

Note explaining process of annual revision/updation of Electoral Rolls along with Frequently Asked Questions (FAQs)

widest possible transparency and disclosure; house to house survey; physical field verification; display and sharing of list of claims and objections; supervision and random checking; sharing of draft and final electoral roll with political parties; rigorous SoP for deletion of names -

The creation, maintenance and purification of ER- a core constitutional responsibility of the ECI – has a well-defined and meticulously followed legacy over decades. The credibility of the process is organically linked to data/facts over several revisions and continuous updation of previous data sets. The process is ensconced in a watertight statutory scheme which is rule based.

The Commission firmly believes that an inclusive, healthy, pure & transparently prepared electoral roll is the foundation of free, fair and credible election. Therefore, the Commission makes all out efforts to make the electoral roll pure, healthy and inclusive within the given framework of Article 324 of the Constitution of India, provisions of the Representation of the People Act, 1950, Registration of the Electors Rules, 1960 and the extant instructions issued by the Commission from time to time.

All political parties are fully aware of the SoPs for Special Summery Revision (SSR) and the special measures taken during SSR. Additions and deletions take place after due enquiry, in full public view and with participation of political parties at every stage of the process. Being an annual revision exercise, only changes during the period of revision get updated that too after sharing relevant details with political parties and the public at large.

The process of revision of electoral rolls:

The electoral roll is prepared in accordance with the well-defined protocol & procedure and following the principle of natural justice by providing reasonable opportunity to the electors and all stakeholders, political parties in particular. The electoral roll is in the state of continuous updation throughout the year except during election in a constituency for a period from the last date of filing nomination to completion of election process. The Commission ensures utmost transparency at each stage of revision of roll so that people can beforehand check entries in electoral roll and can file any claim or objection, to avoid any post facto objection or grievances. In case of deletion, notice is issued and an opportunity given to electors for filing an objection and hearing is given.

All GE to LAs are specifically preceded by Special Summary Revision (SSR) precisely to allow all stakeholders to be on notice about the upcoming general election. This is an additional measure over and above annual revision of electoral rolls which in any case takes place. All the Political Parties have been familiar with SSR guidelines, formats and processes. ECI has also provided for appointment of Booth Level Agents (BLA) by recognized political parties as an equal opportunity & extra facilitation to them ensuring utmost transparency in the process.

Every entry in ER database, either by way of addition/ deletion/ transportation, is credible, as it is based on voluntariness of the citizen to enroll and an open disclosure and

public hearing to objections, if any and, thereafter the entries are available for perpetual scrutiny and legal challenge.

For the sake of clarity, the cycle of the electoral roll revision process for a calendar year is illustrated in the **diagram below**.



In context of the preparation and updation of electoral rolls, some questions which may be frequently asked (**FAQs**) and replies thereto are given below to remove any doubts arising in the minds of political parties, electors and the general public.

Frequently Asked Questions (FAQs)

Special Summary Revision (SSR)

Q1. What is 'Special Summery Revision'?

Ans. As per Rule 25(1) of RER 1960, there are following types of revision-

- ✓ Intensive revision.
- ✓ Summery revision.
- ✓ Partly intensive and partly summery.

Now a days, the Commission orders Summery revision with certain special characteristics, with intensive pre-revision activities like house-to-house verification, rationalization of polling stations, special campaign dates etc., hence it is called Special Summery Revision.

Q2. What are the stages of Special Summery Revision of ER?

Ans. The SSR of electoral rolls involves two main stages:

- (i) **Pre-revision activities** mainly include training of official, House-to-House verification by the Booth Level Officers (BLO) for identification of un-enrolled eligible electors, identification of discrepancies, removal of multiple/shifted/dead electors, standardization of addresses, rationalization and modification of polling stations, updation of control tables, preparation of website, integration of supplements and preparation of draft roll.
- (ii) **Revision activities:** The actual revision starts with the publication of Draft electoral roll. With the publication of draft electoral roll, the ERO invites claims and objections from all eligible citizens and after processing of such applications, with due procedure, inclusion/deletions/correction of entries is carried out by ERO. Discrepancies already identified by BLOs during the pre-revision activities are also taken-up for removal during this period. All the inclusions, deletions and correction carried out during this period are updated in the electoral roll database and Electoral Roll is finally published on the date as per approved schedule.

Transparency & involvement of political parties in the process

Q3. What transparency measures are taken during the revision process?

Ans. The Election Commission ensures transparency during the revision of electoral rolls by providing various means for public access to the rolls and claims. Key transparency measures include:

- ✓ Free copies of the draft and final electoral rolls, along with weekly lists of claims and objections, are provided to recognized political parties to make them aware about the process to avoid any post facto objection or grievances.
- ✓ The draft and final rolls are hosted on the CEO/DEO websites.

- ✓ The rolls are displayed at designated polling stations location and ERO offices notice board.
- ✓ During continuous updation period, monthly pooling of lists of additions, deletions, and modifications are published on the website of CEO for the information of general public.
- ✓ ECI has provided the provision of the appointment of Booth Level Agents (BLA) by the recognized political parties as an extra facilitation to them ensuring utmost transparency in the process. BLAs do not interfere with the registration process and in the functioning of BLOs but only to identify and flag any discrepancy or impurity in the electoral roll of the polling station/part concerned.

Q4. How the participation of political parties and candidates is ensured in the preparation of electoral rolls?

Ans. The Election Commission has directed that election authorities shall involve representative of political parties at each stage of preparation of electoral roll and ensures utmost transparency during the whole process. Key transparency measures include:

- ✓ Periodic meetings with the representatives of recognized political parties are held at the level of CEO/DEO/ERO during SSR to apprise them about the process
- ✓ Copies of the draft and final electoral rolls are provided free of cost to recognized political parties.
- ✓ Weekly lists of all claims and objections are provided to recognized political parties during summery revision period.
- ✓ The draft and final rolls are hosted on the CEO/DEO websites.
- ✓ The rolls are displayed at designated polling station locations and EROs' offices notice board.
- ✓ Copy of ER is also made available to the general public on payment of nominal fee
- ✓ During continuous updation, monthly updates on additions, deletions, and modifications are published on the website.
- ✓ Political parties are provided with an extra facilitation to appoint their Booth Level Agents (BLAs) to interact with BLOs to ensure transparency without interfering with the registration process and flag any discrepancy or impurity in the electoral roll of the polling station/part concerned.
- ✓ During elections, soon after the last date of nomination, candidates of recognized political parties are provided free of cost with the copy of Electoral Roll to be used for the conduct of election.

Q.5. Whether political parties are involved in case of inclusion of name of electors in electoral roll?

Ans. Yes. Political parties, being the major stakeholder, are involved at each stage of revision of roll. During SSR, lists of all such applications are made available by ERO to all political parties on weekly basis. For this purpose, the ERO calls a meeting of all

political parties on regular interval and personally handover such lists to them and obtain acknowledgment. ERO also exhibits such lists on the notice board in his office. These lists are also put up on the website of CEO with adequate publicity. This is also informed to the political parties by holding regular periodic meetings with them at the level of CEO, DEO & ERO and written communications to them.

