

## **REVISION PROCESS**

### **Introduction**

The Election Commission, after consulting Chief Electoral Officers of the States, issues detailed instructions for annual revision of electoral rolls with a schedule of all stages of revision process starting from draft publication to final publication. The programme of revision begins some time during the month of September or October. The final publication is generally done during the first or second week of January of the following year.

### **Publication of draft electoral roll**

Draft publication is made by ERO with notice in Form-5 (under Rule 10 of the Registration of Electors Rules, 1960), inviting the public to inspect draft roll available at the given places during the period on the dates mentioned in the notice. The public notice also contains qualifying date and the period during which claims & objections can be filed in the prescribed Form and in the manner.

### **Putting draft roll on website**

The draft roll shall be put in public domain, at Chief Electoral Officer's website, in a PDF format on the same day. The draft roll shall be put on website in a text mode and no photographs would appear against the elector's details. Instead it would indicate in the box meant for the photograph of elector whether the photograph is available or not.

### **Publicity**

Widespread publicity of the revision programme may be done using mass media like television, radio, cable etc. Paid advertisements may be given in newspapers; slides may be shown in cinema theatres; posters may be issued and their exhibition arranged in places like ration shops, post offices, banks, bus stands, railways stations and other public places. In villages and rural areas, publicity may be made through beating of drums.

### **Meeting with political parties**

The programme of Draft Publication and the places at which the relevant part of the draft roll would be displayed for public inspection should be intimated in writing at least one week in advance to the recognized political parties, local bodies like panchayats, municipalities, corporations etc., Members of Parliament and State Legislative Assembly. After the draft publication, a meeting of the recognized State/National political parties be called by Electoral Registration Officer, District Election Officer and Chief Electoral Officer and copies of draft roll be shared with them. The parties should be requested to scrutinize and give their suggestions within the stipulated time frame.

### **Reading out draft roll in Gram Sabha/Ward Committee**

Electoral Registration Officer shall also get the draft roll of each part read out loudly by Booth Level Officer concerned in the meeting of the Gram Sabha/Ward Committee in his assigned polling station area. This is to ensure that any omissions or commissions are brought out and remedial action is initiated.

### Claims and objections

The Electoral Registration Officer issues a notice of draft publication inviting the electors of the constituency concerned to lodge claims and objections for inclusion, deletion, correction or transposition in the electoral roll.

### Main Forms of Claims & Objections

- Application for new addition/ shifting from one AC to other AC – Form 6
- Application for addition in respect of NRIs – Form 6A
- Application for objecting inclusion or seeking deletion of existing entry – Form 7
- Application for correction – Form 8
- Application for transposition/ shifting within the same AC – Form 8A

Any person desiring for inclusion, deletion, correction and transposition of any entry in the roll may prefer the application in Form 6, Form 6A, Form 7, Form 8 and Form 8A respectively before the Electoral Registration Officer by hand or by post or electronically (online) during the period of claims and objections. The Form can also be submitted in person at the designated location. After the draft publication of the roll is made, preferring claims and objections are the methods by which names can be included in or deleted from the electoral rolls and elector's particulars can be corrected.

### Period for lodging claims and objections

Under the provision of Rule 12 of Registration of Electors Rules, 1960, the claims and objections shall be lodged within a period of 30 days from the date of draft publication, or such shorter period of not less than 15 days as fixed by the Election Commission. The day of draft publication shall be excluded. The period for lodging claims and objections, originally fixed, can be extended by the Election Commission.

### Manner of lodging claims & objections

- (i) Every claim or objection shall either be presented to Electoral Registration Officer or to such other officer as may be designated by him, or be sent by post to the Electoral Registration Officer, or be submitted electronically to the Electoral Registration Officer. For this purpose, each Booth Level Officer shall be designated as the Designated Officer to manage the designated location during the period for lodging claims & objections. They shall be given adequate number of printed copies of blank application forms for distribution to the applicants. They should be fully clearly informed that no fee shall be charged for any application form. The objective is to facilitate the lodging of claims & objections in all parts of the constituency including the rural, difficult and inaccessible areas
- (ii) **No bulk application shall be received**- The authorized officers should only accept individual applications. Claims & objections, presented in bulk, by any individual/organization should not be entertained. The same principle will be applicable to claims & objections sent in bulk by post. 'Bulk application' would mean applications that are submitted by one person on behalf of many other persons not belonging to the same family. Applications put in one and the same envelop also constitute bulk application. However, individual applications relating to the members of the same household, i.e., same family, presented together, may be accepted.

