allowing an application for deletion of a name.

Office of the Electoral Registration Officer of-----
-----Assembly Constituency

Procedure No.

Dated:

SUBJECT:— Electoral Roll-----Legislative Assembly -----
-----Constituency—Deletion of name—
Application—Orders issued.

REFERENCE:—From Shri/Shrimati/Kumari-----
application dated-----
Shri/Shrimati/Kumari-----

Of-----has
under section 22 of the Representation of the People Act, 1950 applied to me for deletion of the name of the person whose particulars are given below from part No.-----of the electoral roll of-----
-----Assembly Constituency.

(Here enter the particulars of the voter whose name was proposed for deletion).

A copy of the application together with a copy of notice was published under rule 26(3) of the Registration of Electors, Rules, 1960, inviting objections, if any, to the above application. A copy of the notice was served upon the petitioner and also upon the person whose name was sought to be deleted.

(Here enter in detail the reasons for allowing the application).

I am satisfied that the name has to be deleted from part No.-----of the electoral roll of-----Assembly Constituency.

Under Section 22 of the Representation of the People Act, 1950. I direct that the name of the voter be deleted.

Place:

Electoral Registration Officer of
-----Assembly Constituency

Date:

and-----

(Here insert the Designation).

ANNEXURE-XII

(See paragraph 13 of Chapter-VIII)

Form of order to be issued by Electoral Registration Officer in the case of rejecting an application for deletion of a name.

Office of the Electoral Registration Officer of-----Assembly constituency

Proceeding No.

Dated:

SUBJECT:— Electoral Roll -----
-----Constituency—Deletion of name—Applications—
Orders issued.

REFERENCE:— From Shri/Shrimati/Kumari-----

Has, under section 22 of the Representation of the People Act, 1950, applied to me for deletion of the name of the person whose particulars are given below from part No.-----of the electoral roll of--

-----Assembly Constituency.

(Here enter the particulars of the voter whose name was proposed for deletion).

A copy of the application together with a copy of notice was published under rule 26(3) of the Registration of Electors Rules, 1960, inviting objections, if any, to the above application. A copy of the notice was served upon the petitioner and also upon the person whose name was sought to be deleted.

(Here enter in detail the persons for rejecting the petition).

I am satisfied that there are no grounds for deletion of the name and I therefore reject the application.

Place: Electoral Registration Officer of
-----Assembly
Dated: Constituency and (Here insert
the Designation)

To
All Assistant Electoral Registration Officers of the Assembly Constituencies.
The Returning Officer of he Assembly Constituency.
The Returning Officer of Parliamentary Constituency.
The Collector of-----
The Chief Electoral Officer-----

ANNEXURE-XIII

(See paragraph 15 of Chapter-VIII)

Form of notice to be issued by Electoral Registration Officer in the case of an application for correction of names.

Office of the Electoral Registration Officer of-----
Assembly Constituency.

NOTICE

Shri/Shrimati/Kumari-----of-----
-----has applied for corrections of entries in the electoral roll.

(Here enter particulars of the voter and the particulars of correction required to be made)

A copy of the application is attached. Notice is hereby given that if there is any objection to this application, the objection may be preferred before the Electoral Registration Officer-----
-----so as to reach him not later than the-----
-----.

Place:

Electoral Registration Officer of

Dated:

-----Assembly

Constituency and (Here insert
the Designation).

Copy to the applicant

Copy to the Tahsildar/Deputy Tahsildar/Municipal Commissioner.

ANNEXURE-XIV
(See paragraph 15 of Chapter VIII)

Form of order to be issued by Electoral Registration Officer in the case of allowing an application for correction of particulars.

Office of the Electoral Registration Officer of.....

.....Assembly Constituency.

Proceedings No.

Dated:

SUBJECT:— Electoral Roll:—Tamil Nadu Legislative Assembly.....
..... Constituency-Correction of name-Application—
Orders issued.

REFERENCE:—From Shri/Shrimati/Kumari.....
application, dated.....
Shri/Shrimati/Kumari of
.....has under section 22 of the Representation
of the People Act, 1950, applied to me for correction of the particulars given below in part
No.....of the electoral roll of
.....Assembly Constituency.

(Here enter the particulars of corrections).

A copy of the application together with a copy of notice was published under rule 26(3) of the Registration of Electors Rules, 1960 inviting objections, if any, to the above application. A copy of the notice was served upon the applicant.

(Here enter in detail the reason for allowing the application).

I am satisfied that the correction has to be carried out in Part No.....
of the electoral roll of.....Assembly Constituency. Under Section
22 of the Representation of the People Act, 1950, I direct that the following corrections be made.

(Here enter the corrections to be made).

Place:

Electoral Registration Officer of
..... Assembly Constituency
and (Here insert the designation)

Date:

To

All Assistant Electoral Registration Officers of the Assembly Constituencies.

The Returning Officer of the Assembly Constituency.

The Returning Officer of the Parliamentary Constituency.

The Collector of

The Chief Electoral Officer

ANNEXURE-XV
(See paragraph 15 of Chapter-VIII)

Form of order to be issued by Electoral Registration Officer in the case of rejecting an application for correction of particulars.

Office of the Electoral Registration Officer of -----
-----Assembly Constituency.

Proceedings No:

Dated:

SUBJECT:— Electoral Roll-Tamil Nadu Legislative Assembly-----

Constituency—Application—Orders issued.

REFERENCE:—From Shri/Shrimati/Kumari-----

-----has under section 22 of the
representation of the People Act, 1950 applied to me for the correction of the
particulars mentioned below in part No.-----of the electoral
roll of-----Assembly Constituency.

(Here enter the particulars of correction)

A copy of the application together with a copy of notice was published under rule 26(3) of the Registration of Electors Rules, 1960, inviting objections, if any, to the above application. A copy of the notice was served upon the applicant.

(Here enter in detail the reasons for rejecting the application)

I am satisfied that there are no grounds for correction of the entries and I therefore reject the application.

Electoral Registration Officer of-----
-----Assembly Constituency

Date:

(Here insert the Designation).

To

All Assistant Electoral Registration Officers of the Assembly Constituencies.
The Returning Officer of the Assembly Constituency.
The Returning Officer of the Parliamentary Constituency.
The Collector of-----
The Chief Electoral Officer-----

ANNEXURE-XVI
(See paragraph 15 of Chapter VIII)

Form of notice to be issued by Electoral Registration Officer in the case of an application for transfer of names.

Office of the Electoral Registration Officer of.....Assembly Constituency
Shri/Shrimati/Kumari.....of
.....has applied for transfer of his/her name from part No.
..... to part No.of the electoral roll.

(Here enter particulars of the voter and the particulars of transfer).

A copy of the application is attached. It is hereby given notice that if there is any objection to this application it should be sent to the undersigned so as to reach him not later than the

Place: Electoral Registration Officer of.....
Date:Assembly Constituency
(Here insert the Designation).

Copy to the applicant
Copy to the Tahsildar/Deputy Tahsildar/Municipal Commissioner.

ANNEXURE-XVII

(See paragraph 15 of Chapter-VIII)

Form of order to be issued by the Electoral Registration Officer in the case of allowing an application for transfer of name from one part to another.

Office of the Electoral Registration Officer of-----
-----Assembly Constituency.

Proceedings No. Dated:

Subject:— Electoral Roll-Tamil Nadu Legislative Assembly-----
-----Constituency—Transfer of name—Application— Orders issued.

REFERENCE:— From Shri/Shrimati./Kumari-----
-----application dated----- Shri/Shrimati/Kumari-----
-----son of/wife of/daughter of-----

has, under section 22 of the Representation of the People Act, 1950, applied to me, the Electoral Registration Officer of-----Assembly Constituency, for transfer of his/her name in the electoral roll of -----Assembly Constituency from part No.-----to part No.----- A copy of application together with a notice was published under rule 26(3) of the Registration of Electors Rules, 1960, inviting objections if any, to the above application.

I am satisfied that the applicant is entitled to be registered in the electoral roll of-----
-----Assembly Constituency in the part relating to direct that his/her name be included in the said electoral roll as follows:—

Serial No.-----
(-----)

I also direct that his/her name be deleted from part No.-----
of the said electoral roll.

Place: Electoral Registration Officer of-----
-----Assembly Constituency
Date: and (Here insert the Designation)

To
The Tahsildar/Deputy Tahsildar/Municipal Commissioner.
The Returning Officer of the Assembly Constituency.
The Returning Officer of the Parliamentary Constituency.

Copy to:— The Collector-----
The Chief Electoral Officer-----

ANNEXURE-XVIII
(See paragraph 15 of Chapter-VIII)

Form of order to be issued by the Electoral Registration Officer in the case of rejecting an application for transfer of name.

Office of the Electoral Registration Officer of-----
-----Assembly Constituency.

Proceedings No.

Dated:

SUBJECT:— Electoral Roll-Tamil Nadu Legislative Assembly-----
-----Constituency-Transfer of name-Application—Orders issued.

REFERENCE:— From Shri/Shrimati/Kumari-----
-----application dated-----
Shri/Shrimati/Kumari-----
has, under section 22 of the Representation of the People Act, 1950,
applied to me for the transfer of name from Part No.-----
to part No.-----of the electoral roll of-----
-----Assembly Constituency.

(Here enter the particulars of over).

A copy of the application together with a copy of the notice was published under rule 26(3) of the Registration of Electors Rules, 1960, inviting objections, if any, to the above application. A copy of the notice was served upon the applicant.

(Here enter in detail the reasons for rejecting the application)

I am satisfied that there are no grounds for transfer of name and I, therefore, reject the application.

Place:

Electoral Registration Officer of

Date:

-----Assembly Constituency
and (Here insert the Designation)

To

All Assistant Electoral Registration Officers of the Assembly Constituencies.
The Returning Officer of the Assembly Constituency.
The Returning Officer of the Parliamentary Constituency.
The Collector-----
The Chief Electoral Officer-----

ANNEXURE-XIX

(See paragraph 16.1 of Chapter-VIII)

Form of notice to be issued by the Electoral Registration Officer in the case of an application for inclusion of name.