Decision on applications is taken only after atleast seven clear days' period of publishing the lists and furnishing it to the political parties.

During continuous updation period, monthly updates on additions, deletions, and modifications are published on the website of CEO.

Q6. Whether political parties are informed regarding any deletion in electoral roll?

Ans. Yes. Political parties are always kept informed with regards to all the proposed deletions. During SSR, lists of all such applications are made available by ERO to all political parties on weekly basis. For this purpose, the ERO calls a meeting of all political parties on regular interval and personally handover such lists to them and obtain acknowledgment. ERO also exhibits such lists on the notice board in his/her office. These lists are also put up on the website of CEO with adequate publicity.

Decision on claims and objections is taken by ERO only after all of the following conditions are complied with –

- i. At least seven clear days' period has passed after list of claims and objections has been published on all of the following –
 - ✓ Website of CEO, as clickable lists for each polling station
 - ✓ Notice board of ERO (In Forms 9, 10, 11, 11A and 11B of RERs 1960)
 - ✓ Notice board of polling station (In Forms 9, 10, 11, 11A and 11B of RERs 1960)
 - ✓ A personal notice has been served on the person whose name is proposed to be deleted in cases other than death cases.
- ii. At least period of seven clear days has passed after furnishing the list of claims and objections to political parties.

During continuous updation period, monthly updates on additions, deletions, and modifications are published on the website

Q7. Are the political parties involved in the process of revision of roll at each polling station level in constituency?

Ans. Yes. Political parties are involved at polling station level in each constituency in the process of revision of electoral roll.

- ✓ Political parties are encouraged to appoint their Booth Level Agents (BLAs) to interact with BLOs to ensure transparency and to flag any discrepancy or impurity in the electoral roll of the polling station/part concerned.
- ✓ Part-wise list of claims & objections is published and provided to the political parties.
- ✓ At the time of draft and final publication of roll, part-wise roll is provided free of cost to all recognized political parties.

- ✓ Representative of political parties at polling station level are informed and involved about all the crucial dates like special campaign dates etc.

Safeguards against wrongful deletions

Q8. What safeguards have been put in place to prevent wrongful deletion from the electoral roll?

Ans. To prevent wrongful deletion from the electoral roll, the following safeguards are in place:

- ✓ **Verification of Death:** Deletions due to registered death are made only after proper verification, including the submission of a death certificate.
- ✓ **Deletion Due to Death (Unregistered):** Deletions based on unregistered deaths and shifting are made only after receiving Form-7.
- ✓ **Field Verification:** Field verification report of BLO is necessary for each case of deletion. During field verification, BLO provide specific remarks about the status of shifting or death cases.
- ✓ **Shifting:** For deletions due to shifting, Form-8 must be submitted by the concerned elector. The Electoral Registration Officer (ERO) will confirm the elector's previous enrolment and identity before allowing additions at a new address.
- ✓ **Notice Requirement:** In all cases of proposed deletions (except confirmed deaths), a notice must be issued to the elector concerned and served, giving them a reasonable opportunity for a hearing.
- ✓ **Cross Verification:** For deletions in areas where more than 2% of electors are removed or where the same person objects to more than 5 cases, the Electoral Registration Officer personally verifies the deletions to ensure accuracy.

The Commission vide its instruction dated 11th August, 2023 (available at ECI's website at <https://www.eci.gov.in/eci-backend/public/api/download?url=LMAhAK6sOPBp%2FNFF0iRfXbEB1EVSLT41NNLRjYNIJP1KivrUxbfqkDatmHy12e%2FzVx8flfn2ReU7TfrqYobgIm%2Fl16v78mrAsXTdPDHbqajUSsZ8HObhS0eViu3JVylrBOWZzSe4%2FHnPRnMolLpSlRp4RK1XyGKGLK637YC%2F%2BP7KKUGUVj2fcJdUp%2Fc4%2FM1mwlQbS%2FZYZaioux%2BxBoww%3D%3D>)

laid down detailed procedure to be followed in case of dead electors/multiple entries/Demographic similar entries/Shifting.

Q9. Whether name of an elector can be deleted without any enquiry and field verification?

Ans. No. No entry from the electoral roll can be deleted without following the due procedure. To prevent wrongful deletion from the electoral roll, the following safeguards are in place:

- ✓ **Verification of Death:** Deletions due to registered death are only made after proper verification, including the submission of a death certificate.
- ✓ **Deletion Due to Death (Unregistered):** Deletions based on unregistered deaths

and shifting are made only after receiving Form-7.

- ✓ **Field Verification:** Field verification report of BLO is necessary for each case of deletion. During field verification, BLO provide specific remarks about the status of shifting or death cases.
- ✓ **Shifting:** For deletions due to shifting, Form-8 must be submitted by the concerned elector. The Electoral Registration Officer (ERO) will confirm the elector's previous enrolment and identity before allowing additions at a new address.
- ✓ **Notice Requirement:** In all cases of proposed deletions (except confirmed deaths), a notice must be issued to the elector concerned and served, giving them a reasonable opportunity for a hearing.
- ✓ **Cross Verification:** For deletions in areas where more than 2% of electors are removed or where the same person objects to more than 5 cases, the Electoral Registration Officer personally verifies the deletions to ensure accuracy.

Q10. Are the list of claims and objections prepared and displayed?

Ans. Yes.

- i. As per Rule 16 of the Registration of Electors Rules, 1960, during Revision period, ERO prepares lists of claims and objections in form 9, 10, 11 and 11A and 11B and exhibits on a notice board in his/her office.
- ii. Besides, these lists are also put up on the website of CEO with adequate publicity so that citizens are able to lodge objections with the concerned ERO. This is also informed to the political parties by holding regular periodic meetings with them at the level of CEO, DEO & ERO and sending written communications to them.
- iii. List of claims and objections is made available by ERO to all political parties on weekly basis. For this purpose, the ERO calls a meeting of all political parties on regular interval and personally handover list of claims and objections to them and obtain acknowledgment. It is to be added that the list is incremental instead of cumulative.
- iv. Decision on claims and objections is taken by ERO only after at least seven clear days' period has passed after furnishing the list of claims and objections to political parties and list of claims and objections has been published on all of the following:
 - Website of CEO, as clickable lists for each polling station
 - Notice board of ERO (In Forms 9, 10, 11, 11A and 11B of RERs 1960)
 - Notice board of polling station location (In Forms 9, 10, 11, 11A and 11B of RERs 1960)

Measures taken during Special Summary Revision (SSR)

Q11. What special measures are taken during Special Summary Revision (SSR)?