**Preliminary scrutiny of claims & objections at the time of presentation**

An acknowledgement / receipt should be given for each claim or objection received. However, before giving an acknowledgement, following preliminary checking of every form must be done to ascertain that:

- (i) The form is not unsigned. The form must be signed by or thumb impression obtained from the applicant and not from any other person. Form 6, 7, 8 and 8A make it clear that claims & objections must bear the signature or thumb impression of the claimant or the objector at the appropriate places. A literate claimant should sign his name and not merely append some mark or symbol of his name written by the scribe, and if the claimant is illiterate, he should put his thumb impression and not any other mark in the form.
- (ii) Every Form 6 and 8A is accompanied with a photograph of the applicant. In case of Form 8, the photograph is required only if correction in photograph has been requested by the applicant due to mismatch / discrepancy in photo in the roll / EPIC or for replacement due to change in features /old or poor quality of photograph.
- (iii) No column or field in the form is left blank. Where the information being asked for is not known, the words “not known” should be written.
- (iv) The Electoral Registration Officer can refuse to receive any claim or objection not duly signed by the person preferring it or not containing his thumb impression or any column left blank.

**Preliminary scrutiny of Form 6 at the time of presentation**

In addition to the above checks, following checks must be carried out in respect of Form 6 while receiving the same from the applicant:

- (i) Persons shifting their place of residence within the same constituency should be guided to file application for transposition of entry in Form 8A and not in Form 6.
- (ii) The first time applicants attaining eligibility age of 18 years must indicate details of the members of the immediate family (immediate family means father, mother, husband or siblings) already included in the current roll, in Form 6
- (iii) The date of birth and the age must be indicated in years and months. If the applicant does not know the date of birth, he must at least indicate the approximate age in years as on the qualifying date. In case of applicants in the age group 18-25 years, the name and relationship should be checked with respect to the applicant's family members already enrolled with the same address. Particular care should be taken that underage applicants do not get enrolled. The applicants may be asked to attach a copy of any one of the following birth certificate/documentary proof of age:
  - (i) Birth certificate issued by a Municipal Authorities or district office of the Registrar of Births & Deaths or Baptism certificate ; or
  - (ii) Birth certificate from the school (Govt./Recognized) last attended by the applicant or any other recognized educational institution ; or
  - (iii) If a person is class 10 or more pass, he should give a copy of the marksheets of class 10, if it contains date of birth as a proof of date of birth ; or

