

By Special Messenger

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001.

No.24/2012-ERS/Vol-II/

Dated: 10th October, 2012.

To

- *1=50 Copies 1. Joint Secretary (Estt. / PG) & CVO,
Ministry of Defence,
South Block
New Delhi.
- *2=25 Copies 2. Joint Secretary to the Govt. of India,
Ministry of Home Affairs,
North Block,
New Delhi
- *3=200 Copies 3. Joint Secretary (Administration)
Ministry of External Affairs,
South Block,
New Delhi 110011
- *4= 25 Copies 4. The Director
Directorate General Border Roads,
Seema Sadak Bhawan,
Ring Road, Delhi Cantonment,
New Delhi- 110010

Subject:- **Summary** revision of last part of electoral rolls relating to service voters with reference to 01/01/2013 as the qualifying date.

Sir,

I am directed to state that the Commission has decided to undertake **summary revision of last part of electoral rolls** in all States/UTs with reference to 1st January 2013 as the qualifying date.

2. The Commission had undertaken *de novo* preparation of last parts of electoral rolls relating to service voters in all States, with reference to 1st January 2002 as the qualifying date. Subsequently, Summary Revisions of these parts were undertaken w.r.t 01/01/2003, 01/01/2004, 01/01/2005, 01/01/2006, 01/01/2007, 01/01/2008, 01/01/2009, 01/01/2010, 01/01/2011 and 2012 as the qualifying dates. In the existing last parts of electoral rolls, only the names of service voters who applied during the last *de novo* preparation of 2002 and subsequently during the Summary Revisions 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011 and 2012 are included. The Commission has, therefore, ordered further summary revision of the last parts of the electoral rolls relating to service voters of all

constituencies, in all States/Union Territories, to make the same up-to-date, by enrolling all other eligible service voters who would be of 18 years age or more as on 01.01.2013 and those who could not apply for such registration in previous years due to frequent postings or any other reason or those who wish to change their earlier declarations.

Service Personnel eligible 3. The last part, of the electoral roll of each constituency contains the names of every person belonging to the following categories having "service qualification" under sub-section (8) of section 20 of the R. P. Act, 1950:-

- (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.

4. The wife of a service voter belonging to any of the four categories mentioned above and ordinarily residing with him is also eligible to be registered in the last part of the electoral roll as an elector along with her husband.

5. For the purpose of enrolment as an elector in the last part of the electoral roll, every person having a service qualification as mentioned above shall have to apply in the prescribed statutory Form 2, 2A or 3 (appended to Registration of Electors Rules, 1960), as may be applicable, giving therein full particulars called for therein. For ready reference, a copy each of the said Forms is enclosed. Every person having a service qualification has to submit **TWO COPIES** of the said Form duly filled to the Record Office or Authorities concerned.

6. Those persons having service qualification (other than those who are employed under the Government of India in a post outside India) and who are posted in a place which is their actual place of ordinary residence and who do not wish to avail themselves of the legal fictional domicile under Section 20(3) of the Act can get themselves registered as electors in their actual place of residence as general electors.

7. For the purpose of enrolment as an elector in the general part of the electoral roll at the actual place of residence by virtue of being ordinarily resident there, the person

having service qualification and who have remained in the State / place of posting for a sufficient span of time, can get himself / herself enrolled at the time of house-to-house enumeration during an intensive revision or by filing an application in Form – 6 appended to the Registration of Electors Rules, 1960 as ordinary electors and not service electors in accordance with the instructions contained in Commission's letter No.23/2006/PLN-II dated 14th July, 2006.

How to apply for registration in the last part

8. As the revision ordered is summary revision of the last part, every eligible service voter who has not applied for registration during the last *de novo* Intensive revision w.r.t. 01/01/2002 as the qualifying date or subsequently during the Summary Revisions w.r.t. 01/01/2003, 01/01/2004, 01/01/2005, 01/01/2006, 01/01/2007, 01/01/2008, 01/01/2009, 01/01/2010, 01/01/2011 and 01/01/2012 as the qualifying dates or the one who wishes to change his earlier declaration shall have to submit his/her statement as to the place of his/her ordinary residence in the prescribed Form 2, 2A or 3, as may be applicable. If any such service voter fails to submit the above statement, his / her name will not be included in the last part of the electoral roll. Therefore, the Record Offices/Authorities concerned may kindly be directed to obtain statements in prescribed Forms, in duplicate, from all eligible service voters who would have attained the age of 18 years or above as on 1.1.2013 but whose names are not already registered as service voters or those who wish to change their existing declaration.