Ans. The following measures are taken during SSR: -

1. The exercise of SSR of electoral roll consists of two stages namely, pre-revision activities and revision activities. The Commission issues detailed guidelines while ordering the SSR giving ample time to each activity during pre-revision and revision period.
2. Maximum limit of voters in each Polling station is 1500 and these on an average comprising of around 200-250 households. A Booth level officer (BLO), knowing the area is appointed for the purpose of making field verifications & collection of

enrollment forms and actual field information and report back to the Electoral Registration Officer (ERO).

3. Political parties can also appoint their Both Level Agents (BLA).
4. pre-revision activities mainly consist of training of officials, intensive House-to-House verification by BLOs for identification of un-enrolled eligible electors, identification of discrepancies, removal of multiple/shifted/dead electors, standardization of addresses, rationalization and modification of polling stations, and integration of supplements for preparation of draft electoral roll.
5. The actual revision of electoral rolls starts only with the publication of draft electoral rolls. A well established and detailed procedure is followed at each stage of revision.
6. With the publication of draft electoral roll, the ERO invites applications (claims and Objections) from all eligible citizens and after processing of such claims and objections, with due procedure, inclusion/deletions/correction of entries is carried out by him. Discrepancies already identified by BLOs during the pre-revision activities are also taken-up for removal during this period. All the inclusions, deletions and correction carried out during this period are updated in the electoral roll database. After following the due procedure, Electoral roll is finally published, on the date as per approved schedule.
7. **During Revision period, the electoral authorities take the following steps –**
 - 7.1 Preparation and display of list of claims and objections:
 - i. As per Rule 16 of the Registration of Electors Rules, 1960, ERO prepares lists of claims and objections in form 9, 10, 11 and 11A and 11B and exhibits one copy of such lists on the notice board in his office. These lists are also put up on the website of CEO with adequate publicity so that citizens are able to see the list and lodge objections with the concerned ERO. This is also informed to the political parties by holding regular periodic meetings with them at the level of CEO, DEO & ERO and written communications to them.
 - ii. Lists of claims and objections are made available by ERO to all political parties on weekly basis. For this purpose, the ERO calls a meeting of all political parties on regular interval and personally handover list of claims and objections to them and obtain acknowledgment. It is to be added that the list is incremental instead of cumulative.
 - 7.2 Decisions on Claims and Objections: - Decision on claims and objections is taken by ERO only after all of the following conditions are complied with –
 - i. At least seven clear days' period has passed after list of claims and objections has been published on all of the following –
 - ✓ Website of CEO, as clickable lists for each polling station
 - ✓ Notice board of ERO (In Forms 9, 10, 11, 11A and 11B of RERs 1960)
 - ✓ Notice board of polling station (In Forms 9, 10, 11, 11A and 11B of RERs 1960)
 - ✓ At least period of seven clear days has passed after furnishing the list of claims and objections to political parties.

- ✓ A personal notice has been served on the person whose name is proposed to be deleted in cases other than death cases.

7.3 Supervision and Checks by Supervisor/AEROs/EROs: -

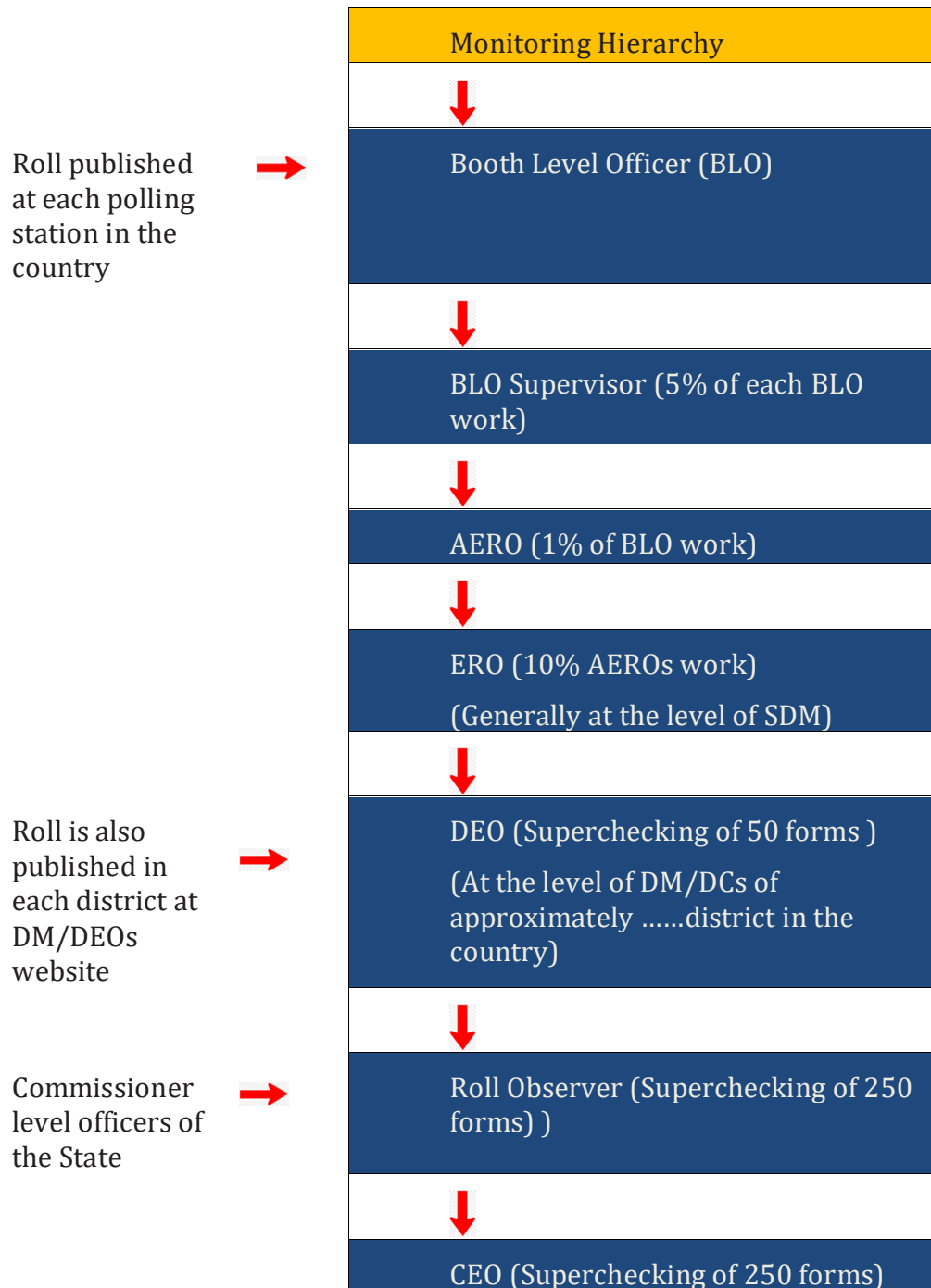
- (i) As per the practice, the ERO, after digitization of received claims & objections, deposes BLO concerned to make field verification in connection with the claim or objection. The BLO after on-spot verification submits his report to the ERO.
- (ii) There is a well-defined mechanism for supervision and check for enforcing strict accountability of the work performed by the BLO. The Supervisor who normally has 10 BLOs under his charge verifies 5% of each of the BLO's verification work under him.
- (iii) Above the Supervisors, each AERO is to verify 1% of the BLO's verification work, randomly selected from different parts under him. AERO also field checks households with more than 10 electors; abnormal gender ratio, and the first 20 polling stations with highest number of additions or deletions, under his charge. AERO also separately field check 1% of the additions and deletions, giving focus on such part of electoral rolls where proposed addition of electors is 4% over previous electoral roll. Both, accepted as well as rejected cases, are checked in those cases.
- (iv) ERO test checks the quality of disposal of claims & objections. ERO also checks 10% of the forms disposed by AEROs. Field verification is carried out if felt necessary. ERO holds regular monitoring meetings with AEROs, Supervisors and BLOs and ensure that the work is not being done in perfunctory manner. Delinquent officials are taken to task and corrective measures taken swiftly because statutorily the accountability stops with ERO and the ERO is responsible for delivering an error free roll, under overall supervision of the Commission.