- (iv) Marksheets of class 8 if it contains date of birth ; or
  - (v) Marksheets of class 5 if it contains date of birth ; or
  - (vi) Indian Passport ; or
  - (vii) PAN card ; or
  - (viii) Driving License ; or
  - (ix) Aadhar letter issued by UIDAI.
- (iv) In case none of the above document is available, an oath or affirmation in prescribed Format made by either of the parents of the applicant (or by guru in case of an applicant in third gender category) can be given. In those cases where parental declaration is given as proof of age, the applicant will have to be present himself for verification before Booth Level Officer / Assistant Electoral Registration Officer / Electoral Registration Officer. Further, if none of the above document is available and neither of the parents is alive, the applicant can attach a certificate of his age given by sarpanch of the concerned Gram Panchayat or by a member of the concerned Municipal Corporation / Municipal Committee.
- (v) In case the applicant is more than 21 years and physically appears to be so to Booth Level Officer / Assistant Electoral Registration Officer / Electoral Registration Officer, declaration of age by him will be taken as proof of age and no documentary proof will be insisted on. The age should be indicated in years and completed months as on the qualifying date i.e. 1st January of the year with the reference to which electoral roll is being revised.
- (vi) If the applicant has already been issued an EPIC to him, the EPIC detail must also be captured in Form 6 and a photocopy of EPIC also be obtained. Non EPIC holders of 25+ age-group applicants should give a declaration in prescribed Format.
- (vii) In Form 6, the complete address of ordinary residence of the applicant has to be given. The applicant may be advised to attach a copy of any of the following document as a proof of ordinary residence:-
- (a) Bank / Kisan / Post Office current Pass Book ; or
  - (b) Ration Card ; or
  - (c) Passport ; or
  - (d) Driving License ; or
  - (e) Income Tax Assessment Order ; or
  - (f) Latest rent agreement ; or
  - (g) Latest Water / Telephone / Electricity / Gas Connection Bill for that address, either in the name of the applicant or that of his / her immediate relation like parents etc. ; or
  - (h) Any post / letter / mail delivered through Indian Postal Department in the applicant's name at the address of ordinary residence
- (viii) In case of non-availability of any document along with Form 6, the Designated Officer /Booth Level Officer may receive the application and record thereon "No document attached". (In such cases local enquiry shall be got conducted by the Electoral

- Registration Officer and decision taken accordingly.)
- (ix) If an applicant despite having stayed at a given address for a long period, say a year or more, applies for enrolment, the reasons must be ascertained from him as to why he did not apply earlier and recorded on the application by Designated Officer.
  - (x) Each applicant is required to indicate in Form 6, the details like part No., Sl. No. and EPIC No. of his immediate family members (father, mother, siblings and spouse), if any, already included in the draft electoral roll. If these details are not readily available, the applicant should be advised to fill up these details from the copy of the draft roll made available at each designated location;
  - (xi) The applicant must fill in Form-6 full details of previous enrolment, if any. However, failure to furnish the serial number, part number and the constituency details, if not known, would not be a ground for non-acceptance of applications, if the previous address has been fully given. However, the previous address must be fully provided failing which the application shall not be received. In case the person has been living at a place for long and has not shifted residence at all but still doesn't have elector details, the person should be advised to fill in the complete present address in the space provided for previous address.
  - (xii) The most important part of the preliminary checking is to see that the Declaration at the end of Form-6 is complete in all respects. From applicants of age 25+, the previous address of ordinary residence must be obtained and database search done to ascertain whether the applicant is already enrolled somewhere else and if so, necessary action be taken to get his name simultaneously deleted from the electoral roll of the other place.
  - (xiii) The applicant, if he is service personnel, must enclose the additional declaration declaring non-inclusion of his name as a service elector in the last part of the electoral roll of his native place.

#### Maintenance of lists of claims & objections lodged

Lists of Form 6, 7, 8 and 8A received are maintained in Form 9, 10, 11 and 11A respectively. The Electoral Registration Officer shall display one copy of each such list on a notice board in his office. The lists shall be exhibited on the notice board until all claims & objections are disposed of.

#### Digitization of claims & objections

In order to facilitate the political parties and other stakeholders and bringing more transparency in the process of electoral registration, the Election Commission has directed that all application forms should be computerized on a daily basis and list of these applications be posted on the website of the Chief Electoral Officer of the concerned State on a day to day basis. The status of each application form should be clearly visible on each row of the list. Further, the web application used for this purpose should also provide a facility, that on clicking on any row in the list, the concerned application form can be printed by any citizen.

List of claims and objections should be made available by the Electoral Registration Officer to all recognized political parties at the end of every week from the beginning of the period of filing claims and objections. The Electoral Registration Officer should call a meeting of all recognized political parties and personally handover to their representatives a list of claims and objections received till that date and obtain acknowledgement of the same. The practice of giving list of claims and objections to

the recognized political parties should continue till the period of claims and objections is over. It is further clarified that names included in the list once given, need not be included in the next list. The list should also simultaneously be displayed on website of Chief Electoral Officer, notice board of Electoral Registration Officer and polling station.