Submission of "Declaration" along with statements by all service voters *other than* those employed under the Government of India, in a post outside India.

9. After filling the statement in Form 2 or 2A, as the case may be, the service voters are also required to fill in and sign a "**Declaration**", a specimen of which is enclosed with this letter. When a service voter fills in Form 2 or 2A, as the case may be, he / she is registered as a service voter in the last part of the electoral roll of the constituency in which the address given by him / her in the said Form is located. If a male service voter declares that his wife also ordinarily resides with him at the place of his service posting, she is also registered in the last part along with the husband. However, husbands of female service voters are not eligible under the law to avail of this facility.

10. However, if any service voter does not want the above facility of enrolment in his / her native place, he / she may get himself / herself registered as an ordinary elector in the actual place of his / her residence at the place of his / her service/posting at the time of house-to-house enumeration or by filing an application in Form-6 appended to the Registration of Electors Rules, 1960, as general elector and not as service voter.

11. Under the law, no person should get enrolled as an elector more than once in the same constituency or in more than one constituency. Any such enrolment may attract punishment under Section 31 of the Representation of the People Act, 1950. Therefore, every person having a service qualification and applying in Form 2 or 2A, as the case may be, for registration as a service voter shall give a declaration in the enclosed format to the effect that he / she did not get enrolled as general elector in any constituency.

Verification by Record Offices/Authorities concerned

12. The officer in charge of each Record Office will check the statement in prescribed Form submitted by each service elector to ensure that the particulars given in the statement are *complete and correct*. *Particular attention should be paid to ensure that the service voter has mentioned his / her full address including the detail of the district relating to his / her home town/village*. They should also ensure that the service voters have submitted the prescribed declaration along with their statements in Form 2 or 2A, as the case may be. **The declaration need not be in duplicate.**

13. After careful verification of the Form submitted in duplicate and the declaration, the Record Officer should sign the verification certificate provided in the Form. These duly filled in Forms (in duplicate) along with the declarations attached thereto should be forwarded to the concerned District Election Officer, who is the District Magistrate/Deputy Commissioner/District Collector/District Officer of the district (by whatever designation known in each State). While forwarding the Forms and declarations, a covering list showing the particulars of the statements being forwarded should also be enclosed.

14. The Record Offices/Authorities be directed that the Forms and declarations **should not, repeat not, be sent to Election Commission of India.** Wherever it is not possible to ascertain the name of concerned district from the address filled up by the service voter, the Form may be forwarded to the Chief Electoral Officer of the State concerned. For ready reference, a list showing the addresses of the Chief Electoral Officers of all States and Union Territories is enclosed.

15. **It has been observed that many a time due to incomplete address of the Record Offices, the Electoral Registration Officers face problems in sending back acknowledgements/extract of the last part of Electoral Roll. Therefore, the Record Offices may be directed to furnish complete postal address along with APO number/ PIN Code, as the case may be, while forwarding the duly filled up Forms so that acknowledgement/extract of the last part of the roll or any other communication reaches the proper destination expeditiously.**

16. The Record Offices/Authorities should obtain the Forms and declarations from all the aforesaid service voters and, after due verification, forward them to the abovementioned election

authorities as early as possible and in any case **by 31st December, 2012 in respect of all States and Union Territories.**

17. The names of only those service voters whose statements are received by the Electoral Registration Officers through the Chief Electoral Officers/District Election Officers, as the case may be, in time before the date fixed will be included in the last parts of the rolls. The first supplement of the last part of electoral roll so prepared w.r.t. 01-01-2013 shall be printed on **31st January 2013 in respect of all States and Union Territories.**

18. The Forms of the service voters received by Electoral Registration Officers *after* 31st December, 2012 in all States and UTs will be incorporated in the second supplement to be brought out on **30th June 2013** as a process of continuous updation.

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

20. The Electoral Registration Officer shall also forward extracts from the roll pertaining to each Record Office to the Record Offices concerned **latest by 28th February, 2013** in respect of the first supplement and, wherever necessary, by **31st July, 2013** in respect of the second supplement.

21. A copy of the instructions issued in this regard may kindly be endorsed to the Commission for its record.

Kindly acknowledge receipt.