7.4 Super-checking by DEO/ Roll Observer/CEO: -

- i. After passing the orders by AERO/ERO, super-checking of verified entries is done by the DEO, Roll Observers and CEO for specific number of entries as randomly selected by ERO-Net. The number of entries to be verified by DEO, Roll Observers and CEO within and up to 7 days after last date of disposal by EROs are as under:
- ii. At the level of DEO: Verification of 50 Forms (20 additions+20 deletions+10 modifications) in the district covering all ACs under his jurisdiction (or) at least 10 Forms (4 additions+4 deletions+2 modifications) in each of the ACs of the district, by table top exercise. Out of these verified Forms, field verification must be done in a minimum 10 Forms.
- iii. At the level of Roll Observers: Verification of 250 Forms (100 additions+100 deletions+50 modifications) in the assigned districts or at least 10 Forms (4 additions+4 deletions+2 modifications) in each of the assigned districts, by table top exercise. Out of these verified Forms, field verification must be done in a minimum 20 Forms. (Roll Observers are appointed during the revision of Roll from among)
- (iv) At the level of CEO: Verification of 250 Forms (100 additions+100 deletions+ 50 modifications) in the state covering all districts or at least 10 Forms (4 additions+ 4 deletions+ 2 modifications) in each district, by table top exercise. Out of these verified Forms, field verification must be done in a minimum 20 Forms.

- (v) Critical influx of Forms-6, 7, 8 in an assembly constituency is to be flagged up by the District Election Officer concerned to CEO, who in turn review the position on weekly basis for course correction, if required.

7.5 The Chart of supervisory check and super checking by the hierarchy of electoral authority may be seen below:



Q12. What is the relevant date for revision of electoral roll after the Election Laws (Amendment) Act, 2021 came into existence?

Ans. The Annual Summary Revision is conducted with reference to 01st January of the year as qualifying date, in which the roll is finally published. During a non- election year, no regular revision activities would be there for the subsequent qualifying dates of the year. There would be no restriction on filing of advance application with reference to the subsequent qualifying dates of summary revision in a year and such advance applications will be disposed of under continuous updation. However, before each General Elections to the State Legislative Assembly, a second SSR is also conducted w.r.t. the qualifying date, proximate to the elections.

Periodicity of revision of roll, four qualifying dates & advance applications

Q13. What is the process of updation of roll and periodicity?

Ans. The electoral roll is in the state of continuous updation throughout the year except during election in a constituency for a period from the last date of filing nominations to completion of election process.

With the amendment made in Section 14(b) of the Representation of the People Act 1950, four qualifying dates i.e., 01st January, 01st April, 01st July and 01st October have come into effect in a calendar year in place of one qualifying date of 1st January. However, the Annual Summary Revision with all pre-revision activities is conducted with reference to 01st January of the year only, in which the roll is finally published, as qualifying date. Now, any eligible citizen who has completed or is completing 18 years of age on any of the four qualifying dates of the year can submit advance application in Form-6 for registration any time in the year from the date of draft publication of electoral roll during SSR. Applications will be processed and registration will be done in the relevant quarter in which the applicant attains the qualifying age of 18 years. During a non- election year, electoral roll will be simply updated with reference to the subsequent qualifying dates of the year without any regular revision activity. There would be no restriction on filing of advance application with reference to the subsequent qualifying dates of summary revision in a year and such advance applications will be disposed of under continuous updation. However, before each General Elections to the State Legislative Assembly, a second SSR is also conducted w.r.t. the qualifying date, proximate to the elections.

Periodicity of revision of roll, four qualifying dates & advance applications

However, during a year when general election to State Assembly of House of People is due, a second Summary Revision may be conducted w.r.t. the qualifying date proximate to the said general election. There would be no restriction on filing of advance application with reference to the subsequent qualifying dates of summary revision in a year and such advance applications will be disposed of under continuous updation.

Q14. What is the relevant date for determining the age of 18 years? Can I get

myself registered as a voter on the day when I have completed 18 years of age?

Ans- With the amendment made in Section 14(b) of the Representation of the People Act 1950, four qualifying dates i.e., 01st January, 01st April, 01st July and 01st October have come into effect in place of one qualifying date of 1st January. Any eligible citizen who has completed or is completing 18 years of age on any of the four qualifying date of the year can submit advance application in Form-6 for registration any time in the year from the date of draft publication of electoral roll during SSR. Applications will be processed and registration will be done in the relevant quarter in which the applicant attains the qualifying age of 18 years.

Q15. When will the ERO process the advance claims received with respect to the subsequent qualifying dates of the year?

Ans. Advance claims received during Annual Summary Revision and also after final publication shall be disposed of by the EROs in the concerned subsequent quarters only under continuous updation, in the first month of subsequent quarter.

Supervision and checks

Q16. Is there any provision of supervision and checks by Supervisor/AEROs/EROs?

Ans. Yes.

- i. ERO, after digitization of claims & objections received by him, deputed BLO concerned to make field verification in connection with the claim or objection. The BLO after on-spot verification submits his report to the ERO.
- ii. There is a well-defined mechanism for supervision and check for enforcing strict accountability of the work performed by the BLO. The Supervisor who normally has 10 BLO under his charge verifies 5% of each of the BLO's verification work under him.
- iii. Above the Supervisors, each AERO is to verify 1% of the BLO's verification work, randomly selected from different parts under him. AERO also field checks households with more than 10 electors; abnormal gender ratio, and the first 20 polling stations with highest number of additions or deletions, under his charge. AERO also separately field check 1% of the additions and deletions, giving focus on such part of electoral rolls where proposed addition of electors is 4% over previous electoral roll. Both, accepted as well as rejected cases, are checked in those cases.
- iv. ERO test checks the quality of disposal of claims & objections by his AERO. He also checks 10% of the Forms disposed by AERO.
- v. Statutorily accountability rests with ERO who is responsible for delivering an error free roll, under overall supervision of the Commission.