#### **Disposal of claims & objections**

- (i) Rejection of claims & objections - Under Rule 17 of Registration of Electors Rules, 1960 the Electoral Registration Officer shall outrightly reject any claim or objection which is not lodged within the period, or in the prescribed form and manner.
- (ii) The Electoral Registration Officers have to ensure that all applications received after draft publication within the prescribed time period are duly disposed in accordance with law and directions and instructions of the Election Commission. For disposal of the claims & objections the Electoral Registration Officer should not wait till the period for claims & objections is over but it can be taken up after expiry of 7 days' notice period from the date on which the list of claims & objections prepared under Rule 16 was exhibited on notice board.
- (iii) The Electoral Registration Officers shall take claims and objections for consideration only after all of the following has been done.
  - a) At least seven clear days period has passed after list of claims and objections has been published on all of the following
    - Website of Chief Electoral Officer
    - Notice board of Electoral Registration Officer
    - Notice board of polling station
    - A personal notice has been served on the person whose name is proposed to be deleted in cases other than death cases.
  - b) At least seven clear days have passed after the Electoral Registration Officer has given the list of claims and objections to the recognized Political Parties as mentioned above.
  - c) All deletions which are done for reason of death shall be made only after ascertaining the facts to the satisfaction of Electoral Registration Officer.
- (iv) Electoral Registration Officer may assign the function of disposal of claims & objections to Assistant Electoral Registration Officers in accordance with provisions made in Section 13C of the Representation of the People Act, 1950. However, such delegation of powers to Assistant Electoral Registration Officers shall not absolve the Electoral Registration Officer of his responsibility of ensuring a defect free electoral roll.
- (v) If the Electoral Registration Officer is satisfied as to the validity of any claim or objection on the basis of documentary proof of age and residence and a proper family linkage with the electors already registered in the existing electoral roll, he, under the provision of Rule 18 of Registration of Electors Rules, 1960 may allow the claim or objection without further enquiry, after the expiry of 7 days' notice period. However, if a demand for enquiry is made, in writing, to the Electoral Registration Officer by any person, the Electoral Registration Officer should hold enquiry before disposing the said claim or objection.
- (vi) Special care should be taken while disposing the claims & objections received from the applicants more than 25 years in age. Such applicants must have given their full residential address of the

previous place and EPIC number. On the basis of the available details, a check should be run to find out from the electoral roll to ascertain whether that person is already enrolled in the existing roll somewhere else. If the person is enrolled, then the applicant should be informed about being against law enrolment at more than one place being and advised to get his name deleted from other places. If the applicant has mentioned address of his previous residence with a request for deletion of his name from the previous address in Form 6, his claim may be allowed, if otherwise found eligible and a reference should be made to the Electoral Registration Officer of the constituency in which address of the applicant's previous residence is located, for simultaneous deletion from the roll of that constituency. Both the Electoral Registration Officers should maintain proper account of such references sent received and deletions made on the basis of the same. If the applicant has not mentioned anything about his registration at earlier place of ordinary residence in Form 6, he should be made aware of provision of Section 31 of the Representation of the People Act, 1950 regarding false declaration and advised to provide the required information. If still the applicant does not give the information or the Electoral Registration Officer not able to trace the applicant, the claim should not be allowed.

- (vii) **Physical verification through Booth Level Officer**: - The Electoral Registration Officer may depute Booth Level Officer to make visit to the household of the applicant and make a physical verification.
- (a) In the case of spot verification the claimant should be asked, as far as possible, 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.
  - (b) If the address of the applicant is incomplete (like street name mentioned but not the house number), a doubt may arise on whether the application is genuine. The Booth Level Officer will ascertain this in field inquiry and the correct-complete address should be recorded on the application. If the address mentioned in the Form and the applicant's whereabouts cannot be ascertained after due enquiry, such application shall be rejected and the reasons recorded.
  - (c) During his field visit, Booth Level Officer may associate local Booth Level Agents or representatives of recognized political parties who personally know the inhabitants of the locality as far as practicable. Any Field officer of the Government, if available in the area may also be associated.
  - (d) The Booth Level Officer must submit his complete report giving full details of each of the field verification made by him, i.e., the date and time of his visit to the household, whether the applicant/ objector/ the person objected to was physically present and other evidence collected by him from the members of the household or the neighbours in relation to the claim/objection. The Booth Level Officer must put his full name and signature on the report. The Electoral Registration Officer should decide to accept or reject it with due application of mind.