Yours faithfully,
Sd/-

(NARENDRA N. BUTOLIA)
SECRETARY

Copy forwarded for necessary action to :-

1. The Director (AG), Sena Bhawan, New Delhi - 110 011.
2. Dir PS-2, Addl Dte Gen of Pers. Services, Adjutant General Branch, Room No. 432, A-Wing, Sena Bhawan, Army Headquarters, New Delhi-110001
3. Deputy Director, Naval Head Quarters, Room No.201, 'C' Wing, Integrated HQ of M/o Defence, (Navy), DHQ, Post, New Delhi - 110 011
4. Joint Director PS (Wel), Air Headquarters, Vayu Bhawan, New Delhi.
5. The Director, Directorate General, Border Security Force, (Staff Section) Block No.10, C.G.O Complex, Lodhi Road, New Delhi - 110 003
6. The Chief Administrative Officer, Central Record Office, Indo Tibetan Border Police, Ministry of Home Affairs, East Block –IX A, R.K. Puram, New Delhi-66
7. Assam Rifles, Mahanideshalaya Assam Rifles, Directorate General Assam Rifles, (Record Branch) Shillong-793011
8. Inspector General (Admn.) National Security Guard (HQ), Mehram Nagar, Near Domestic Airport, New Delhi - 110 037.
9. Directorate General, Central Reserve Police Force, Block No. 1, C.G.O. Complex, New Delhi - 110 003
10. Inspector General, HQ, Central Industrial Security Force, Block No.13, C.G.O Complex, Lodhi Road, New Delhi - 110 003.
11. Dy. Inspector General, Shashastra Seema Bal, East Block - 5, R. K. Puram, New Delhi - 110 066.

Sd/-

**(NARENDRA N. BUTOLIA)
SECRETARY**

By Speed Post

NO.24/2012-ERS/Vol-II/

Dated: 10th October, 2012

Copy for information and necessary action forwarded to the Chief Electoral Officers of all the States/UTs. (Except Gujarat & Himachal Pradesh)

The Commission had de linked the process of revision of last part of electoral roll from revision of general parts of electoral roll since last revision w.r.t. 01/01/2004 as qualifying date in view of the latest amendment in the Acts and Rules providing the facility of proxy voting to service voters belonging to the Armed Forces and members belonging to a Force to which provisions of the Army Act apply. The need for keeping the last part of electoral roll up-to-date has substantially increased due to aforesaid amendments.

The last part of electoral roll of each constituency will be summarily revised w.r.t. 01/01/2013 as the qualifying date. It is now important that account of each and every statement made by service voters is properly kept and extracts sent back to Record Offices/concerned authorities at the appropriate time. Since 2004 there are two supplements of the last part. The first supplement should include statements received in Form 2, 2A and 3 by the 31st December, for printing of the first supplement on **31st January** and the second supplement, wherever necessary, on **30th June** in respect of Forms received after 31st December. ***The last part was prepared de-novo w.r.t. 01-01-2002 as the qualifying date and since from 2004 onwards, there have been two supplements every year, the number of supplements would have accumulated resulting in difficulty in managing the last part. Therefore, the Commission has decided that, before undertaking summary revision of the last part of the electoral roll w.r.t. 01/01/2013 as the qualifying date, all the supplements of the last part of the roll preceding the summary revision of 2013 should be integrated, record office wise, with the mother roll of the de-novo intensive revision, 2002. Since after integration, the serial numbers of the entries will undergo changes, it is necessary that the record offices be supplied with the complete integrated last part of the electoral roll together with the supplement of the summary revision 2013.***

The EROs should be strictly instructed to return the counterfoils of the statements that are included in the supplement along with the extracts from the last part of the roll to concerned Record Offices as soon as possible and in any case by the dates mentioned in para 18 of the letter. The extracts to be sent after the first supplement should be for the entries included during the last *de novo* intensive revision 2002, summary revision 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011 and 2012 and the entries included during the present summary revision.

The Chief Electoral Officers of the concerned State / UT should, therefore, obtain a certificate from the EROs about compliance of the above mentioned instruction i.e about sending back one copy of the Forms 2, 2A or 3 after filling in the counterfoil of the Forms and furnishing of integrated extracts from the last part of the electoral roll to the record offices concerned twice in a year. Thereafter, CEOs should furnish a consolidated report to the Commission in the matter.