Q17. What are the provisions of Super-checking by DEO/Roll Observer/CEO?

- i. After passing the orders by AERO/ERO, super-checking of verified entries is done by the DEO, Roll Observer and CEO for specific number of entries as randomly selected by ERO-Net. The number of entries to be verified by DEO, Roll Observer and CEO within and up to 7 days after last date of disposal by EROs are as under:
- ii. At the level of DEO: Verification of 50 Forms (20 additions+20 deletions+10 modifications) in the district covering all ACs under his jurisdiction (or) at least 10 Forms (4 additions+4 deletions+2 modifications) in each of the ACs of the district, by table top exercise. Out of these verified Forms, field verification must be done in a minimum 10

Forms.

- iii. At the level of Roll Observers: Verification of 250 Forms (100 additions+100 deletions+50 modifications) in the assigned districts or at least 10 Forms (4 additions+4deletions+2 modifications) in each of the assigned districts, by table top exercise. Out of these verified Forms, field verification must be done in a minimum 20 Forms.
- iv. At the level of CEO: Verification of 250 Forms (100 additions+100 deletions+ 50 modifications) in the state covering all districts or at least 10 Forms (4 additions+ 4 deletions+ 2 modifications) in each district, by table top exercise. Out of these verified Forms, field verification must be done in a minimum 20 Forms.
- v. Critical influx of Forms-6, 7, 8 in an assembly constituency is to be flagged up by the District Election Officer concerned to CEO, who in turn review the position on weekly basis for course correction, if required.

Q18. How does the Electoral Registration Officer maintain records of the disposal of registration forms?

Ans. Throughout the processing stages, including assigning of BLO, field report submissions, AERO and ERO remarks, decisions on forms by ERO, and EPIC generation, IT enabled electoral system keeps tracks of each action with corresponding timestamps and officer details. This creates a comprehensive, transparent audit trail.

Health measures and inclusivity

Q19. What are the yardsticks for analyzing the health of the electoral roll?

Ans. Health of electoral roll is closely monitored by analyzing the statistical data (electoral roll vs. projected population) mainly in respect of Electors/Population ratio, gender ratio, age-cohort imbalances etc. to bridge the gap and to maximize the enrolment of all sections of society to make the electoral roll all inclusive.

For this statistical analysis of data is done at the level of CEO/DEO/ERO, focusing the following parameters:

(A)National Average E/P ratio: -

- i. E/P ratio (against the total population)
- ii. E/P ratio (against the eligible population)

(B)National Average Gender ratio: -

- i. Gender ratio (against the total population)
- ii. Gender ratio (against the eligible population)

(C)Age-Cohort

- i. 18-19 (average increase against the total population)
(average increase in the registration of electors)
- ii. 20-29(average increase against the total population)
(average increase in the registration of electors)

Q20. What measures have been taken to ensure an inclusive electoral roll?

Ans. The Election Commission of India (ECI) makes significant efforts to ensure that all eligible citizens, particularly marginalized groups, are enrolled in the electoral rolls. Special focus is placed on groups with lower enrolment rates, such as females, persons with disabilities (PwD), third genders, and particularly vulnerable tribal groups (PVTGs).

To address the low enrolment of young electors, particularly those aged 18-19, the Commission has appointed dedicated Assistant Electoral Registration Officers (AEROs) in each assembly constituency to focus on young electors in educational institutions.

Additional initiatives include:

- ✓ **Collaboration with Educational Institutions:** Partnerships with educational boards, universities, and professional institutions to encourage enrolment.
- ✓ **Curriculum Integration:** Including chapters on democracy and elections in educational curricula.
- ✓ **Form-6 Accessibility:** Providing links to Form-6 in admission and examination forms, and through employment exchanges.
- ✓ **Electoral Literacy Clubs (ELCs):** Activation of ELCs with activities, certificates, and awards for performance.
- ✓ **Special Outreach Programs:** Utilizing ASHA workers and Anganwadi workers to reach out to marginalized female citizens, including those of marriageable age and newly married.
- ✓ **Targeted Outreach:** Engagement with organizations like old age homes, institutions for persons with disabilities, tribal hostels, and NGOs supporting marginalized groups.

The Commission also organizes voter awareness events and holds periodic meetings with political parties at various levels to ensure broad-based voter participation.

Facility/Citizen Centric Services

Q21. What facility/citizen centric services are available to an applicant/citizen during preparation of electoral roll?

Ans. The Election Commission of India (ECI) has introduced several measures to make the electoral roll process more convenient and accessible to citizens. **Online e-services currently offered through Voter Service Portal (VSP) are listed below:-**

- (i) Search your name in electoral roll: Elector can search his name and particulars in electoral roll, polling station details, Parliamentary Constituency wise or District wise by providing his name and relatives name or EPIC No.
- (ii) Know your BLO, ERO and DEO: User can get particulars of Booth Level Officer/Electoral Registration Officer/ /District Election Officer by entering the EPIC number.
- (iii) Access to e-roll in pdf format: User are directed to respective website of Chief Electoral Officer and can get access and view/download electoral rolls in pdf format.
- (iv) Apply online forms for the following services:
 - New Voter Registration (Form6)
 - Inclusion of names for overseas electors (Form6A)
 - Letter of Information of Aadhaar number for the purpose of electoral roll authentication (Form 6B)
 - Objection for Proposed Inclusion/ Deletion of Name in Existing Electoral Roll (Form 7)
 - Shifting of Residence/Correction of Entries in Existing Electoral Roll/ Replacement of EPIC/Marking of PwD (Form 8) In all the above services, electors are provided facility to upload scanned copies of documents and photograph.

- (v) Track status of application: An applicant can track his application already submitted online or know status by providing reference ID provided to him at the time of online registration.
- (vi) Dashboard for Citizen: Dashboard facility has been provided to all the registered electors to check the status of all his applied forms.
- (vii) E-EPIC Download: User can download electronic copy of EPIC Card (E-EPIC) by providing EPIC no or reference no of the form

Q22. Where the postal address of the Electoral Registration Officers can be obtained from?

Ans.- Postal addresses of all Electoral Registration Officers are available on the website of Election Commission of India / Chief Electoral Officers of respective State / Union Territory (link to which has been provided on the Election Commission of India website).

Q23. If I apply on line, whether I need to send physical signed copy of the form with documents to the Electoral Registration Officer's address?

Ans.- As soon as the ERO/AERO receives Form 6 filed on line, the same would be downloaded and BLO would be deputed to visit your residence for verification.

Q24. Where can the list of claims and objections be seen?

Ans. It can be seen on the website of the Chief Electoral Officer of the State concerned. It can also be seen on the notice board at the office of the Electoral Registration Officer.