(viii) **Enquiry into claims & objections**:

ERO may take following action on applications, after the notice period,

- accept, if satisfied, or
- reject out rightly, if not within time/in prescribed Form/Manner, or

- depute BLO for field verification and dispose on basis of his support, or
  - fix personal hearing, if not satisfied with BLO report.
- (a) If the Electoral Registration Officer is not satisfied as to the validity of any claim or objection, he shall hold a summary enquiry by holding personal hearing of the claimant. The date, time and place of such hearing shall be mentioned in the list exhibited on the notice board at his office. The Electoral Registration Officer also shall cause issue of individual notice of hearing in Form I2 to the claimant (in case of Form 6), in Form I3 and I4 to the objector and the person objected to (in case of an objection to the inclusion of name) and Form I5 to the objector (in case of an objection to a particular in an entry). The notice may be served either personally or sending by post or by affixing it at the residence/last known residence of the person concerned within the constituency.
- (b) The Electoral Registration Officer, under Rule 20 of Registration of Electors Rules, 1960 may take assistance of any person and also may require any person to appear before him or any evidence tendered by any person during the enquiry.
- (c) Electoral Registration Officer should insist on the presence of the claimant at the hearing, if the claim is objected to on any ground like under-age, non-residence, non-existence, etc. because such an enquiry cannot be conducted satisfactorily in his absence.
- (d) In case of applicants of age between 18 and 25 years applying for inclusion for the first time, their claims with regard to age must be thoroughly checked with reference to school/college certificate, birth certificate, and with reference to entries in respect of the other family members. If even after such verification, the Electoral Registration Officer is not satisfied about the minimum qualifying age of the applicant, and the applicant has also not filed a declaration in support of his age, then the Electoral Registration Officer may take the evidence on oath of the applicant as well as of any member of the family (in case of an orphan, of some person to whom the applicant is personally close) and whose name is borne on the electoral roll.

ERO may hold personal hearing, if –

- not satisfied with BLO report, or
- BLO not able to find applicant at given address despite several visits, or
- applicant is without family link and his identity cannot be established, or
- a first time applicant above 21 years doesn't file age declaration, or
- objector demands for applicants' personal hearing.

#### **Final decision by the Electoral Registration Officer:**

After considering the field verification report of Booth Level Officer and summary enquiry, the Electoral Registration Officer will take final decision as regards acceptance or rejection of each claim & objection. He 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 should be entered just below the entries in the lists of claims and objections maintained and exhibited in Forms 9, 10, 11 and 11A (annexures 12, 13, 14 and 15) on notice board for general information.

ERO may reject application, if –

- it is not within time/in manner/in Form.
- applicant is already registered at the same address.
- applicant is not eligible – underage/not Indian citizen/not ordinarily resident.
- applicant fails to turn up for personal hearing/cooperate in enquiry/ to produce requisite documents to ERO's satisfaction.
- BLO is not able to complete verification, despite repeated

**Communication of orders of Electoral Registration Officer to the applicants:**

Every applicant should be intimated of the decision of the Electoral Registration Officer. For the purpose of reckoning the time period for filing appeals, if any, against the decision of the Electoral Registration Officer, the date on which the Electoral Registration Officer dispatches the intimation to the applicant will be treated as the crucial date. Therefore, the intimation should be dispatched to the applicant within twenty four hours from the date of order of the Electoral Registration Officer. The relevant portion given in Form 6, 7, 8 and 8A for communicating the order of the Electoral Registration Officer can be folded, stapled and posted to the applicant on the address given by him in the said portion. The communication can also be sent to the applicant through the Booth Level Officer. The applicant should be informed by SMS/mail, if his mobile number/email ID is available in electoral database.