Sd/-

**(NARENDRA N. BUTOLIA)
SECRETARY**

DECLARATION BY SERVICE PERSONNEL

(TO BE ATTACHED WITH THE STATEMENT IN FORM 2 OR 2A, AS THE CASE MAY BE)

I,(NAME IN BLOCK LETTERS) am applying through my Record Office/Commandant for getting myself ***and my wife** registered as service elector(s) in the last part of the electoral roll of my native place where I would have been ordinarily resident but for my service qualification, and wish to avail the facility of postal ballot paper/proxy at the time of election, as and when held, in the constituency in which my native place lies.

I, hereby, declare that I ***and my wife** have neither got ***ourselves/myself** already registered nor have applied for such registration as ordinary electors in the general part of the electoral roll of the place where I am presently posted and residing or any other constituency.

I further declare that I am aware of the law that prohibits getting registered as an elector at more than one place either in the same constituency or in different constituencies and if my name ***or my wife's name** so appears at different places, the same may be deleted from all such places except from the last part of the electoral roll of my native place for which I have made the enclosed statement.

SIGNATURE OF THE SERVICE PERSONNEL

RANK.....

Place:.....

Date:.....

**** Delete if the name of wife is not included in Form 2 or 2A, as the case may be***

Registration of Electors Rules, 1960

FORM 2

(See rule 7)

Statement as to place of Ordinary Residence by a member of the Armed Forces

I hereby declare that I am a citizen of India and that but for my service in the Armed Forces I would have been ordinarily resident at —

House No.

Street/Mohalla

Locality

Town/Village

Post Office

Police Station

Tehsil/Taluka

District

State

My full name

Service No Rank.....

Service/Corps/Regiment

Name and address of record office

Age last birthday. Years.

* I further declare that my wife.....
age.....years, ordinarily resides with me and is a citizen of India.

This cancels any previous statement as to ordinary place of residence made by me.

Date:

.....

(Signature).

Record Office

Verified and found correct

Folio No.....

(Signature).....

Place.....

(Designation).....

Date.....

Officer-in-charge, Records.

(For use in the Election Office)

Statement received on the 201

Registered in the electoral roll for theAssembly Constituency
(No.....). Service voter's part, at S.No.

Date.....

Electoral Registration Officer

* Delete if not applicable.

Registration of Electors Rules, 1960

FORM 2A

(See rule 7)

Statement as to place of Ordinary Residence by a member of the Armed police force of a State, who is serving outside that State

I hereby declare that I am a citizen of India and that but for my service outside the State in the armed police force mentioned below, I would have been ordinarily resident at —

House No.
Street/Mohalla
Locality
Town/Village
Post Office
Police Station
Tehsil/Taluka
District
State
My full name
Buckle No Rank.....
Name of Armed police force
Name and address of the office of the Commandant
Age last birthday. Years.

* I further declare that my wife.....
age.....years, ordinarily resides with me and is a citizen of India.

This cancels any previous statement as to ordinary place of residence made by me.

Date: **(Signature).**

Commandant's Office	Verified and found correct
Folio No.....	(Signature).....
Place.....	(Designation).....
Date.....	Commandant

(For use in the Election Office)

Statement received on the 200
Registered in the electoral roll for theAssembly Constituency
(No.....). Service voter's part, at S.No.

Date..... Electoral Registration Officer

* Delete if not applicable.

Registration of Electors Rules, 1960

FORM 3

(See rule 7)

Statement as to place of Ordinary Residence by a Person employed under the Government of India in a post outside India

Full Name.....

Father's/Mother's/Husband's name.....

Age.....years

Description of post held outside India

.....

I hereby declare that I am a citizen of India and that but for my being employed under the Government of India in the above-mentioned post, I would have been ordinarily resident at (full postal address)

.....

.....

.....

I further declare that my wife (name)..... aged..... years, ordinarily resides with me and is a citizen of India.

This cancels any previous statement as to place of ordinary residence made by me.

Place.....

Signature.....

Date.....

Verified

Signature

Designation of the

Head of Office.....

Place.....

Date.....

(For use in the Election Office)

Statement received on the 200

Registered in the electoral roll for theAssembly Constituency

(No.....). Service voter's part, at S.No.

Date.....