Q25. How will an applicant know that his/her name is included in the electoral roll?

Ans. The decision of the Electoral Registration Officer will be communicated to the applicant by post on his address given by him in Form 6 and also by SMS on the mobile number given by him in Form 6. Electoral rolls are also available on the website of the Chief Electoral Officer of the State concerned and can be seen by anybody.

Q26. How can corrections be made if there are some mistakes in the entries in the electoral roll pertaining to electors?

Ans. For correction of mistakes in electoral rolls, an application in Form 8 is to be submitted to the Electoral Registration Officer concerned.

Q27. I have shifted from my residence where I am registered an elector to some other place. How do I ensure that I am enrolled in my new place of residence?

Ans. In case of shifting, please fill form 8 and submit to the ERO of the constituency (online/offline) where your new residence is located.

Q28. I have shifted my residence recently. I have Electors Photo Identity Card (EPIC) with the old address. Can I get new EPIC for the present address?

Ans. First of all, you have to ensure that you are enrolled in the electoral roll of the concerned Assembly Constituency in which your new address is located. The Electoral Registration Officer will issue a new EPIC, with the same number, of the shifted address.

Q29. My EPIC has some errors. What is the procedure to have a new EPIC with correct particulars?

Ans. You can make an application in Form 8 for rectification of the errors in your EPIC. The Electoral Registration Officer will issue a new EPIC, with the same number, after making the necessary corrections.

Q30. I have lost my old EPIC. How can I get a new EPIC?

Ans. A replacement EPIC can be issued to an elector on the receipt of Form-8 for the purpose, along with a copy of FIR/Police Report.

Q31. Who can object to the inclusion of names in electoral rolls?

Ans. Any person who is a voter in the concerned constituency may object to the inclusion of names in electoral roll on the ground that the person whose names is included or is proposed to be included is not eligible to be registered as a voter in that constituency. An objection can be made in Form 7 to the concerned ERO along with the relevant proof.

Q32. My neighbour / relative has shifted his residence to a new place but his name still continues in the electoral roll. In which Form the application for deletion of his name from the electoral roll can be made?

Ans.- For deletion of name of a shifted/dead/absentee elector, application can be made in Form 7. For deletion of a duplicate entry also, application should be made in Form 7.

Q33. When can one get registered in electoral roll. Does enrollment continue throughout the year.

Ans. The Election Commission normally orders revision of existing electoral roll every year sometime in the months of September to October and such revised rolls are finally published in first week of January of the coming year. One can submit claim application (Form 6) during period for lodging claims and objections to Electoral Registration Officer or an officer designated to receive such applications, i.e., Designated Officer. Even after final publication, the rolls are updated continuously and one can get registered anytime during the continuous updation by filing a claim application to ERO/AERO.

Q34. If I have a complaint against the order of Electoral Registration Officer, to whom I should make an appeal?

Ans. During the period of revision, you can file an appeal to the District Election Officer. In the case of the period of continuous updation, such appeal against any order of ERO will lie before the District Magistrate/Additional DM/Executive Magistrate/ District Collector of the District concerned. A further appeal against the order of Appellate Authority will lie before the Chief Electoral Officer of the State.

Condition of registration process

Q35. What are the main categories of electors in India?

Ans- There are 3 categories of electors in India: –

(i) General electors

- (ii) Oversees (NRI) electors, and
- (iii) Service Electors.

Q36. What is the condition for getting registered in electoral roll?

Ans- Applicant should be

- i. An Indian citizen,
- ii. of 18 years or more of age with reference to qualifying dates,
- iii. ordinary resident of the area concerned

Q37. Can a non-citizen of India become a voter in the electoral rolls in India?

Ans.- No. A person who is not a citizen of India is not eligible for registration as a voter in the electoral rolls in India. Even those who have ceased to be citizens of India on acquiring the citizenship of another country are not eligible to be enrolled in the electoral rolls in India.

Q38. Can a non-resident Indian settled in foreign land become an elector of electoral roll in India?

Ans. Yes. According to the provisions of Sec 20A of the Representation of the People Act, 1950 by the Representation of the People (Amendment) Act, 2010, a person who is a citizen of India and who has not acquired the citizenship of any other country and is otherwise eligible to be registered as a voter and who is absenting from his place of ordinary residence in India owing to his employment, education or otherwise is eligible to be registered as a voter in the constituency in which his place of residence in India as mentioned in his passport is located.

Q39. How can one get registered/enrolled in the electoral roll?

Ans. One has to file the application for the purpose, in prescribed Form 6(6A in case of overseas Indian), before the Electoral Registration Officer (ERO)/Assistant Electoral Registration Officer (AERO) of the constituency within which the place of ordinary residence of the applicant falls. The application accompanied by copies of the relevant documents can be filed in person before the concerned ERO/AERO or sent by post or can be handed over to the Booth Level Officer of polling area concerned, or can be filed online through NVSP portal/VHA mobile application or on website of Chief Electoral Officer of the concerned state/ECI. While filing Form 6 on line, the copies of necessary documents should also be uploaded.

Q40. From where registration forms can be obtained?

Ans. Forms can be downloaded from the website of Election Commission of India. Forms are also available free of cost in offices of Electoral Registration Officers/Assistant Electoral Registration Officers and Booth Level Officers of the concerned polling station areas.

Q41. What documents are required to be enclosed with Form 6?

Ans. One recent passport size coloured photograph, duly affixed in the box given for the purpose in Form 6 and photo-copies of documentary proof of age and residence are required to be enclosed with Form 6. The list of documentary proof of DoB and residence which can be enclosed with Form 6 is given in the form itself and guidelines

appended thereto. For filling up Form 6, the said guidelines maybe referred to.

Q42. Is it mandatory to provide the Aadhaar details of the applicant in the field provided in the Forms for registration?

Ans. No it is a purely voluntary field and non-submission of Aadhaar details shall not be a ground for the rejection of the application by the Electoral Registration Officer. It is expected from the applicant to furnish the Aadhaar details voluntarily for the sake of purification of electoral roll.

Q43. I am a student staying at the place of study in a hostel / mess far from my native place. I want to get myself registered at my present address of residence. What should I do?

Ans.- In case of a student residing at the place of study, in hostel or mess managed by the educational institutions or elsewhere will have the option to get himself / herself registered as elector at his / her native place with his / her parents or at the address of hostel / mess where he / she is resident for the time being for pursuing his / her studies. The course pursued by the said students should be recognized by Central / State Governments / Boards / Universities / Deemed Universities and such courses should be of not less than 1 year's duration. Such student who wants to enroll himself / herself at the hostel / mess will have to attach a bonafide certificate (as per the specimen at Annexure II of Guidelines attached to Form 6 available on the website of Election Commission) from the Headmaster / Principal / Director / Registrar / Dean of his/her educational institution with Form 6

Q44. A homeless person, who is otherwise eligible for registration as an elector, does not possess documentary proof of ordinary residence. What is the procedure of verification in such case?