**Suo-Moto Action by Electoral Registration Officer during revision period**

The statements from holders of declared offices in Form I received during the revision period shall be disposed of by the Electoral Registration Officer and their names shall be included in the appropriate parts of the rolls in absence of any evidence to the contrary.

To check whether names of any elector have been left out due to inadvertence or error during preparation of draft roll, the Electoral Registration Officer shall scrutinize the draft roll once again and take remedial action for inclusion of the left out electors, wherever necessary. The Electoral Registration Officer shall prepare a list of such left out persons and exhibit the same on the notice board of his office together with a notice under Rule 21 of Registration of Electors Rules, 1960 specifying the time and place at which the inclusion of these names in the roll will be considered. He shall 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, the Electoral Registration Officer shall decide whether all or any of the names should be included in the roll.

Similarly, the Electoral Registration officer under Rule 21A of the Registration of Electors Rules, 1960 has power to delete 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, inadvertently or erroneously or otherwise included in the draft roll. For this purpose too, the Electoral Registration Officer shall display a list of the names of such ineligible electors on his notice board with a notice specifying 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, the Electoral Registration Officer must decide the question of deletion of these names.

**Unexecuted non-bailable warrant (NBW) cases:**

The Election Commission has taken a view that a person against whom an NBW has remained unexecuted for a period of 6 months or more should be presumed to have ceased to be ordinarily resident at the given address. This is based on the fact that the whereabouts of such a person are not known and therefore the Election Commission has instructed the Electoral Registration Officers that they may take suo-motu action to delete names of those persons against whom NBW cases are pending, from the electoral roll after giving them due notice under Rule 21A of Registration of Electors Rules, 1960 read with Section 22 of the Representation of the People Act, 1950. The police authorities shall be duly intimated and asked to be present during such hearings. The person concerned shall appear before Electoral Registration Officer in person. If the person fails to appear, Electoral Registration Officer will delete his name from the electoral roll.

**Appeal against Electoral Registration Officer's decisions**

- (i) Under the provisions of Rule 23 of Registration of Electors Rules, 1960 an appeal lies against the decision of the Electoral Registration Officer made under Rule 20, 21 and 21A with regard to claims & objections and also inclusion of names inadvertently omitted. Appeal shall be presented to the District Magistrate or Additional District Magistrate or Executive Magistrate or District Collector or an officer of equivalent rank as may be notified in the Official Gazette by the Election Commission. However, appeal will not have the effect of staying or postponing the final publication of the electoral roll.
- (ii) The appeal cannot be preferred if the appellant has not availed himself of his right to be heard or to make representation to the Electoral Registration Officer.
- (iii) The appeal should be in the form of a memorandum, signed by the appellant. It can be presented to the Appellate Authority or be sent to him by registered post. In both these cases, the appeal must reach the Appellate Authority within 15 days of the decision by the Electoral Registration Officer becoming known. The Election Commission has designated the District Election Officer as the appellate authority for this purpose.
- (iv) The Appellate Authority, 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.
- (v) If the appeal is in order, the Appellate Authority should call for the records of the case from the Electoral Registration Officer. He should give the appellant a reasonable opportunity of being heard before recording his final decision on an appeal.
- (vi) The decision of the Appellate Authority is final.
- (vii) 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 he makes the decision.
- (viii) The Electoral Registration Officer on receipt of orders of the appellate authority shall make amendment to the electoral roll to give effect to the decision.

**Final Publication of Electoral Rolls**

Final roll will be the draft roll plus the lists of amendments (supplements) to the draft roll. As soon as

the claims & objections received after draft publication relating to a part has been disposed of, final lists of amendments (supplements) for that part of the roll should be prepared. The supplements shall have 3 components, namely, Component I - additions, Component II - deletions and Component III – corrections. Final Publication is made by ERO with notice in Form 16, inviting public to inspect final roll at ERO's office. Final roll shall also be put on CEO's website and two copies of the final roll will be given, free of cost, to all the recognized political parties.