Office of the Electoral Registration Officer of -----
-----Assembly Constituency.

NOTICE

(Under rule 26(3) of the Registration of Electors Rules, 1960)

Shri/Shrimati/Kumari-----

Son of/wife of/daughter of----- of-----

has applied for inclusion of his/her name in the electoral roll of-----

-----Assembly Constituency in the part relating to-----

----- A copy of the application is attached. It is hereby given notice that if there is any objection to this application, it should be sent to the undersigned so as to reach him not later than the-----

Place:

Electoral Registration Officer of

Date:

-----Assembly Constituency
and (Here insert the Designation)

Copy to the Tahsildar/Deputy Tahsildar/Municipal Commissioner-----

ANNEXURE-XX

(See paragraph 16.1 of the Chapter-VIII)

Form of order to be issued by the Electoral Registration Officer in the case of allowing an application for inclusion of a name.

Office of the Electoral Registration Officer of-----
-----Assembly Constituency.

Proceedings No.

Dated:

SUBJECT:—Electoral Roll:—Tamil Nadu Legislative Assembly-----
-----Constituency.
Inclusion of name-Application- Orders issued

REFERENCE:—From Shri/Shrimati/Kumari-----
-----application dated-----
Shri/Shrimati/Kumari-----
Son of/wife of/daughter of-----
has under Sub-section (1) to section 23 of the Representation of the People Act, 1950 applied to me, the Electoral Registration Officer of-----
Assembly Constituency, for inclusion of his/her name in the electoral roll of-----
-----Assembly Constituency in the part relating to----- A copy of the application together with a notice was published under rule 26(3) of the Registration of Electors Rules, 1960, inviting objections, if any, to the above application.

I am satisfied that the applicant is entitled to be registered in the electoral roll of-----Assembly Constituency in the part relating to-----under sub-section(3) of the People Act, 1950, I direct that his/her name be included in the said electoral roll as follows:—

Serial No..... (.....)

Place : Electoral Registration Officer of
.....Assembly

Dated: Constituency and
(Here insert the Designation)

To

The Tahsildar/Deputy Tahsildar/Municipal Commissioner-----
The Returning Officer of-----Assembly Constituency.
The Returning Officer of the-----Parliamentary Constituency.
Copy to the Collector-----
Copy to the Chief Electoral Officer-----

ANNEXURE-XXI

(See paragraph 16.1 of Chapter-VIII)

Form of order to be issued by the Electoral Registration Officer in the case of rejecting an application for inclusion of a name.

Officer of the Electoral Registration Officer of -----
-----Assembly Constituency.

Proceedings No.

Dated:

SUBJECT:—Elecotral Rolls-Tamil Nadu Legislative Assembly-----
-----Constituency-Inclusion of name—

Application—Orders issued.

REFERENCE:—From Shri/Shrimati/Kumari-----

Son of/wife of/daughter of-----

under sub-secion(1) of section 23 of Representation of the People Act, 1950, applied to me, the Electoral Registration Officer of-----

Assembly Constituency for inclusion of his/her name in the electoral roll of-----

-----Assembly Constituency in the part relating to-----

----- A copy of the application together with a notice was published under rule 26(3) of the Registration of Electors Rules, 1960, inviting objections, if any, to the above application.

(Here enter the detailed reasons for rejecting application)

I am satisfied that the applicant is not entitled to be registered in the electoral roll of-----Assembly Constituency in the part relating to-----

----- I, therefore, reject the application.

Place: Electoral Registration Officer
of-----

Date: Assembly Constituency and
(Here insert the Designation)

To
The Tahsildar/Deputy Tahsildar/Municipal Commissioner-----
The Returning Officer of the-----Assembly Constituency.
The Returning Officer of the-----Parliamentary.
Copy to the Collector-----
Copy to the Chief Electoral Officer-----

ANNEXURE-XXII

(See paragraph 7 of Chapter-IX)

Name of State	Total number of seats	Number to be elected or nominated under ARTICLE 17(3)				
		Sub- clause (a)	Sub- clause (b)	Sub- clause (c)	Sub- clause (d)	Sub- clause (e)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1. Bihar	96	34	8	8	34	12
2. Maharashtra	78	22	7	7	30	12
3. Karnataka	75	25	7	7	25	11
4. Uttar Pradesh	108	39	9	9	39	12

ANNEXURE-XXIII
(See paragraph 11 of Chapter IX)

Local Authorities for purpose of Elections to Legislative Councils

BIHAR

- | | |
|----------------------|-----------------------------|
| 1. Municipalities | 4. Notified Area Committees |
| 2. District Boards | 5. Zila Parishads |
| 3. Cantonment Boards | 6. Panchayat Samitis |

MAHARASHTRA

1. Municipalities
2. Cantonment Boards
3. Zilla Parishad

KARNATAKA

- | | |
|----------------------|-----------------------------|
| 1. Municipalities | 4. Notified Area Committees |
| 2. Mandal Panchayats | 5. Zilla Parishads |
| 3. Cantonment Boards | |

UTTAR PRADESH

- | | |
|---|-----------------------------|
| 1. Municipalities | 5. Notified Area Committees |
| 2. Zilla Parishads including Antarim
Zilla Parishads | 6. Kshetra Samitis |
| 3. Cantonment Boards | |
| 4. Town Area Committees | |

ANNEXURE-XXIV
(See paragraph 22 of Chapter-IX)

Electoral Roll for the -----

Local Authorities' Constituency

Name of District-----

Name of Taluk-----

Name of Local Authority-----

Sl. No.	Name of member	Name of father/husband	Full postal address of	Authority for for Inclusion	Signature of Registration Officer
1.	2.	3.	4.	5.	6.

ANNEXURE-XXV
(See paragraph 35 of Chapter-IX)

**CONSOLIDATED LIST OF QUALIFICATIONS EQUIVALENT TO THAT
OF A GRADUATE FOR VOTERS IN GRADUATES CONSTITUENCIES**

LIST OF QUALIFICATIONS

Part-I-Indian

A. ARTS AND SCIENCE

1. The following Oriental titles conferred by Shri Venkateswara University, Tirupati:—

Siromani, Vidvan, Vidya Praveena, Bhasha Praveena. Adib-I-Fazil, Afzal-ul-Ulama, Munshi-I-Fazil and Tabib-I-Kamil.
2. Acharya and Shastri diplomas of Bihar Sanskrit Association
3. Fazil diploma of Madrasa Examination Board, Bihar
4. Snatak of Bihar Vidyapith, Patna.
5. Sahityalankar of Hindi Vidyapith, Deoghar.
6. Degrees conferred by Gujarat Vidhyapith before 1932.
7. Degrees conferred by Tilak Maharashtra Vidhyapith before 1932.
8. Diplomas in drawing and painting, modelling or commercial art given by the Government of Bombay (Maharashtra).
9. Art Master's Examination Certificate given by the Government of Bombay (Maharashtra).
10. Shastri of Punjab University.
11. Shastri Diploma awarded by the Government of Rajasthan.
12. Acharya and Shastri Diplomas awarded by the Registrar of Government Sanskrit College Examinations, Uttar Pradesh.
13. Alim and Kamil diplomas awarded by the Registrar of Arabic and Persian Examinations, Uttar Pradesh.
14. Vedalankar and Vidyalankar of Gurukul Kangri.
15. Shastris and Master of Applied Sociology degrees conferred by Kashi Vidyapith.

16. Kamil, Fazil and Dabir Kamil diplomas of Allahabad University.
17. Kamil, Fazil and Dabir Kamil diplomas of Lucknow University,
18. Diplomas of Fine Arts awarded by Arts and Crafts School, Lucknow.
19. Degrees of diplomas awarded by the Bengal Sanskrit Association.
20. Degrees or diplomas awarded by the Purbrbanga Saraswat Samaj.
21. Degrees or diplomas awarded by the Bangiya Sanskrit Siksha Parishad.
22. Degrees of diplomas awarded by the Board of Madrasa Education, West Bengal.
23. Diplomas of the Government School of Arts, Calcutta.
24. Diploma in Fine Arts and Crafts and Diploma in Music and Dance granted by the Vishwa Bharti University, Shantiniketan.
25. Bachelor of Arts degree of Jamia Millia, Delhi.
26. Sanskrit Vidwat Uttama Examination in any Shastra awarded by the Board of Sanskrit Education and Examinations, Mysore.
27. Kannada Pandit's Final Examination awarded by the Director of Public Instruction, Mysore.
28. Munshi Final Examination awarded by the Director of Public Instruction, Mysore.
29. Hindi Vidvan Uttarbhag Examination awarded by the Director of Public Instruction, Mysore.
30. Sahitya Ratna awarded by the Hindi Vishwa Vidhyala Sahitya Sammelan, Prayag, Uttar Pradesh.
31. Fazil-Adab(Arabic), Fazil-i-Tafsir(Arabic) and Dabir-i-Kamil(Arabic) of the Lucknow University.
32. Sangita Siromani awarded by the University of Madras.
33. Siromani (Added to Mimansa, Vedanta, Nyaya, Vyakarana, Sahitya, Ayurveda and Jyothisha) granted by the University of Madras.
34. Vidvan granted by the University of Madras.
35. (a) Afzal-ul-Ulema.)
 (b) Munshi-i-Fazil)
 (c) Adibi-i-Fazil) Granted by the University of Madras
 (d) Tabib-i-Kamil)
 (e) Afzal-ul-Atibba)

36. (a) Malpan)
 (b) Soppar) Granted by the University of Madras
37. Bhasa Praveena and Vidya Praveena awarded by the Andhra University.
38. Afzal-ul-Ulema title in Arabic awarded by the University of Travancore/Kerala.
39. Diploma in Rural Services awarded by the National Council for Rural Higher Education, Ministry of Education, Government of India, New Delhi.
40. L.Ag. Diploma of 1930 awarded by the Government Agricultural College, Kanpur.
41. Diploma in Drawing and painting (Kala Nipuna) awarded by the Government of Mysore.
42. Diploma in Modelling awarded by the Government of Mysore.
43. Art Masters' Examination awarded by the Government of Mysore.
44. Sangeetha Praveens title in Music awarded by Sri Venkateswara University.
45. Pulavar awarded by Annamalai University.
46. Vidwan awarded by Annamalai University.
47. Siromani awarded by Annamalai University.
48. Diploma Course in Applied Arts and Fine Arts of the School of Arts and Crafts, Davangree, awarded by the Board of Technical Examination, Bangalore.
49. Tamil Pulavar)
50. Sanskrit Vidwan) Awarded by Madurai University
51. Sangeetha Siromani)
52. Honorary Degree conferred by Madras University on distinguished persons.