Ans. In case of homeless persons, the Booth Level Officer will visit the address given in Form 6 at night to ascertain that the homeless person actually sleeps at the place which is given as his address in Form 6. If the Booth Level Officer is able to verify that the homeless person actually sleeps at that place, no documentary proof of place of residence shall be necessary. Booth Level Officer must visit for more than one night for such verification. After conducting such verification and to the satisfaction of ERO that the person fulfills all the prescribed conditions, necessary action for enrolment shall be done.

Q 45. I am a tenant and how can I get enrolled as a voter? Who is competent authority to verify claim applications and objections?

Ans.- To get enrolled in the voter list is your statutory right. please fill up Form 6 and submit (online/offline) it to the ERO/ AERO/ Booth Level Officer of your area along with the requisite document mentioned in the guidelines to fill the Form-6.

Q46. Can one be enrolled at more than one place?

Ans. No. A person cannot be enrolled as a voter at more than one place in view of the provisions contained in Sections 17 and 18 of Representation of the People Act, 1950. Likewise, no person can be enrolled as an elector more than once in any electoral roll.

Any person while applying for fresh enrolment, makes a statement or declaration that his/her name is not included in the electoral roll of any other constituency, and if such statement/declaration is false and which the applicant either knows or believes to be false or does not believe to be true, he is liable to be punished under section 31 of the Representation of the People Act, 1950.

Overseas (NRI) Electors

Q47. Who is an overseas (NRI) elector? Can an NRI settled in foreign land become an elector of electoral roll in India?

Ans.- An overseas elector is a person who is a citizen of India and who has not acquired citizenship of any other country and is otherwise eligible to be registered as a voter and who is absenting from his place of ordinary residence in India owing to his employment, education or otherwise is eligible to be registered as a voter in the constituency in which his place of residence in India as mentioned in his passport is located. According to the provisions of Section 20A of the Representation of the People Act, 1950, an NRI settled in foreign land can become an elector in electoral roll in India.

Q48. How can an overseas Indian (NRI) get registered / enrolled in the electoral roll?

Ans.- He/she has to file an application for the purpose in prescribed Form 6A before the Electoral Registration Officer/Assistant Electoral Registration Officer of the constituency within which the place of ordinary residence of the applicant in India as given in his/her passport falls. The application accompanied by duly self-attested copy of the relevant documents can be filed in person before the concerned ERO/ AERO or sent by post addressed to him or can be filed online through NVSP portal/VHA mobile app or on the website of Chief Electoral Officer of the concerned state/ ECI.

Q49. What documents are required to be enclosed with Form 6A?

Ans.- One recent passport size coloured photograph, duly affixed in Form 6A, photo-copies of the relevant pages of the passport containing photograph, his address in India and all other particulars of the applicant and also the page of passport containing the valid visa endorsement.

Q50. Where the entries pertaining to overseas (NRI) elector find place in the electoral roll?

Ans.- Name of overseas elector is included in a separate section for "Overseas Electors" which is the last section of the roll of that particular part / polling station area of the constituency in which his place of residence in India as mentioned in his passport is located.

Q51. Whether Electoral Registration Officer is to be informed of the change in current residential address of the overseas (NRI) electors in the country of his/her residence?

Ans.- Yes. It is the responsibility of the overseas elector to keep the Electoral Registration Officer informed of the change in residential address in the country of his/her

residence.

Q52. Whether Electoral Registration Officer is to be informed when the overseas (NRI) elector returns to India and becomes ordinarily resident in India?

Ans.- Yes. An overseas elector must do so. In such a case, the person can then be registered as a general elector at the place where he is ordinarily resident in India.

Q53. How can an overseas (NRI) elector whose name is enrolled in the electoral roll exercise his/her franchise?

Ans.- After enrolment, an overseas (NRI) elector becomes able to cast his/her vote in an election in the Constituency, in person, at the polling station provided for the part where he/she is registered as an overseas (NRI) elector.

Q54. Is an overseas (NRI) elector issued an EPIC?

Ans. – An overseas (NRI) elector is not issued an EPIC as he is allowed to cast his vote in an election in the constituency, in person at the polling station on production of his original passport.

Q55. Whether the overseas (NRI) elector should surrender EPIC, if already issued to him, in India?

Ans. Yes. The overseas elector should surrender EPIC, if already issued to him, in India, along with submission of Form 6 A.

Last Part of Electoral Roll for Service Voters

Q56. Who is a service voter?

Ans. Service voter is a voter having service qualification. According to the provisions of sub-section (8) of Section 20 of Representation of the People Act, 1950, 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.

Q57. What are the application Forms in which various categories of service voters have to apply for enrollment as elector?

Ans. Following are the application Forms in which various categories of service voters are to make application for enrollment as service voter: -

1. Members of Armed Forces – Form 2
2. Members of Armed Police Force of a State, serving outside that State – Form 2 A
3. Persons employed under Government of India on post outside India – Form 3

However, if a service personnel has opted to get himself enrolled as general elector at place of his posting, where he is actually residing, he will have to apply in Form 6 like other generalelectors.

Q58. What is the process of enrollment of any service personnel as a service voter?

Ans. Election Commission normally orders revision/updation of rolls for service voters every year. The Commission sends a communication to Ministry of Defence, Ministry of Home Affairs and Ministry of External Affairs intimating them of the commencement of revision programme. As soon as the programme is announced, persons having service qualification can fill up the application in statutory Form 2 / 2A / 3, and handover to the officer in-charge of record office or the nodal authority in Ministry of External Affairs (in case of persons employed under Government of India on a post outside India). All the activities of summary revision including submission of Forms by eligible service personnel through their Record Officer/Commanding Officer are done online through service voters portal exclusively meant for service personnel. The person applying in Form 2 / 2A has also to submit a declaration to the effect that he did not get enrolled as general elector in any constituency which is the part of the Form itself. The officer in-charge, after verification of the Form forwards the same to the Electoral Registration Officer concerned to process the Form and to take necessary action for enrolment.

Q59. Is spouse (wife or husband) or son/daughter of a service voter also enrolled as a service voter?

Ans. The spouse of a service voter shall, if he/she is ordinarily residing with his/her spouse, can also be registered as service voter in the constituency specified by that person. The service voter has to make a statement to the effect in the relevant Form 2/2A/3 that his/her wife/husband ordinarily resides with him/her. The wife/husband will be enrolled as a service voter on the basis of declaration made by her husband/his wife in the application form itself submitted by him/her and no separate declaration / application is required to be made by the wife/husband. A son/daughter/relative/servant etc. residing ordinarily with a service voter cannot be enrolled as service voter.

Q60. Can one be enrolled simultaneously as a service voter at his native place as well as a general voter at the place of posting?