Electoral Registration Officer

ADDRESS OF CHIEF ELECTORAL OFFICER

The Chief Electoral Officer, Andaman & Nicobar Islands, Electoral Office Building, Near D. C. Office, Port Blair- 744107	The Chief Electoral Officer Andhra Pradesh, General Administration Deptt., A.P.Secretariat.C-Block, 5 th Floor, Hyderabad-500022	The Chief Electoral Officer Arunachal Pradesh Nirvachan Bhawan, Itanagar-791111.
The Chief Electoral Officer, Assam, Block- 1, Assam Civil Secretariat, Dispur Capital Complex Guwahati-781006	The Chief Electoral Officer, Bihar, (Election Department), 7, Mengala Road, Patna-800015	The Chief Electoral Officer, Chandigarh, 4 th Floor, Secretariat of Union Territory, Sector-9, Chandigarh-160017
The Chief Electoral Officer, Chhattisgarh, Chhattisgarh State Election, Indrawati Khand, Mantralaya Parisar, Raipur-492001	The Chief Electoral Officer, Dadra & Nagar Haveli, Administration of Dadra & Nagar Haveli, Union Territory, Silvassa-396230.	The Chief Electoral Officer, Daman & Diu, Secretariat, Daman & Diu, U.T. Administration, Moti Daman-396220
The Chief Electoral Officer, Delhi, Old St. Stephen's College Bldg, Kashmiri Gate, Delhi-110006.	The Chief Electoral Officer, Goa, Old Administrative Office, Institute of Psychiatric & Human Behaviour Aitinho, Panji-403001.	The Chief Electoral Officer, Gujarat, 7, Sardar Bhawan, 2 nd Floor, Secretariat, Gandhi Nagar-382010
The Chief Electoral Officer, Haryana, Room No. 48. 6 th Floor, Haryana Civil Secretariat, Chandigarh-160017.	The Chief Electoral Officer, Himachal Pradesh, Block No. 38, SDA Complex, Kasumpti, Shimla-171009.	The Chief Electoral Officer, Jammu & Kashmir, 2 nd Floor, Vikas Bhawan, Rail Head Complex, Jammu-180012
The Chief Electoral Officer, Jharkhand, Cabinet (Election Deptt.), Sector-2, Near Gayatri Temple, H.E.C. Dhurva, Ranchi-833404	The Chief Electoral Officer, Karnataka, Old K.G.I.D. Building Annexe, Dr. Ambedkerveedu, Bangalore-560 001.	The Chief Electoral Officer, Kerala, Election Department, Illrd Floor, Lagislature Complex, Vikas Bhawan, Thiruvananthapura-695007.
The Chief Electoral Officer, Lakshadweep, Lakshadweep Island, Union Territory of Lakshadweep, Kavarathy-682555.	The Chief Electoral Officer, Madhya Pradesh, Madhya Pradesh Nirvachan Sadan, 17, Arera Hills, Jail Road, Bhopal-462 001.	The Chief Electoral Officer, Maharashtra, Room No. 525-527, 5 th Floor, General Administration Deptt., Mantralaya, Mumbai-400032.
The Chief Electoral Officer, Manipur, Imphal-795001.	The Chief Electoral Officer, Meghalaya, Meghalaya Secretariat, Main Building, Shillong-793001.	The Chief Electoral Officer, Mizoram, Aizawal-796001

The Chief Electoral Officer, Nagaland, D-Block Kohima-797001	The Chief Electoral Officer, Orissa, 3 rd Floor, New Annexe, Orissa Secretariat, Bhubaneswar-751001.	The Chief Electoral Officer, Puducherry, No. 64, Nedarjapayer St., Puducherry-605101
The Chief Electoral Officer, Punjab, M.C.O. No. 29-30, Sector-17E, Chandigarh-1600001.	The Chief Electoral Officer Rajasthan, Room No. 120, West North Block, Secretariat, Jaipur- 302001.	The Chief Electoral Officer, Sikkim, Election Department, Tibet Road, Gangtok-737101
The Chief Electoral Officer, Tamil Nadu, Public (Election-III) Deptt. Fort St. George, Chennai-600009.	The Chief Electoral Officer, Tripura, Civil Secretariat Compound, P.O. Agartala-799001.	The Chief Electoral Officer, Uttarakhand, Secretariat Complex, 2, Subhash Road, Dehradun-248001.
The Chief Electoral Officer Uttar Pradesh, Room No. 415, 4 th Floor, Vikas Bhawan, Janpath Market, Hazrat Ganj, Lucknow-226001.	The Chief Electoral Officer, West Bengal , Annexe Office Building of Balmer Lawrie & Co. Ltd, 2 nd & 3 rd Floor, 21, Netaji Subhash Road, Kolkata- 700001.	
