

# **ELECTION COMMISSION OF INDIA**

**Nirvachan Sadan, Ashoka Road, New Delhi-110001**

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No.23/ER/2009/ERS

Dated 10<sup>th</sup> February, 2009.

To

The Chief Electoral Officers of  
All States and Union Territories.

Subject:- Revision of electoral rolls – claims and objections – regarding.

Sir,

You are aware that the Commission has since brought out the revised edition of EROs Handbook (2008 edition) and a copy of the most recent .pdf version was circulated to all CEOs during the conference of CEOs held in February 2009. The current version of the handbook is also posted on the website of the Commission.

2. In Chapter V of the Handbook detailed instructions have been given about the procedure to be followed for receipt and disposal of claims and objections. Also for the first time guidelines for filling up different Forms 6, 7, 8 & 8A have been incorporated after each of the Forms given in the Annexures 5.1 to 5.4 of the handbook.

3. It has been brought to the notice of the Commission that some EROs are not following scrupulously the instructions and guidelines contained in the Handbook for Electoral Registration Officers, 2008 edition while accepting or disposing the claims and objections filed in statutory Forms for inclusion, deletion, correction or transposition of entries in the electoral roll. In some places the citizens applying for inclusion of name are asked to file affidavits or copies of supporting documents attested by a Gazetted Officer and in some cases the reasonable proof of residence furnished by applicants have been turned down by the officials authorised to receive applications causing hardship and inconvenience to the public. The matter was also discussed during the last Conference of CEOs' held on 4<sup>th</sup> February, 2009.

4. The Commission hereby makes it clear that the convenience of citizens should get precedence over convenience of administration while revising/updating electoral roll. The practice of asking applicants to file affidavits in support of age or proof of residence etc. in some places should be discontinued immediately. Further, those who furnish photocopy of documents should not be asked to compulsorily get them attested by a Gazetted Officer. In such cases the official receiving it will verify the photocopy with the original and put his/her remark on the photocopy as "verified and found true" with signature and date. An illustrative list /type of common documents to be accepted as address proof are given in the guidelines appended to Form 6. This list is not exhaustive as it is not possible to mention the details of all documents that can be adduced by an applicant. The current mobile bill of the applicant at the same address where the applicant seeks registration, is also to be relied upon. The EROs, AEROs, Designated Officers and BLOs should, therefore, apply their mind judiciously while accepting or rejecting an application for inclusion of name at a given address on the basis of the documents furnished by the applicant. It is further emphasized that it would be

impractical to insist for production of documents in support of address only in the name of the applicant. Reliance must be placed on documents with that address in the name of immediate relation like spouse, parents etc. of the applicant as address proof.

5. I am directed to request you to bring the relevant instructions in the EROs' Handbook to the notice of all concerned immediately so that such complaints about non-acceptance of forms filed with reliable supporting documents are avoided.

Kindly acknowledge receipt.

Yours faithfully,

Sd/-  
( Ashish Chakraborty )  
Under Secretary