B. ENGINEERING AND TECHNOLOGICAL

1. Licentiate in Mechanical and Electrical Engineering given by the Department of Technical Education, Government of Hyderabad.
2. Engineering and Upper Subordinate Diplomas of the College of Engineering, Guindy.
- 3A. Licentiate Diplomas and Diplomas in any branch of Engineering/Technology given by the Technological Diploma Examination Board, Madras/or the State Board of Technical Education and Training, Madras, prior to 1960-61.
- 3B. Diploma in Commerce awarded by the Technological Diploma Examination Board, Madras/or the State Board of Technical Education and Training, Madras.
4. Diplomas in Architecture given by the J.J. School of Arts, Bombay.
5. Diplomas given by the Victoria Jubilee Technical Institute, Bombay.
6. Diplomas in any branch of engineering, technology or architecture given by the Government of Bombay (Maharashtra).
7. Certificate in Town Planning and Valuation given by the Government of Bombay(Maharashtra).
8. Certificate in Electrical Technology or in Electrical Communication Engineering given by the Indian Institute of Science, Bangalore.
9. Diploma in Chemical Engineering given by the Harcourt Butler Technological Institute, Kanpur.
10. Diploma given by the Government Central Textile Institute, Kanpur.
11. Diploma given by the Government Technical Institute, Lucknow or Gorakhpur.
12. Diploma in Civil Engineering or Assistant Engineer's Certificate given by Thomason College of Civil Engineering, Roorkee.
13. Degree conferred by the College of Engineering and Technology of Jadavpur, West Bengal.
14. Diploma in Electrical and Mechanical Engineering or in Commerce given by the All-India Council of Technical Education, Delhi.
15. A.M.I.E. or M.I.E. granted by the Institution of Engineers, India.
16. Associateship Diploma of the Indian School of Mines and Applied Geology, Dhanabad, Bihar (From 1926).

- 17 Diploma in Civil, Mechanical and Electrical Engineering awarded by the Assam Engineering Institute, Gauhati.
- 18 Diploma in Civil Mechanical and Electrical Engineering awarded by the H.R.H. Prince of Wales Institute, Jorhat.
- 19 Diploma in Civil, Mechanical and Electrical Engineering awarded by the Silchar Polytechnic, Miherpur, Silchar.
- 20 Diploma in Civil, Mechanical and Electrical Engineering awarded by the Nowgong Polytechnic, Nowgong.
- 21 Diploma in Civil, Mechanical and Electrical and Automobile Engineering given by the Travancore/Kerala University.
- 22 Diploma in Food, Fisheries and Chemical Technology of the Travancore/Kerala University.
- 23 Diploma in Textile Technology of the Travncore/Kerala University.
- 24 Diploma in Civil Engineering awarded by the State Board of Technical Education, Rajasthan, Jodhpur.
- 25 Diploma in Electrical Engineering awarded by the State Board of Technical Education, Rajasthan, Jodhpur.
- 26 Diploma in Mechanical Engineering awarded by the State Board of Technical Education, Rajasthan, Jodhpur.
- 27 Diploma in Mining Engineering awarded by the State Board of Technical Education, Rajasthan, Jodhpur.
- 28 Graduate of the Institution of Engineers (India).
- 29 Diploma in any branch of Engineering of Technology given by the Government of Gujarat.
- 30 Diploma in Engineering awarded by the Nagpur University.
- 31 Diploma of Licentiate in Mechanical Engineering (Sandwich Course) awarded by the State Board of Technical Education and Training, Andhra Pradesh.
- 32 Diploma in Architecture awarded by the State Board of Technical Education and Training, Andhra Pradesh.
- 33 Diploma in Fine Arts (Drawing and Painting) awarded by the State Board of Technical Education and Training, Andhra Pradesh.

- 34 Diploma in Fine Arts (Modelling and Sculpture) awarded by the State Board of Technical Education and Training, Andhra Pradesh.
- 35 Diploma in Applied Arts (Commercial Arts) awarded by the State Board of Technical Education and Training, Andhra Pradesh.
- 36 Diploma in Applied Arts (Applied Design) awarded by the State Board of Technical Education and Training, Andhra Pradesh.
- 37 The following compressed Diplomas awarded by the Technological Diploma Examination Board, Andhra, namely:
- (i) Civil Engineering
 - (ii) Mechanical Engineering
 - (iii) Electrical Engineering
- 38 The following Diplomas awarded by the Technological Diploma Examination Board, Andhra, before the 28th November, 1964, namely:—
- (i) Civil Engineering
 - (ii) Mechanical Engineering
 - (iii) Electrical Engineering
 - (iv) Ceramics
 - (v) Auto Engineering
 - (vi) Radio Engineering
 - (vii) Fisheries Tech. And Navigation
- 39 The following Diplomas awarded by the Department of Technical Education of erstwhile Government of Hyderabad, before the 28th November, 1964, namely:—
- Diplomas in—
- (i) Civil Engineering
 - (ii) Auto Engineering
- 40 The following Diplomas awarded by the State Board of Technical Education and Training, Andhra Pradesh, before the 28th November, 1964, namely:—
- (i) Civil Engineering
 - (ii) Mechanical Engineering
 - (iii) Electrical Engineering
 - (iv) Radio Engineering
 - (v) Automobile Engineering
 - (vi) Telecommunication Engineering
 - (vii) Mining Engineering
 - (viii) Fisheries Tech. And Navigation.
- 41 Diploma in Architecture awarded by the Nagpur University.

- 42 Diploma in Chemical Engineering awarded by Board of Technical Education, Uttar Pradesh, Lucknow.
- 43 Post Diploma in Television Engineering awarded by Board Technical Education, Uttar Pradesh, Lucknow.
- 44 Post Diploma in Instrumentation awarded by Board of Technical Education, Uttar Pradesh, Lucknow.
- 45 Post Diploma in Computer Application awarded by Board of Technical Education, Uttar Pradesh, Lucknow.

C. MEDICAL

1. Medical qualifications recognised under the Medical Council Act, 1956

University or Medical Institution or Licensing Authority	Recognised Medical qualifications	Abbreviations
(1)	(2)	(3)
University of Andhra	Bachelor of Medicine and Bachelor of Surgery Licentiate in Medicine and Surgery Diploma in Laryngology and Otology. Diploma in Venereral Diseases.	M.B.B.S., Andhra L.M. & S (Andhra University) D.L.O. D.V.D.
Hyderabad Government	Licentiate in Medicine and Surgery(Osmania) Licensed Medical Practitioner (Hyderabad)	L.M. & S. (Osmania) L.M.P. (Hyderabad)
University of Osmania	Bachelor of Medicine and Bachelor of Surgery	M.B.B.S. (Osmania)
Assam Medical Examination Board	Licensed Medical Practitioner (Assam) Licensed Medical Practitioner (B.W. Medical School, Dibrugarh)	L.M.P. (Assam) L.M.P.(B.W. Medical School, Dirbrugarh.
University of Gauhati(Assam)	Bachelor of Medicine and Bachelor of Surgery	M.B.B.S. (Gauhati)
University of Patna	Bachelor of Medicine and Bachelor of Surgery	M.B.B.S. (Patna)
University of Bihar	Bachelor of Medicine and Bachelor of Surgery	M.B.B.S.(Bihar)
Bihar and Orissa Medical Examination Board	Licensed Medical Practitioner (Bihar and Orissa) Licensed Medical Practitioner (Temple Medical School, Patna)	L.M.P. (Bihar and Orissa) L.M.P. (Temple Medical School Patna).
University of Gujarat	Bachelor of Medicine and Bachelor of Surgery	M.B.B.S. (Gujarat)
University of Baroda	Bachelor of Medicine and Bachelor of Surgery	M.B.B.S. (Baroda)
University of Travancore	Bachelor of Medicine and Bachelor of Surgery. Diploma or Certificate in Medicine and/or Surgery	M.B.B.S. Diploma or certificate in Medicine and/or Surgery
University of Kerala	Bachelor of Medicine and Bachelor of Surgey	M.B.B.S.
University of Vikram	Bachelor of Medicine and	M.B.B.S.

	Bachelor of Surgery Diploma in Tuberculosis Diseases Diploma in Child Health Diploma in Medical Radiology And Electrology	D,T,D, D.C.H. D.M.R.E.
C.P. (or M.P.) Medical Examination Board	Licensed Medical Practitioner (C.P. or M.P.)	L.M.P. (C.P. or M.P.)
King Edward Hospital Medical School, Indore	Diploma or Certificate in Medicine and/or Surgery	Diploma or Certificate in Medicine and/or Surgery
University of Madras	Bachelor of Medicine and Master of Surgery. Bachelor of Medicine and Bachelor of Surgery Licentiate in Medicine and Surgery	M.B.,C.M. (Madras) M.B.B.S. (Madras) L.M.S. (Madras)
Board of Examiners, Medical College, Madras	Licensed Medical Practitioner (Madras) Diploma in Medicine and Surgery.	L.M.P. (Madras) D.M.S., (Madras) Lic.Apoth.(Madras)
University of Bombay	Bachelor of Medicine and Bachelor of Surgery Licentiate in Medicine and Surgery. Diploma in Anaesthesiology.	M.B.B.S., (Bombay) L.M.S. (Bombay) D.A.
College of Physicians and Surgeons, Bombay	Membership of College of Physicians and Surgeons, Bombay	M.C.P.S. (Bombay) This shall be a recognised medical qualification one only when granted after 30 th April, 1944.
College of Physicians and Surgeons, Bombay	Fellow of College of Physicians and Surgeons, Bombay in medicine, Pathology, surgery, or Dermatology. Licentiate of the College of Physicians and Surgeons, Bombay.	F.C.P.(Med.)(Bom.) F.C.P.S. (Path) (Bom.) F.C.P.S. (Surg.) (Bom) F.C.P.S. (Dr.) (Bom.) These qualifications shall be recognised medical qualifications only when granted after the 1 st April, 1954. L.C.P.S. (Bombay)
University of Poona	Bachelor of Medicine and Bachelor of Surgery	M.B.B.S. (Poona).
University of Nagpur	Bachelor of Medicine and	M.B.B.S. (Nagpur).

