

M. Corp. Election
Time bound
Personal Attention



राज्य निर्वाचन आयोग हिमाचल प्रदेश

STATE ELECTION COMMISSION HIMACHAL PRADESH

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No. SEC-16-36/2001-VII- ५८। dated the ३०th March, 2017

To

The Electoral Registration Officer (M.Corpn)-cum-
Deputy Commissioner Shimla
District Shimla.

Subject: Preparation of Electoral Rolls of Municipal Corporation Shimla as on
01.01.2017.

Sir,

As you are aware that the general elections to Municipal Corporation Shimla are due in the month of May, 2017. Since, the Government of Himachal Pradesh has increased the number of wards of Municipal Corporation Shimla from 25 to 34, therefore the electoral rolls of Municipal Corporation Shimla are required to be prepared afresh. The State Election Commission has procured the data base from Election Commission of India updated with 01-01-2017 as qualifying date. The Commission has created 9 additional wards on the Electoral Roll Management System(ERMS) Software. The parts and sections, which were fully included in a particular ward / polling station have been included in the concerned ward/ polling station. But there are a good number of parts and sections which are partially included in one ward or the others. The electors of such parts and section will have to be shifted to the relevant ward after physical verification. The Commission will provide working copies of the draft electoral rolls in respect of each polling station through Electoral Roll Management System(ERMS) Software in two parts. The composition of two parts will be as under:-

Part-I

- (a) It consists of already published previous final electoral rolls. The electors in this list will appear in the concerned wards/ Polling Station and House number wise. To avoid loss of data or other eventuality during working on the Part-I, it is required to keep backup of the original date data in CDs / or pen drives as soft copy.

Part-II:

- (a) This part consists of new electors, who have been registered by the Election Commission of India as on 1.1.2017 as qualifying date. These electors have not yet been segregated ward-wise. All new electors have been marked as “नया”.
- (b) This part also includes those electors of Part-I who are:-
- i. without EPIC No. or Photograph ;
 - ii. Modified electors (marked as “संशोधित” in Part-I);
 - iii. Shifted electors (marked as “स्थानान्तरित” in Part-I).

The existing Ward and Serial Number in Part-I of electors falling in all of the above 3 categories has also been shown with each elector.

- (c) The electors in Part-II have been depicted Polling Station wise. These rolls are in alphabetical order (वर्णांकमानुसार). This brings multiple entries of an elector together in order to check dual registration.
- (d) The Sub-Divisional Officer (Civil) (R/U) will print a copy of Part-I and Part-II of the working copy of the electoral rolls immediately after ensuring that the serial no's of working copies of part-I and part-II of the electoral rolls are correct and in proper order and therefore, will hand over these copies to the respective team for verification, segregation and further processing.

Exercise to be undertaken in Part-I

1. The team will check the Part-I of working copies of electoral rolls of every Polling Station and ascertain that geographical area included in a polling station and electors in the polling station are correct.
2. That electors are appearing in the relevant Polling Station only. If there are any discrepancies in the Part-I of working copies, he will immediately bring this fact to the notice of SDO (C) with a copy to the District User. The District User will inform the State User immediately.
3. If any elector(s) is (are) appearing in wrong (other) ward / polling station they shall be corrected at the working copy stage by shifting i.e. the shifting of electors will be allowed at working stage too.
4. There is possibility of multiple appearances of the name of an elector against single EPIC No. in a Particular Ward. In such cases only one entry will be kept whereas all other shall be deleted.
5. If an elector is appearing in more than one polling station of a particular ward, in such cases a list will be prepared and sent to the SDO (Civil). The SDO (Civil) will issue a notice to the person concerned in **Annexure-A** to choose one polling station of a ward. Thereafter, the name of that person shall be deleted from all other polling stations except one chosen by the elector. The name shall be deleted after the permission of SDO (Civil). An entry to this effect will be made in the ERMS indicating permission number and date.
6. If it comes to the notice that the name of an elector is appearing in more than one ward or simultaneously in a Panchayat and Municipality his name shall be deleted from all the Panchayats / Municipalities except one by serving him notice by the

SDO (Civil) on Annexure-A and directing him to choose only one Ward of Corporation or Panchayat or Municipality.