Ans. No. A person, at a particular time, cannot be enrolled as a voter at more than one place in view of the provisions contained under Sections 17 and 18 of Representation of People Act, 1950. Likewise, no person can be enrolled as an elector more than once in any electoral roll. As explained above, a service voter has option either to get himself registered as service voter at his native place or as general elector at the place of posting. When a person applies for registration as a service voter in Form 2 / 2A, he has to submit a declaration in a prescribed format to the effect that he did not get enrolled as ordinary general elector in any constituency.

Q61. Who is a Classified Service Voter?

Ans. Service voter belonging to Armed Forces or forces to which provisions of Army Act, 1950 are applicable, has option of either voting through postal ballot or through a

proxy voter duly appointed by him. A service voter who opts for voting through a proxy is called Classified Service Voter (CSV).

Q62. Who is a 'proxy'? What is the procedure of appointment of a 'proxy'?

Ans. A service voter may appoint (by applying to Returning Officer in Form 13 F of Conduct of Elections Rules, 1961 – Form available at the website of Election Commission) any person as his / her proxy to give vote on his / her behalf and in his / her name at the polling station. The proxy shall have to be ordinary resident of that constituency. He need not be a registered voter but he / she must not be disqualified to be registered as a voter. A 'proxy' can be appointed in the following two ways: -

- If a service voter is at the place of his posting, he has to put his signature in Form 13F before the Commanding Officer of the Unit and then to send the Form to his proxy for affixing his / her signature before a Notary / First Class Magistrate. Thereafter, the proxy can submit the Form to the Returning Officer concerned.
- If a service voter is at his native place, both he and his proxy can sign Form 13 F before a Notary / First Class Magistrate and then send to the Returning Officer concerned.

Q63. Can a Classified Service Voter be issued postal ballots by the Returning Officer?

Ans. A Classified Service Voter cannot be issued postal ballots but the appointed proxy shall physically come and vote at the polling station which covers the classified voter's home address.

Q64. For what period a proxy remains valid?

Ans. The provision for voting through proxy is valid till the person making the appointment is a service voter. Once appointed, the proxy will continue until his appointment is revoked by the service voter. The facility of proxy voter can be revoked and the proxy can be changed at any time or for any number of times by the Classified Service Voter. Thus a Classified Service Voter can revoke and opt back for postal ballot route or even substitute the proxy by intimating the Returning Officer in Form 13 G of Conduct of Elections Rules, 1961 (Form available at the website of Election Commission). Revocation will become effective from the date it is received by the Returning Officer.

Q65. When should the application for appointment of a proxy be made?

Ans.- Application for appointment of a proxy should be received by the Returning Officer before the last date of filing of nomination papers. An application for appointment of a proxy received after the last date of filing nomination papers cannot be considered for the election in progress, though it will be valid for subsequent elections unless revoked / changed

Q66. In which language the last part of rolls is prepared for service voters?

Ans. The last part containing the list of service voter is prepared in English only.

Q67. Is a service voter issued Elector Photo Identity Card (EPIC) like ordinary electors?

Ans. A service voter is not issued Elector Photo Identity Card (EPIC). Elector Photo Identity Card (EPIC) is a document of identity which an elector has to show at the polling station at the time of casting his vote. As service voters are issued postal ballots or votes through his 'proxy', they are not required to visit the polling stations personally and therefore Elector Photo Identity Cards (EPICs) is not issued to them.

Q68. Is a service voter required to apply for issue of a postal ballot paper?

Ans. No, the Returning Officer will himself send a postal ballot paper to him through his record office (or direct or through the Ministry of External Affairs in the case of a service voter serving outside India).

Electoral Roll for Legislative Council Constituencies

Q69. What is the relevant date for revision of electoral rolls for Legislative Council Constituencies?

Ans.- In the case of Local Authorities Constituencies there is no qualifying date, however the qualifying date for being enrolled in Graduates and Teachers Constituencies 1st day of November of the year in which the preparation or revision of the electoral rolls is commenced.

Q70. How can one get registered/enrolled in the electoral rolls for Legislative Council Constituencies?

Ans.- For enrolment in electoral roll for Local Authorities Constituencies only ex-officio and nominated members of the Local Authorities in the concerned State are eligible. The application for inclusion can be made in Form 17 to the Electoral Registration Officer. For registration in Graduates and Teachers Constituencies, one has to file the application for the purpose, in prescribed Form 18 or 19 as the case may be, before the ERO/AERO of the constituency within which the place of ordinary residence of the applicant falls. The application accompanied by copies of the relevant documents can be filed in person before the concerned ERO/AERO or sent by post addressed to him.

Q71. From where Form 17/18/19 can be obtained?

Ans. It can be downloaded from the website of Election Commission of India. Forms are also available free of cost in offices of Electoral Registration Officers / Assistant Electoral Registration Officers.

Q72. What are the conditions for enrolment in Graduates and Teachers Constituencies?

Ans. For enrolment in a Graduates' Constituency one should be an ordinarily resident in that Constituency, and should have, for at least three years before the qualifying date (1st November of the year), been either a Graduate of a university in India or in possession of any of the qualification deemed to be equivalent to that of a Graduate of a university in India. For registration in electoral roll for a Teachers' Constituency, one should be ordinarily resident in that Constituency and within the six years immediately before the qualifying date (1st November of the year), for a total period of at least three years, should have been engaged in teaching in any of the educational institutions notified by the State Government within the State, not lower than in

standard than that of a secondary school.

Q73. What documents are required to be enclosed with Form 18?

Ans.- The eligible person should apply for enrolment of their names in the prescribed Form-18 along with any of the documents listed below-

- (i) The degree/diploma certificate, in original, issued by the University or Institution concerned or a copy thereof, duly authenticated by the Designated Officer/ Additional Designated Officer/Gazetted Officer of the District concerned.
- (ii) A copy of an entry in the Government record or a certificate issued to a Graduate employee by the Gazetted Head of Offices/Institutes 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 at tested by the Head of the office concerned; or
- (iii) 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
- (iv) An Affidavit by the claimant, supported by certificate from the Registrar 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
- (v) The mark sheet, in original, issued by the University or Institution concerned or a copy there of, duly authenticated by the Additional Designated Officer/Gazetted Officer of the District concerned/Notary Public.

Q74. What documents are required to be enclosed with Form 19?

Ans.- Every person applying for enrolment (in Form-19) in Teachers' constituency must submit documentary proof of having been engaged in teaching in any of the specified educational institutions for a total period of at least three years within six years immediately before the qualifying date. Electoral Registration Officer / Assistant Electoral Registration Officer concerned should make such verification of the documentary proof as he considers necessary. A certificate by the Head of the teaching institution should normally be considered adequate documentary proof of possessing that teaching qualification. If any person, who has applied for inclusion of his name in a teachers' constituency, has been engaged in teaching in more than on specified educational institutions in the last six years, the certificate from the Head of institution of each of such educational institution will be required for the period for which he was engaged in teaching in that educational institution.