	Bachelor of Surgery	
State Medical Faculty, Bombay	Licensed Medical Practitioner	L.M.P. (Bombay)
University of Mysore	Bachelor of Medicine and Bachelor of Surgery	M.B.B.S. (Mysore) This qualification shall be a recognised qualification only when granted after the 31 st December, 1932.
University of Karnataka	Bachelor of Medicine and Bachelor of Surgery	M.B.B.S.
Government of Mysore	Licensed Medical Practitioner (Mysore)	L.M.P. (Mysore)
Mysore Medical School	Licensed Medical Practitioner (Mysore Medical School)	L.M.P. (Mysore Medical School).
University of Utkal	Bachelor of Medicine and Bachelor of Surgery	M.B.B.S. (Utkal)
Orissa Medical Examination Board	Licensed Medical Practitioner (Orissa)	L.M.P. (Orissa)
University of East Punjab	Bachelor of Medicine and Bachelor of Surgery	M.B.B.S., (E.Punjab)
East Punjab State Medical Faculty	Licentiate of Medicine and Surgery	L.M.S., East Punjab. This qualification shall be recognised one only when granted on or after the 15 th August, 1947, provided the holders thereof has passed the E.Sc., Examination before taking up Medical studies.
East Punjab State Faculty	Licentiate in Medicine and Surgery	L.M.S., East Punjab. This qualification shall be recognised one only when granted on or after the 15 th August, 1947 to a person other than any person referred to in the entry relating to East Punjab State Medical Faculty in the first Schedule provided he had passed the premedical examination.
State Medical Faculty of Punjab	Fellow of the State Medical Faculty (Punjab) Member of the State Medical Faculty (Punjab)	F.S.M.F. (Punjab) M.S.M.F. (Punjab)

	Licentiate of the State Medical Faculty	L.S.M.F. (Punjab)
Government of Punjab	Licensed Medical Practitioner (Lahore)	M.P.L. (Lahore). This shall be a recognised medical qualification only when granted before the 15 th August, 1947.
University of Rajputana	Bachelor of Medicine and Bachelor of Surgery	M.B.B.S. (Rajputana)
University of Rajasthan	Bachelor of Medicine and Bachelor of Surgery	M.B.B.S.
University of Allahabad	Bachelor of Medicine and Bachelor of Surgery	M.B.B.S. Allahabad
University of Lucknow	Bachelor of Medicine and Bachelor of Surgery Diploma in Laryngology and Otology Diploma in Gyanaecology and Ototetrics Diploma in Medical Radiology and Electrology Diploma in Ophthalmic Medicine and Surgery Diploma in Clinical Pathology	M.B.B.S. Lucknow D.L.O. D.G.O. D.M.R.E. D.O.M.S. D.C.P.
University of Agra	Bachelor of Medicine and Bachelor of Surgery Diploma in Ophthalmic Medicine and Surgery	M.B.B.S. (Agra) D.O.M.S.
State Medical Faculty of Uttar Pradesh	Fellow of the State Medical Faculty (U.P.) Member of the State Medical Faculty (U.P.) Licentiate of the State Medical Faculty	F.S.M.F. (U.P.) M.S.M.F. (U.P.) L.S.M.F. (U.P.)
State Board of Medical Examination, U.P.	Licensed Medical Practitioner (U.P.)	L.M.P. (U.P.)
University of Calcutta	Licentiate in Medicine and Surgery Bachelor of Medicine Bachelor of Medicine and Bachelor of Surgery Master of Obstertrics Diploma in Ophthalmic Medicine and Surgery Diploma in Gynaecology and Obstetrics	L.M.S. (Calcutta) M.B. Calcutta M.B.B.S., Calcutta M.D. Calcutta D.O.M.S. D.G.O.

<p>State Medical Faculty of West Bengal</p>	<p>Membership of the State Medical Faculty of West Bengal.</p> <p>Licentiate of the Medical Faculty, West Bengal</p> <p>Licentiate in Medicine and Surgery (Nat), West Bengal Certificate of Qualification by the State Medical Faculty under article 6-C of the Statutes of the State Medical Faculty, West Bengal.</p> <p>Certificate of qualification by the Medical Faculty under article 6-D or 6-E of the statutaes of the Medical Faculty, West Bengal</p>	<p>M.F. (West Bengal)</p> <p>L.M.F. (West Bengal)</p> <p>L.M. & S. (Nat) West Bengal Certificate under article 6-C (West Bengal)</p> <p>Certificate under article 6-D or 6-E (West Bengal)</p>
<p>State Medical Faculty of Bengal</p>	<p>Licentiate of the Medical Faculty, Bengal</p> <p>Licentiate in Medicine and Surgery (Nat) (West Bengal).</p>	<p>L.M.F. (Bengal) This qualification shall be a recognised Medical qualification only when granted before the 15th August, 1947.</p> <p>L.M. & S. (Nat) West Bengal</p>
<p>Government of Bengal</p>	<p>Licensed Medical Practitioner (Camp Bell Medical School)</p> <p>Diploma of Medical College (Bengal).</p>	<p>L.M.P. (Camp Bell Medical School).</p> <p>Dip. Medical college (Bengal)</p>
<p>Government of Bengal</p>	<p>Licensed Medical Practitioner (Dacca Medical School)</p>	<p>L.M.P. (Dacca Medical School). This qualification shall be a recognised Medical qualification only when granted before the 15th August, 1947.</p>
<p>University of Delhi</p>	<p>Bachelor of Medicine and Bachelor of Surgery. Diploma in Tuberculosis Diseases.</p>	<p>M.B.B.S. (Delhi) D.T.D.</p>

2. Degrees or diplomas in dentistry recognised under the Dentists Act, 1948.

- (1) B.D.S. degree of the Lucknow University, Lucknow.
- (2) B.D.S. degree of the Calcutta University, Calcutta.
- (3) B.D.S. degree of the Punjab University, Chandigarh.
- (4) B.D.S. degree of the Madras University, Madras.

Degrees or diplomas in dentistry issued by any of the following authorities

- (5) Board of Examiners, Calcutta Dental College and Hospital, if granted before the 1st day of May, 1941.
- (6) State Medical Faculty, Bengal, Calcutta, if granted after the 20th day of April, 1941.
- (6A) The City Dental College and Hospital, Calcutta, if granted before the 31st day of March, 1940, to any person who:
 - (i) had undergone two years course of training in that institution, or
 - (ii) having been previously engaged in practice as a dentist or a medical practitioner, had undergone one year's course of training in that institution.
- (7) The University of Bombay.
- (8) The College of Physicians and Surgeons, Bombay.
- (9) The Nair Hospitals Dental Board, Bombay.
- (10) The East Punjab University if granted during the year, 1942.

Madurai-Kamaraj University	Doctor of Medicine And Master of Surgery	M.D. & M.S.
(formerly known as Madurai University) B.S.H. & S.	Bachelor of Medicine and Bachelor of Surgery. (Bachelor of Sidha Medicine and Surgery) granted by the Kamraj University.	M.B.B.S.

B.Sc. (Nursing) awarded by the Madras University.

3. The following degrees or diplomas in Homeopathic Medicine:—

- (i) D.H.M. of the Board of Homeopathy, Government of Andhra Pradesh.
- (ii) H.M.D. or B.M.S. of the National Homeopathic Medical College, Lucknow.
- (iii) D.M.S. of General Council and State Faculty of Homeopathic Medicine, West Bengal or of the Council of Homeopathic Medicine, West Bengal..

4. Ayurvedacharya and G.A.M.S. diplomas of Government Ayurvedic College, Patna.

5. G.A.M.S. and G.U.M.S. diplomas given by the Government of Bihar.
6. G.C.I.M. diploma given by the Board of Examiners of the Government of Madras.
7. Degree or diploma given by the Uttar Pradesh Board of Indian Medicine.
8. Degree or diploma in Ayurveda given by the Banaras Hindu University.
9. Ayurvedalankar of Gurukul Kangri.
10. Ayurveda Visharad and Ayurveda Parangat of the Tilak Maharashtra Vidyapith before 1944.
11. Degree or diploma granted by the State Faculty of Ayurvedic system of Medicine, Bombay, or by the State Faculty of Ayurvedic and Unani Tibbi system of Medicine, Bombay.
12. Licentiate in Apothecary course given by the Board of Examinations, Medical College, Madras.
13. G.B.V.C. of Veterinary College, Bombay.
14. Certificate of Licensed Veterinary Practitioners, Punjab.
15. B.I.M.S./D.I.M.S. awarded by the Board of Ayurvedic and Unani System of Medicine, Delhi.
16. L.I.M. Diploma Granted by the Government of Madras.
17. Ayurved Tirth (A.T. Nagar) awarded by Ayurved Mahavidyalaya Ahmednagar only when granted before 1942.
18. Ayurved Visharad (A.V.V. Satara) awarded by Aryanangla Vaidyak Mahavidyalaya, Satara, only when granted before 1942.
19. B.A.M.S. awarded by Vidarbha Board of Ayurvedic and Unani Systems of Medicine, Nagpur.
20. Ayurved Visharad (A.V.V. Nanded) awarded by the Government Ayurvedic College, Nanded.
21. Graduate of Faculty of Ayurvedic Medicines (G.F.A.M. Bombay) awarded by Faculty of Ayurvedic and Unani Systems of Medicines and Maharashtra Faculty of Ayurvedic and Unani Systems of Medicines, (Only when granted after 23rd October, 1961).

22. Ayurved Pravin (D.S.A.C. Bombay) awarded by Committee of Shuddh Ayurvedic course Bombay and Maharashtra Faculty of Ayurvedic and Unani Systems of Medicines, (only when granted after 23rd October, 1961).
23. Higher Medical Certificate (Travancore Government).
24. Vaidya Kalanidhi (Travancore Government).
25. Diploma in indigenous Medicine (Travancore/Travancore-Cochin Government).
26. Vaidya Bhooshana (Cochin/Travancore-Cochin Government).
27. Ayurveda Bhooshana (Cochin/Travancore-Cochin Government).
28. Bachelor of Ayurvedic Medicine (University of Travancore/Kerala).
29. Diploma in Ayurvedic Medicine (University of Travancore/Kerala).
30. Diploma in Homeopathic Medicine (Kerala Government).
31. New Diploma Course (diploma in Ayurvedic Medicine) (Kerala Government).
32. Diploma in Medicine and Surgery (Kerala Government).
33. Degree of Ayurvedachaya(M.A.M.S.) Awarded by the S.D.P.G. Ayurvedic College, New Delhi.
34. L.A.M.S. Diploma awarded by the Board of Studies in Indian Medicine Mysore.
35. L.U.M.S. Diploma awarded by the Board of Studies in Indian Medicine, Mysore.
36. D.S.A.C. Diploma awarded by the Board of Studies in Indian Medicine, Mysore.
37. G.C.A.M. OR G.C.I.M. Degree awarded by the Board of Studies in Indian Medicine, Mysore.
38. Diploma of G.C.A.M., G.C.U.M., B.A.M.S. and B.M.U.S. awarded by the Board of Indian Medicine, Andhra Pradesh.
39. Degree awarded by the Faculty of Ayurvedic and Unani System of Medicine Gujarat.
40. Ayurved Pravin Diploma awarded by the Faculty of Ayurvedic and Unani Systems of Medicine, Gujarat, awarded after the 22nd September, 1964.
41. Ayurvedic Pravin Diploma awarded by the Committee for Shuddha Ayurvedic Course, Gujarat.

42. Diploma of B.M.S. awarded by the Board of Homeopathic Medicine, Uttar Pradesh, Lucknow.
43. Diploma in Homeopathic (D.H.M.) awarded by the Andhra Provincial Homeopathic Medical College, Gudivada.
44. A.T.A.V. (Associate of Taranath Ayurveda Vidyapeeth) qualification or Vaidya Praveen of Taranath Ayurveda Vidhyapeeth, Bellary.
45. Vaidya Vachaspati diploma awarded by the D.A.V. College Managing Committee recognised by the Board of Ayurvedic and Unani Systems of Medicine, Punjab.
46. G.A.M.S. Degree awarded by the Punjab State Faculty of Ayurvedic and Unani Systems of Medicine.
47. Licentiate Diplomas awarded by the court of Examiners of Homeopathic and Biochemic Systems of Medicine established under Bombay Homeopathic Act, 1951 and the Bombay Homeopathic and Biochemic Act, 1959.
48. D.A.M. (Diploma in Ayurvedic Medicine) awarded by the Board of Studies in Indian Medicine, Bangalore.
49. B.S.A.M. (Degree) (Bachelor of Shuddha Ayurvedic Medicine) awarded by the University of Bangalore, Mysore and Karnataka.
50. Ayurved Ratna degree awarded by the Hindi Vishwa Vidyalaya Sahitya Sammelan, Prayag, Uttar Pradesh.
51. Ayurveda Kalanidhi | Awarded by Shri Venkateshwara Ayurveda
52. Ayurveda Alankar | Kalasala, Vijayawada, (Andhra Pradesh)
53. Bachelore of India (B.I.M.) -- Awarded by the Madurai-Kamaraj University
Medicine (formerly known as Madurai University).
54. Diploma in Homeopathic -- Awarded by the Department of Urban
Medicine and Surgery Development and Public Health,
(D.H.M.S.) Government of Maharashtra.

D. PROFESSIONAL

1. Certificate of enrolment as an attorney of the Bombay or Calcutta High Court.
2. Any qualification sufficient for becoming a member of the Institute of Chartered Accountants in India.
 - (1) Examinations and practical training prescribed under the Chartered Accountants Regulations, 1949.
 - (2) Examination and practical training prescribed under the Regulations for the award of the Government Diploma in Accountancy before the Commencement (01.07.1949) of the Chartered Accounts Act, 1949.
 - (3) Examinations and practical training under the Auditor's Certificates Rules, 1932.
3. Certificate of Admission as pleader, under section 7 of the Legal Practitioners Act, 1879.

E. AGRICULTURE

The degree awarded in Agriculture and other faculties by the Tamil Nadu Agricultural University.

PART-II-FOREIGN

A. ARTS & SCIENCE

Degree conferred by any of the following Universities:—

1. United Kingdom:
Aberdeen, Birmingham, Bristol, Cambridge, Durham, Edinburgh, Glasgow
Leeds, Liverpool, London, Manchester, Oxford, Reading, Saint Andrews,
Sheffield and Wales.
2. Ireland:

Belfast, Dublin (Trinity College) and National (Dublin).
3. Pakistan:

Punjab and Sind
- 3A. Bangladesh:

Dacca and Rajshahi
4. Burma:

Rangoon
5. B.A.(National) degree awarded by the Quami Vidyapethi, Lahore.

B. ENGINEERING AND TECHNOLOGICAL

1. Diploma in Electrical Engineering of Fareda House, London.
2. Diploma in Engineering of King's College, London.
3. Diploma in Engineering of University College, London.
4. Diploma in Engineering or Certificate of Associateship of the City and Guilds Institute, London.
5. Associate Membership Examination of the Institute of Civil Engineers, London.

6. Certificate in Technology or Mechanical Engineering or Electrical Engineering of Manchester University.
7. Diploma in Mechanical or Electrical Engineering of the Royal Technical College, Greenwich.
8. Professional Certificate for Instructors given by the Royal Naval College, Glasgow.
9. Certificate of Associateship in Electrical Engineering of Heriot Watt College, Edinburgh.
10. 'A' Class diploma of the Punjab College of Engineering and Technology Lahore, (formerly Machlagan Engineering College, Moghalpura).

C. MEDICAL

1. Foreign Medical Qualifications recognised under the Indian Medical Council Act, 1956.

Licensing Bodies	Abbreviations
(1)	(2)
Australia	
New South Wales	M.B.
University of Sydney(C)	M.D.
South Australia University of Adelaide (a)(c)	M.B.B.S.
	M.D.
	M.S.
Victoria	M.B.
University of Melbourne (b)	M.D., B.S.
	M.S.
Burma, University of Rangoon	M.B.S., L.M. & S. (Rangoon University). This Qualification shall be a recognised Medical qualification only when granted before the 1 st April, 1937.
Burma Medical Examination Board	L.M.P. (Burma). This qualification shall be a recognised Medical qualification only when granted before the 1 st April, 1937.

Canada:

Alberta—

College of Physicians and Surgeons
of the Province of Manitoba(b) Member

University of Alberta(B) M.D.

Manitoba:

College of Physicians and Surgeons
of the Province of Manitoba (b) Member

University of Manitoba(c) M.D., M.D., C.M.

North West Territories;

College of Physicians and Surgeons of the
Province of North West Territories.(b) Member
(When held in conjunction with License
of the College of Physicians and Surgeons
of the Province of Saskatchewan or the
Province of Alberta.)

Nova Scotia—

Nova Scotia Provincial Medical Board(a)(c) L.M.S.

Dalhousie University (a) (c) M.D., C.M.

Prince Edward Island—

Prince Edward Island Medical Council(b) L.M.S.

Ceylon—

Ceylon Medical College(a)(c) L.M.S.

Hong Kong—

University of Hong Kong(a)(c) M.D., M.S.

Italy—

All Royal Italian University (d) M.D.

Japan— All Imperial Universities (e) Any Government or prefectural special	M.B. (Igakushi) M.D. (Igaku Hakushi)
College designated by a Minister of Education of Japan (e)	M.B. (Igakushi)
Malta— Royal University of Malta—	M.D.
New foundland— New foundland Medical Board (b)	L.M.S.
New Zealand— University of New Zealand.	M.B., Ch. B.
Pakistan— Punjab University	L.M.S. M.B. M.B.B.S. M.D. M.S.
Punjab State Medical Faculty	L.M.S. Punjab. This qualification, shall be a recognised one only when granted before the 15 th August, 1947 provided the holders therefore has passed F.Sc., Examination before taking up medical studies.
Union of South Africa— University of South Africa (b) University of Cape Town (a)(b)	M.B., Ch.B. M.B., Ch.B. M.D., Ch.B.
University of the Witwatersand Johannesburg (a)(c)	M.B., Ch.B. M.D. Ch.M.
United Kingdom— University of Brimingham	M.B., Ch.B.M.D.,Ch.M., U. Brim.
University of Bristol	M.B., Ch.B., M.D., Ch.M. U.Brist, Bristol.

University of Cambridge	M.B.,D.Chr. M.D., M.Chir. U.Cam. bridge
University of Durham	M.B., B.S., M.D.M.S., U. Durham.
University of Leeds	M.B., Ch.M.D., Ch.M.,U.Leeds.
University of Liverpool	M.B., Ch.B., M.D., Ch.M. M. Ch. Orth. (U. Liverpool).
University of London	M.B., D.S., M.D., M.S. U. London.
University of Manchester	M.B., B.Ch. B.M.D. Ch.M. (U. Manchester).
University of Oxford	M.B., B.Ch., M.D., M.Ch. U. Oxford
University of Sheffield	M.B., Ch.B., M.D., Ch.M. (U. Sheffield)
University of Wales	M.B., B.Ch., M.D., M.Ch.(U.Wales)
University of Aberdeen	M.B., Ch.B., M.D., Ch.M. (U.Aberdeen).
University of Edinburgh	M.B., Ch.B., M.D., Ch.M. (U.Edinburgh)
University of Glasgow	M.B., Ch.B., M.D. Ch.M (U.Glasgow).
University of St. Andrews	M.B. Ch.B., M.D. Ch.M., (U.St. Andrews)
Queen's University of Belfast	M.B., Ch.M.D. M.Ch. M.A.O. (Q.U. Belfast).
University of Dublin	M.B., B.Ch.L.Med. L.Ch.M.D., M.Ch., M.A.O. (U.Dublin)
National University of Ireland	M.B., B.Ch., M.D.M.Ch., M.A.O.N. (U. Ireland).