7. If dead electors are appearing in the Part-I, a list of such electors shall be prepared and the name of such electors shall be deleted with the permission of SDO(C) indicating permission number and date and an entry to this effect will be made in the ERMS.
8. The deletion of electors at working stage will be allowed only in the case of dead electors and multiple entries with the permission of SDO(C). No other elector is allowed to be deleted at working stage.
9. If it is found that electors in a Ward / polling stations are considerably higher or reduced, the physical verification team will enquire from their counterparts in the adjoining Wards / polling stations as the case may be. If these electors are detected in some other Wards / polling stations the said team will bring this fact into the notice of SDO(C) and seek his permission who will cause these electors to be shifted to the concerned Wards / polling stations indicating permission number in the ERMS Software.
10. If correct Ward / polling stations of extra electors is not identified, the physical verification team will bring this fact in to the notice of SDO(C). **In no circumstances any of such electors shall be deleted, repeat, no such elector shall be deleted .**
11. The SDO(C) will enquire from all the ward users about such electors. If any of the ward user accepts these electors they will be shifted to that ward. If no user accept such electors they will be kept as such in the unused electors folder and in no case they will be deleted.
12. **The physical verification team of every ward shall certify in Annexure-B that the discrepancies detected, if any, in the Part-I of the working copies of the draft electoral rolls have been corrected.**

13. The SDO (Civil) will ***print only one copy of part-II*** of the electoral rolls of each polling station and hand them over to the respective team on the same day. All work pertaining to Part-II **shall be completed by 3rd April,2017.**

Exercise to be undertaken in Part-II

14. The SDO (C) will get the physical verification of new electors appearing in Part-II done through the team by house to house visit. The team will insert the ward number of new electors so that the electors without wards could be mapped for wards through ERMS. The objective of this exercise will be as under:

- (i) To integrate the electors of part-II with the main electoral rolls i.e. part-I after physical field verification and ward-wise segregation thereof for new/modified-shifted electors.
- (ii) Entry of EPIC No. of electors who are appearing in Part-I without EPIC Number (existing Ward and Sr. No. in Part-I of such electors will be shown in Part-II also).
- (iii) Insertion of Photograph of those electors of Part-I who are appearing in Part-I without photograph. (existing Ward and Sr. No. in Part-I of such electors will be shown in Part-II also).

15. The list of voters appearing in part-II will have two blank columns to enter ward Number and name of ward /polling station (In case the elector is appearing in incorrect ward/ polling station).

16. The team will verify that the electors appearing in Part-II reside in the respective ward /polling station.

17. The electors who are without EPIC Number, however verified and are still residing in the concerned ward, will be asked whether or not they have been registered with ECI. In case of affirmative response, their EPIC number will be obtained and noted.

18. If any new (नया), modified (संशोधित) or shifted (स्थानान्वित) electors appearing in Part-II are not verified, the team will prepare a list of such electors on ***Annexure-C*** and supply this list to the SDO (Civil), who will cause this list to be published at the

notice board of Tehsil/ Municipal Headquarters or any other conspicuous place for the information of general public.

19. If any unverified elector is verified after publication of such list on the Notice Board his name shall be mapped in the respective ward/ polling station otherwise such names will be retained in the list of unused electors.
20. The electors who are without photograph and still not registered with the ECI but residing in the same area their photo will be obtained for being scanned at Sub-Division Headquarter in order to insert the same in the electoral roll.
21. The work pertaining to verification **shall be completed by 3rd April,2017.**
22. There are instances where in a part there will be a combination of urban and rural electors or vice-versa in such cases electors not belonging to Municipal Corporation areas shall be retained in unused electors folder.

Integration of Part-I and Part-II

23. After verification exercise, data entry work including the integration of part-I and Part-II will be undertaken simultaneously and should be completed on or before by **5th April,2017** at District Headquarters through ERMS software for which user ID and user manual have already been provided to you. **It will be convenient to you if all the ward users undertake this work in a big hall together.**
24. No addition, deletion or correction (except for deletion in case of death, multiple entries and modification in case of EPIC number Photograph is missing) shall be allowed at the working stage. **The Commission shall notify a separate programme for this exercise as per relevant Election Rules.**
25. **The team will submit a certificate, annexed as Annexure-D, in writing to the SDO (Civil) in order to ensure accuracy in the electoral rolls.**
26. The SDO (Civil) will further issue a certificate to the Deputy Commissioner, annexed as **Annexure-E**
27. The dates for shifting of stage of working copy of the electoral roll to Draft Electoral Roll shall be intimated by the Commission. The Deputy Commissioner shall allow to

shift the stage of a Municipal Corporation only if certificate mentioned above has been obtained from the SDO(C).

28. The required stationary for printing CDs etc. will be procured from local market after completing formalities, the bills of the same may be sent to District Election Officer (Panchayat) (Deputy Commissioner)/ Assistant District Election Officer-cum-District Panchayat Officer.