Royal College of Physicians of London	M.,M.F., R.C.I., (London)
Royal College of Surgeons of England	L.M., F.R.C.S., (England)
Society of Apothecaries of London	L.M.S.S.A. London, L.S.A. London
Royal College of Physicians of Edinburgh	L.M., F.R.C.P. (Edinburgh)
Royal College of Surgeons of Edinburgh	L., F.R.C.S. (Edinburgh)
Royal Faculty of Physicians of Surgeons of Glasgow	L.F., R.F.P.S. (Glasgow) F.R.F.P.S., Glasgow, (P) F.R.F.P.S., Glasgow, (S)
Royal College of Physicians and Ireland	L., L.M., M., F., R.C.P. (Ireland)
Royal College of Surgeons in Ireland	L., L.M., F.R.C.S., (Ireland)
Apothecaries Hall of Dublin Straits Straits Settlements and Federated Malay States—	L.A.H. (Dublin)
The King Edward VII (College of Medicine, Singapore (a) (c)	L.M.S.
“	M.D. (Berlin).
“	M.D. (Paris).
“	M.D. (Amsterdam).
“	M.D.(Freiburgh, Germany).
“	M.D. (Vienna).
“	M.D. (Tronto, Canada).
“	M.D. (Hoidelburg)
“	M.B.B.S. (Dacca).
“	M.D.(Bonn.) Specialist for Women’s Diseases and Obstetrics).
The King Edward VII College of Medicine, Singapore (a) (c)	B.B.S., (Ceylon).
“	M.D. (Munich).
The Medico-Surgical College of Licentiate Diploma. Nova-Goa.	

(a) The qualification must be included in Table(F) of the British Medical Register as published from time to time by the General Medical Council of the United Kingdom.

- (b) When granted on or before the 31st October, 1937.
 - (c) When granted on or before the 31st October, 1942.
 - (d) When granted on or before the 10th October, 1940.
 - (e) When granted on or before the 8th December, 1941.
2. Foreign qualifications in dentistry recognised under the Dentist Act, 1948.
- (1) Degree or Diploma in Dentistry issued by the Royal College of surgeons Edinburgh or England.
 - (2) Degree or Diploma in Dentistry issued by the Royal Faculty of Physicians and Surgeons of Glasgow.
 - (3) Degree or Diploma in Dentistry issued by the Royal College of Surgeons, Ireland.
 - (4) Degree or Diploma in dentistry issued by the Universities of Durham London, Manchester, Birmingham, Liverpool, Leeds, Sheffields, Bristol, St. Andrews, Belfast or the National University of Ireland.
 - (5) Degree or Diploma in dentistry issued by the Dental College of M.C.Gill University Montreal, Quebec.
 - (6) Degree or Diploma in Dentistry issued by the University of Toranto, Toranto, Ontario.
 - (7) Degree or Diploma in dentistry issued by Dentache Zahnaerstliche Universitacts Institute, Bonn.
 - (8) Degree or Diploma in dentistry issue by the Dentasche Zahnaerstliche Universitacts Institute, Munichi.
 - (9) Degree or Diploma in dentistry issued by Ecole Dentaire de Paris, Paris.
 - (10) Degree or Diploma in Dentistry issued by Ecole Dentaire Franchise, Paris.
 - (11) Degree or Diploma in dentistry issued by:—
Atlanta Southern Dental College, Atlanta, Geogia.
 - (12) Degree or Diploma in Dentistry issued by:—
College of Dentistry, Indianapolis, Indiana.

- (13) Degree or Diploma in Dentistry issued by:—
College of Dentistry Illinois, Illinois, U.S.A.
- (14) Degree or diploma in Dentistry issued by:—
Dental School, Harvard University, Boston, Massachusetts.
- (15) Degree or diploma in Dentistry issued by:—
College of Dental Surgery, Loyala University, Chicago.
- (16) Degree or diploma in Dentistry issued by:—
College of Dentistry, University of Nebraska, Omaha, Nebraska.
- (17) Degree or diploma in Dentistry issued by:—
School of Dental and Oral Surgery, Columbia University, New York, U.S.A.
- (18) Degree or diploma in Dentistry issued by:—
University of Pennsylvania Thomas Evans Dental Institute, School of
Dentistry, Philadelphia, Pennsylvania.
- (19) Degree or Diploma in Dentistry issued by:—
Texas State Dental College. Houston, Texas.
- (20) Degree or Diploma in Dentistry issued by:—
University of Minnesota, Minnesota.
- (21) Degree or Diploma in Dentistry issued by:—
University of St. Louis, Missouri.
- (22) Degree or Diploma in Dentistry issued by:—
University of Michigan, Michigan.
- (23) Degree or Diploma in Dentistry issued by:—
Tufts College, Boston.
- (24) Post-graduate certificate of Dentistry of the University of Vienna (Z.D.S.).
- (25) Diploma granted by the American Dental College, Karachi if granted before
the 31st December, 1936.
- (26) The qualification of dental specialist granted by the Faculty of Medicine,
University of Vienna after a two year course in dentistry prior to which the
M.D. Degree of that University has been obtained.
- (27) Dr. Med. Dent. University of Berlin.
- (28) Zahnarzt Diploma, University of Berlin.

- (29) Zahnarzt Diploma, University of Freiburg.
- (30) Dr. Med. Dent., University of Frankfurt.
- (31) D.D.S. and M.S. Degree of the University of Baltimore College of Dental Surgery, University of Maryland, Maryland.
- (32) Dr. Med. Dental University of Rostock, Rostock, Germany.
- (33) D.D.S. and M.S. of the University of Detroit, U.S.A.
- (34) Ph.D. Degree of the University of Rochester, Rochester, U.S.A.
- (35) D.D.S. Tulane University of Louisiana, U.S.A.
- (36) Diploma Ecole De Chirurgia Dentaire of De-Stomatologic de Paris.
- (37) Zahanarst Diploma, University of Dusseldorf, Germany.

D. PROFESSIONAL

1. Foreign qualifications sufficient for becoming a member of the Institute of Chartered Accountants in India.

Examinations and practical training of:—

- (1) The Institute of Chartered Accountants in England and Wales.
- (2) The Institute of Chartered Accountants of Scotland.
- (3) The Institute of Chartered Accountants in Ireland.

(N.B.)— The Society of Incorporated Accountants, London, has since been integrated with the Institute of Chartered Accountants in England and Wales and the Society is now in liquidation).

2. Certificate of enrolment as a Barrister of England and Ireland or as a member of the Faculty of Advocates.

The 27th, November 1996

No.ER 1-1205/92-58-Elec.-In exercise of the powers conferred by clause (b) of sub-section (3) of section 27 of the Representation of the People Act, 1950(43 of 1950) and in supersession of all previous notifications issued on the subject, the Government of Bihar is, with the concurrence of the Election Commission of India, pleased to specify the following educational Institutions within the state of Bihar, as shown in the schedule below, as the educational institutions not lower in standard than that of a secondary school, for the purpose of elections to the Legislative Council of the State of Bihar in the Teacher's Constituencies:-

SCHEDULE

List of the Educational Institutions not lower in standard than that of a Secondary School.

1. Constituent Colleges of the Patna University.
2. Colleges affiliated to the Tilka Manjhi, Bhagalpur University, Bhagalpur/Bidhu Kanhu University, Dumka/Ranchi University, Ranchi/Vinobha Bhave University, Hazaribagh/Baba Saheb Bhim Rao Ambedkar, Bihar University, Muzaffarpur/JaiPrakash University, Arrah/Lalit Narayan Mithila University, Darbhanga and B.N.Mandal University, Madhepura.
3. Colleges affiliated to the Kameshwar Singh Darbhanga, Sanskrit University, Darbhanga
4. Constituent/Affiliated colleges and Teaching department of the above ten Universities mentioned in Serial no.2.
5. Research Institutions managed by government and the above ten Universities mentioned in serial no.2 above.
6. Rural Institute of Higher studies, Birauli.
7. Schools recognised by the Board of Secondary Education.
8. Following colleges and Institutes under Rajendra Agriculture University, Pusa, Samastipur:-
 - (i) Bihar Agriculture College, Sabour.
 - (ii) Tirhut College of Agriculture, Dholi.
 - (iii) College of Home Science, Pusa.
 - (iv) College of Agriculture Engineering, Pusa.
 - (v) College of Basic Science and Humanities, Pusa.
 - (vi) College of Fisheries, Dholi.
 - (vii) Sanjay Gandhi Institute of Dairy Technology, Patna.
 - (viii) Bihar Veterinary College, Patna.

- 46 Following Colleges Under Birsa Agriculture University, Kanke, Ranchi-
- (i) Ranchi Agriculture College, Kanke.
 - (ii) Ranchi Veterinary College, Kanke.
 - (iii) College of Forestry, Kanke.
- 47 Mahatma Gandhi Mahavidyalaya, Samstipur, Panchbir.
- 48 Furukul Mahavidyalaya, Baidyanath Dham.
- 49 Ram Krishna Mission Vidyalaya, Deoghar.
- 50 Doberdhan Sahitya Mahavidyalaya, Deoghar.
- 51 Mandar Vidyapeeth, Bounsi, District Banka.
- 52 Sanskrit High School recognised by the board of Sanskrit Education, Bihar.
- 53 Madarsas of Secondary or Higher Level Recognised by Bihar State Madarsa Education Board.
- 54 Agriculture Schools run by the department of Agriculture and Animal Husbandry.
- 55 (a) Engineering Schools, Mining Schools, Polytechnics and Women's Industrial Schools run by the Department of Industries and Mines.
- (b) Industrial Training Institutions run by the Department of Labour and employment.
- 56 Extension Training centres.
- 57 Intermediate Colleges Recognised by the Bihar Intermediate Council for which prior approval of Government has been accorded.
- 58 Recognised Sarvodaya and Post Basic Schools of secondary and Higher Level.
- 59 Birla Institute of Technology, Mesra.
- 60 Bethesada Mahila Teacher's Prashikshan Vidyalaya, Ranchi.
- 61 S.P.G. Mission Women Teacher's Training School, Ranchi.
- 62 All Government schools of Secondary and Higher Level including Government Girl's Schools and Government Sarvodaya Schools.
- 63 All non-Government Schools of Secondary or Higher Level recognised by the state Government directly.
- 64 All Central Schools of Secondary or Higher Level Situated and functioning in the state.

[E.R.1. 1205/92-Elec.-58]
By Order of the Governor of Bihar,
K.C.Saha,
Chief Electoral Officer and Secretary to
Govt. of Bihar

GENERAL ADMINISTRATION DEPARTMENT

Mantralaya, Bombay 400032, dated the 8th October, 1985.

No. CCY.1285/9299/XXXIII.—In exercise of the powers conferred by clause (b) of sub-section 27 of the Representation of the People Act, 1950 (43 of 1950) the Government of Maharashtra, with the concurrence of the Election Commission of India, is pleased to direct that for the purposes of Elections to the Legislative Council of the State of Maharashtra in the Teachers' Constituencies, the educational institutions within the State of Maharashtra specified in the accompanying list shall be deemed to be not lower in standard than that of secondary school.

This supersedes the previous notification General Administration Department, No. BLC 1056/7349-H, dated the 7th November, 1959 amended from time to time.

List of Educational Institutions not lower in standard from that of a Secondary School notified for the purpose of election to the Maharashtra Legislative Council from Teachers Constituencies under section 27(3) (b) of the Representation of the People Act, 1950.

- (a) Schools recognised by the Director of Education or by the Board of Secondary Education in Vidarbha, as training candidates for being sent up for the S.S.C. Examination;
- (b) Technical High Schools recognised by the Director of Technical Education;
- (c) All Institutions recognised by the Director of Technical Education or by the Inspector of Commercial Schools where the standard of admission is not lower than the S.S.C. Examination;
- (d) All Colleges affiliated to a Statutory University in the State;
- (e) All Institutions recognised by a Statutory University in the State;
- (f) Sir J.J. School of Art, Bombay;
- (g) Sir J.J. Institute of Applied Art, Bombay;
- (h) Sir J.J. College of Architecture (Diploma Course) Bombay;
- (i) Training Institute for Physical Education, Kandivali;
- (j) The Graduates Basic Training Centres in the State recognised by the Director of Education;
- (k) Agricultural Schools under the control of the Director of Agriculture;
- (l) Forestry School, Bordi;
- (m) Ayurvedic or Unani Institutions in the State recognised under—
 - (1) Section 21A of the Bombay Medical Practitioners Act, 1938; or

- (2) Section 21A of the Bombay Medical Practitioners Act, 1938 and adapted and applied to the Saurashtra area of the State of Bombay, or
- (3) Section 22 of the C.P. and Berar Ayurvedic Practitioners Act, 1947;
- (n) Pre-Primary, Montessori, Primary and Basic Training Institutions in the State recognised by the Director of Education;
- (o) Homeopathic and/or Biochemic Institutions in the State recognised under—
 - (1) Section 30 of the Bombay Homeopathic Act, 1951; or
 - (2) Section 22 of the M.P. Homeopathic and Biochemic Practitioners Act, 1951;
- (p) University Colleges and various Teaching Departments of the Statutory Universities in the State;
- (q) Government Industrial Training Institute/Centres run under the Craftsman Training Scheme of the Directorate General of Employment and training, Ministry of Labour, Employment and Rehabilitation. Government of India;
- (r) Sahakari Vidyalayas (Co-operative Institution);
- (s) Dairy Science Institute run by Dairy Development Department;
- (t) Public Health Institute, Nagpur;
- (u) Leprosy Training Centre, Vairag;
- (v) Nursing Schools.

By order and in the name of the
Governor of Maharashtra,

P.G. AGNIHOTRI
Under Secretary to Government and
Deputy Chief Electoral Officer,
Maharashtra State

In exercise of the powers conferred by clause (b) of sub-section(3) of Section 27 of the Representation of the People Act, 1950 (Central Act No. 43 of 1950) and in super session of the Government of Mysore Notification No. EB 6819, dated the 27th November, 1957, the Government of Mysore with the concurrence of the Election Commission of India, is pleased to specify the following educational institutions within the State to be educational institutions not lower in standard than that of a Secondary School for the purpose of elections to the Legislative Council of Mysore in the Teachers' Constituencies.

1. High Schools, Multi-purpose High Schools, Oriental High Schools and Higher Secondary Schools.
2. Arts, Science Commerce, Training, Professional and Intermediate Colleges.
3. Medical Schools.
4. All Sanskrit Colleges and the Institutions teaching Sanskrit of Kavya standard.
5. All Teacher Training Colleges, Schools or Institutions Basic, Nursery, Primary, Secondary or Post-Graduate.
6. Commercial Schools.
7. S.K.S.J. Technological Institute, Bangalore.
8. School of Minis, K.G.F., Corgaum.
9. Polytechnics.
10. Technical High Schools.
11. Technical Training Centres.
12. Agricultural Schools.
13.Deleted vide Notification No. DPAR 4 ERC 81 dated 01.02,82.
14. Vocational Institute for Women, Mysore.
15. Music Schools recognised by the Department of Public Instruction.

16. Government recognised Physical Education Colleges or Institutes or Schools training candidates for the Certificate or Diploma Examination of the Department or Public Instruction.
17. Fine Arts Institutions recognised by the Department of Public Instruction.
18. Weaving Schools recognised by the Department of Public Instruction, if they are meant for Middle School or VIII Standard passed students.
19. Institutions teaching Hindi of and above Madhyama Standard and Hindi Training Colleges recognised by the Department of Public Instruction.
20. Ayurvedic Colleges and Vidyalayas recognised by the Government of Mysore.
21. The Indian Institute of Science, Banglore.
22. Industrial Training Institutes-Included Vide Notification No. DPAR 2 ERC 82 DATED 18.02.12.

By order and in the name of the
Governor of Mysore,

Sd/-

M. SYED MURSHED PEER
Deputy Secretary to Government
Law Department (Elections).

In pursuance of the provisions of clause (3) of Article 348 of the Constitution of India, the Governor of Uttar Pradesh is pleased to order the publication of the following English translation of notification No. 8748/XVII-A-124-83, dated November, 10, 1986:

No. 8748/XVII-A-12483
Dated: Lucknow, November 10, 1986.

In exercise of the powers conferred by clause (b) of sub-section(3) of section 27 of the Representation of the People Act, 1950 (Act 43 of 1950), read with section 21 of the General Clauses Act, 1897 (Act No. 10 of 1897) and in supersession of all previous notifications on the subject the Governor of Uttar Pradesh with the concurrence of Election Commission of India hereby specifies the educational institutions within the State not lower in standard than that of a secondary school.

List of Educational Institutions not lower in standard than of a Secondary School.

- (1) All Universities established by law in Uttar Pradesh;
- (2) All Degree Colleges in Uttar Pradesh.
- (3) All Intermediate Colleges in Uttar Pradesh.
- (4) All Higher Secondary Schools in Uttar Pradesh.
- (5) All High Schools with IX and X Classes in Uttar Pradesh.
- (6) All Normal Schools for training of teachers in Uttar Pradesh.
- (7) All Teacher's Training Colleges in Uttar Pradesh.
- (8) All Educational institutions in Uttar Pradesh, imparting instructions in oriental languages provided the course of Studies covers period of at least eight years and recognized by the State Government.
- (9) All institutions in Uttar Pradesh, imparting instructions or giving training in Civil, Electrical and Mechanical Engineering or in other technical subjects and recognized by the State Government.
- (10) Kashi Vidyapith, Varanasi;
- (11) Gurukul Kangari, Hardwar; and
- (12) Ayurvedic, Unani and Agricultural Institutions recognised by the State Government.

By order,

Sd/-
J.C. PANT,
Sachiv

ANNEXURE-XXVII
(See paragraph 40 of Chapter-IX)
FORM OF TABLE OF CONTENTS
Aurangabad Division Graduates' Constituency
Electoral Rolls, 199.....

(Extent : Aurangabad, Jalna, Beed, Nanded, Osmanabad, Latur, Parbhani Districts)

TABLE OF CONTENTS

Serial Number	Name of Part
(1)	(2)
1.	Kinwat Tehsil etc.
2.	Hadgaon Tehsil etc.
3.	
4.	
etc.	

ANNEXURE-XXVIII
(See paragraph 40 of Chapter-IX)
FORM OF TABLE OF CONTENTS
Pune Division Teachers' Constituency
Electoral Rolls, 199.....
(Extent: Pune, Solapur, Satara, Sangli, Kolhapur District)

TABLE OF CONTENTS

Serial No.	Name of Part
(1)	(2)
1.	Khed Tehsil
2.	Maval Tehsil
3.	
4.	
etc.	

ANNEXURE-XXIX

(See paragraph 42 of Chapter-IX)

Preparation of Electoral Rolls of Graduates' Constituencies of-----
-----Legislative Council.

Notice under rule 31(3) of the Registration of Electors Rules, 1960 each of the Electoral Registration Officers whose particulars appear in the First schedule below calls upon every person entitled to be registered in the electoral roll of the constituency mentioned in column (1) of the said Schedule to send to, or deliver at his office before 7 November*-----i.e.-----by the 6 November-----
-at the latest an application in Form 18 appended to the Registration of Electors Rules, 1960 and reproduced in the form prescribed below for inclusion of his name, Biennial/election to the-----Legislative Council from-----Graduates' Constituency.

1. NAME
(BLOCK LETTERS)
2. SPECIMEN SIGNATURES (i)
(ii)
(iii)

Specimen signatures in the aforesaid proforma should invariably be enclosed with the application made in Form 18, otherwise the claim, for inclusion in the electoral roll is liable to be rejected. Applications may be sent by post or presented in person.

2. The applications may also be sent to the Assistant Electoral Registration Officers whose particulars are shown in column (5) of the First Schedule below.
3. As the electoral rolls for the Graduates' constituencies are required to be prepared afresh every time before a binnial election, all persons whose names are included in the existing rolls for these constituencies should also submit fresh applications in the prescribed form.
4. Qualifications:— Every person who is a citizen of India, is ordinarily resident in the constituency and has for at least 3 years 1st November*-----
been either a Graduate of a University in the territory of India or in possession of an equivalent qualification is eligible to be included in the electoral roll. The list of the said equivalent qualifications is available with the officers mentioned in the First Schedule below. The period of 3 years shall be computed from the date on which the result of the qualifying degree examination was declared and published by the University or other authority concerned.

*Here enter the year immediately preceding the year in which biennial elections are held.

5. The application in Form 18 must be duly supported by any one of the following forms of documentary evidence in all cases:—
 - (a) The degree, diploma or certificate in original granted by the University or Institution concerned or copy thereof duly attested by a Magistrate of the 1st Class or any Gazetted Officer; or

- (b) A copy of an entry in the Government record or a certificate issued to a Graduate employee by the Gazetted Head of Offices, in the prescribed format which is reproduced as third schedule below, on the basis of entries in Government records in his custody or a copy of an entry in the record of the Statutory Body, Corporation or Public Undertaking specifying the degree, diploma or certificate possessed by the claimant duly attested by the Head of the office concerned; or
- (c) An attested copy of the card of registration as registered Graduate issued by the University, a certified copy of the relevant entry in the list of registered Graduates the Roll of Advocate, the register of medical practitioners the register of Chartered Accountants, the register of Engineers maintained by Institute of Engineering etc., or
- (d) An affidavit by the claimant supported by a certificate from the Registrar of the University, or the Principal of a College affiliated to any University or from the Head of the Department of such College under whom he had studied.
- (e) Full particulars of his entry in the existing electoral roll furnished by the claimant in writing under a declaration in the prescribed format which is reproduced as fourth schedule below.
- (f) The mark sheet in original granted by the university or Institution concerned or any copy thereof duly attested by magistrate of the 1st class or any gazetted officer produced that there is clear indication there that claimant has passed the concerned examination.

6. It should be noted that any person who makes a statement or declaration in the application which is false and which he either knows or believe to be false, or does not believe to be true will be punishable under section 31 of the Representation of the People Act, 1950.

7. Printed applications in Form 18 proforma for specimen signatures may be obtained on payment of cost from-----Manuscript, typewritten, cyclostyled or privately printed forms will also be accepted.

FIRST SCHEDULE

Name of Constituency	Extent	Designation and address of Electoral Registration Officer	Signature of Electoral Registration Officer	Designation and address of Assistant Registration Officer
(1)	(2)	(3)	(4)	(5)

SECOND SCHEDULE
FORM 18
(See rule 31)

Claim for inclusion of name in the electoral roll for a graduates' constituency.

To

The Electoral Registration Officer,
----- (Graduates') Constituency.

Sir,

I request that my name be registered in the electoral roll for the-----
----- (graduates') Constituency.

The particulars are:—

Name(in full)-----Sex-----

Father's/Mother's/Husbad's name(in full)-----

Qualification-----

Occupation-----

House Address(Place of ordinary residence)-----

House No.-----

Street/Mohalla-----

Town/Village-----

Post Office-----

Police Station/Tehsil/Taluka/Mouza-----

District-----

Age-----

2. *I am a graduate of the-----
University having passed the degree/diploma examination in the year-----

or

*I am in possession of a diploma/certificate in----- which is a
qualification equivalent to that of a graduate of a University in India having passed the
examination for the diploma certificate in the year-----

3. In support of my claim as being a Graduate/in possession of the above
diploma/certificate, I submit herewith-----

4. **My name has not been included in the electoral roll for this or any other
graduates' constituency.

OR

**My name has been included in the electoral roll for the graduates' constituency
under the address given below and I request that it be deleted from that roll:—

5. I declare that I am a citizen of India and that all the particulars given above are true to the best of my knowledge and belief.

Place-----

Date-----

Signature of claimant

NOTE:— Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true is punishable under section 31 of the Representation of the People Act, 1950.

. * Strike out the paragraph not applicable.

**Strike off the inappropriate alternative.

----- (performance) -----

INTIMATION OF ACTION TAKEN

The application in Form 18 of Shri/Shrimati/Kumari-----
-----address-----has been.

(a) accepted and the name of Shri/Shrimati/Kumari-----
-----has been registered at Serial No.-----
in part no.

(b) rejected for the reason-----

Electoral Registration Officer
(Address)-----

Date:-----
----- (Perforation)-----

Receipt for application

Received the application in Form 18 from Shri/Shrimati/Kumari*-----
-----Address-----

Date-----
Electoral Registration Officer

(Address)-----

*to be filled in by the applicant.

**THIRD SCHEDULE
FORMAT**

**Certified issued to a Graduate employee by the Gazetted
head of office regarding his educational qualification**

Certified on the basis of entries in Government records in my custody that
Shri/Kumari/Smt.----- (here given in full)
son/daughter/wife of----- who is employed
in this office as----- has passed-----
(Here mention the particulars of the degree/diploma examination) from-----
----- (Here mention the name of the
University/Board/Industry) in the year-----

Date: (Signature of Head of Office)

Place: (To be signed by a Gazetted Officer.)

FOURTH SCHEDULE

FORMAT

**DECLARATION TO BE MADE BY AN APPLICANT FOR
ENROLMENT IN SUPPORT OF ENTRY IN THE EXIST ROLL.**

I----- son/daughter/wife of-----
----- Hereby declare that my name is entered at
Sl.No.----- Part No----- of
electoral roll for----- Graduates'
Constituency (Here mention the year).

I further declare that to the best of my knowledge and belief the information
furnished by me is true.

**(SIGNATURE)
(NAME OF APPLICANT)**

DATE:

PLACE:

5. The Statement showing the period of service rendered by the applicant as a teacher should be attested by the Head of the Institution in which the applicant is serving. In the case of a person who is not engaged in teaching on the date of application, the Statement should be attested by the Head of the Institution, in which he last served.

6. It should be noted that any person who makes a Statement or declaration in the application which is false and which he either knows or believes to be false, or does not believe to be true will be punishable under section 31 of the Representation of the People Act, 1950.

7. Printed application in form 19 and proforma for specimen signatures may be obtained on payment of cost from-----Manuscript, typewritten, cyclostyled or privately printed forms will be accepted.

*Here enter the year immediately preceding the year in which the biennial elections are held.

FIRST SCHEDULE

Name of Constituency	Extent	Designation and address	Signature of E.R.O.	Designation and address of A.E.R.O.
1.	2.	3.	4.	5.

SECOND SCHEDULE

“FORM 19”

(See rule 31)

Claim for inclusion of name in the electoral roll for a teachers’ Constituency.

To

The Electoral Registration Officer,
------(Teachers’ Constituency).

Sir,

I request that my name be registered in the electoral roll for the -----
------(teachers’) Constituency.

The particulars are:—

Name (in full),-----Sex-----

Father’s/Mother’s/Husband’s name (in full)-----

House address (Place of ordinary residence):—

House No.-----

Street/Mohalla-----

Town/Village-----

Post Office-----

Police Station/Tehsil/Taluka/Mouza-----
District-----
Age-----

2. During the last six years I have been engaged in teaching for a total period of more than three years as follows:—

Name of Educational Institution	From (Date)	To(Date)	Period
1.			
2.			
3.			
4.			

In support of the above I submit herewith-----

3. My name has not been included in the electoral roll for this or any other teachers' Constituency.

or

*My name has been included in the electoral roll for the-----
-----teachers' constituency
under the address given below and I request that it be deleted from that roll:—

4. I declare that I am citizen of India and that all the particulars given above are true to the best of my knowledge and belief.

Place-----

Date-----

(Signature of Claimant)

NOTE:— Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true is punishable under section 31 of the Representation of the People Act, 1950.

*Strike out the paragraph not applicable.

----- (perforation) -----

INTIMATION OF ACTION TAKEN

The application in Form 19 of Shri/Shrimati/Kumari-----
-----address-----
has been registered at Serial No.-----in part no.-----

- (a) accepted and the name of Shri/Shrimati/Kumari-----
----- has been registered
at Serial No.-----in part no.-----
- (b) rejected for the reason-----

Date-----
Electoral Registration Officer
(Address)-----

----- (Perforation) -----

Receipt for application
Received the application in Form 19 from Shri/Shrimati/Kumari*-----
-----address*-----

Dated -----
Electoral Registration Officer
Address-----

*to be filled in by the applicant**.

ANNEXURE-XXXI
(See paragraph 52, Chapter-IX)

Criteria for assessing the number of copies of electoral roll to be printed in respect of Graduates' and Teachers' constituencies.

- (i) 4 copies of the electoral rolls are to be supplied to the National and State Recognised Political Parties under rules 11(c) & 22(1)(C) of the Registration of Electors Rules, 1960.
- (ii) Copies required for sale to political parties and candidates depending upon the actual requirement in the previous years.

- (iii) Copies required for use at the time of biennial/bye-election due in the next year, depending upon the actual requirements in the previous biennial election/bye-election.
- (iv) Copies required to be kept use in the office of Chief Electoral Officer, District Election Officer and the Electoral Registration Officer.
- (v) Copies required to be preserved as record.
- (vi) Copies required to be given to Director of Elections/Director of Local Bodies, Director General of Police and Archieves, etc., depending upon the actual requirements during the previous years.
- (vii) Copies to be kept on the reserve stock.

ANNEXURE-XXXII
(See paragraph-53 of Chapter-IX)

TITLE PAGE

Electoral roll of the-----
Constituency of the Maharashtra Legislative Council as finally published on the -----

Extent of the Constituency

-----and-----Districts

Note:— This roll consists of the draft electoral roll of-----
and the final list of amendments-----

Place-----
Electoral Registration Officer

of the -----Constituency.