By order
State Election Commissioner
Himachal Pradesh

Endst. No. SEC (16)-2/2014- 482-89 Dated the 30 th March, 2017

Copy for information is forwarded to:-

1. The Principal Secretary to H/E the Governor of Himachal Pradesh.
2. The Chief Secretary Government of Himachal Pradesh.
3. The Additional Chief Secretary (UD) Government of Himachal Pradesh.
4. The Director Urban Department for information and necessary action.
5. The SIO/Senior Technical Director NIC, Himachal Pradesh, Shimla-2 for necessary action.
6. The SDO (C) (R/U) Shimla Himachal Pradesh for information and necessary action.
7. The Controller Printing & Stationery for E-Gazette.

(P.C. Akela)
Secretary
State Election Commission
Himachal Pradesh.

Annexure-A

(see instruction 5 & 6)

To

..... (Complete Name & Address)

.....
.....

Subject: Notice.

While preparation of electoral rolls of the Municipal Corporation it has been found that your name is appearing in more than one wards of Municipal Corporation/Council/Nagar Panchayat / Gram Sabha
OR

following Ward no. of following Municipal Corporation/Council/Nagar Panchayat (in cases where name is appearing in more than one Municipalities) OR

following ward/ polling station of following Municipal Corporation/Council/Nagar Panchayat and Gram Sabha (in cases where name is appearing in Panchayat and Municipality simultaneously:

Name of Gram Panchayat	Name of ward	Ward No.	Sr. No. in the voter list	Detail, if any

Notice is hereby given to you to choose, within three days from the receipt of this notice, one polling station/ ward of one Municipality or one Gram Panchayat as no person is entitled to be registered in the list of voters for more than one Sabha area and further no person is entitled to be registered in the list of voters of Sabha area/ Municipalities, if he is already registered in a Municipality under Section 4(3) of the Himachal Pradesh Panchayati Raj Act, 1994 read with Rule 5 of the HP Municipal (Election) Rules, 2015 and Himachal Pradesh Municipal Corporation (Election) Rules, 2012 failing which action will be initiated against you as per prevalent law.

Date:

Sub Divisional Officer (Civil)

Place:

Sub Division

Annexure-B
(See instruction 12)

Certified that the discrepancies detected, if any, in the Part-I of the working copies of the draft electoral rolls have been corrected.

Physical Verification Team
Ward No. / Polling Station

Date:

Annexure-C
(See instruction 18)

Detail of electors appearing in Part-II, who are not verified.

Notice is hereby given that the following electors of the Municipal Corporation/Council/Nagar Panchayat / Gram Panchayat are not verified. Therefore these persons or any other person having knowledge of these electors may submit identification proof to the undersigned within three days from the publication of this notice otherwise their names shall not be included in the draft electoral roll is being prepared with 1.1.2017 as qualifying date.

Date: _____ Sub Divisional Officer (Civil)
Place: _____ Sub Division

Ward number Name of the voter Sr.No in the voter list

Annexure-D

(See instruction 25)

"Certified that the electors appearing in part-II have been physically verified and segregated ward wise. The electors who were without EPIC Number their EPIC number (if available) have been inserted and the electors who are without photograph their photographs have been inserted in the working copy of the electoral roll. There are no unmapped (missing) or unused (extra) electors in the working copy of the draft electoral roll pertaining to ward Noof Municipal Corporation Shimla.

Dated:

Physical Verification Team
Ward No. / Polling Station

Annexure-E

(See instruction 26)

“Certified that work of physical verification, insertion of EPIC No. and Photograph has been completed in respect of Municipal Corporation /Council / Nagar Panchayat / Gram Panchayat There are no unmapped (missing) or unused (extra) electors in the working copy of the draft electoral roll pertaining to any ward of Municipal Corporation / Council / Nagar Panchayat / Gram Panchayat of Districtas per certificates obtained from the respective Physical Verification Team.

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

As you are aware that the general elections to Municipal Corporation Seats will be held in the month of May 2017. Since, the Government of Madhya Pradesh has increased the number of wards of Municipal Corporation Seats from 25 to 34, therefore the Electoral rolls of Municipal Corporation Seats are required to be prepared again. The State Election Commission has received the data base from Election Commission of India updated on 31-12-2017 as qualifying date. The Commission has allotted 34 additional wards on the Electoral Roll Management System(ERMS) Software. The 34 additional wards which were fully included in a particular ward/ polling station have been allotted to an unconnected ward/ polling station. But there are a good number of parts and sections which are partially included in one ward or the others. The voters of such parts and sections will have to be shifted to the relevant ward after physical verification. The Commission will provide working copies of the draft electoral rolls in respect of each polling station through Electoral Roll Management System(ERMS) software in two parts. The composition of two parts will be as under: