

**ELECTION COMMISSION OF INDIA**  
**NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI – 110 001**

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No.22/2/2007-ERS

Dated: 6<sup>th</sup> November, 2007

To

The Chief Electoral Officers of All States and Union Territories

Subject: Printing of electoral rolls – Supply of copies to recognized political parties, their candidates, and preparation of Marked copy of electoral roll – regarding.

Sir,

I am directed to invite your attention to the standing instructions circulated vide Commission's letter No.22/2/2006/PLN-II dated 24<sup>th</sup> March, 2006, on the above subject, and to say that all the steps outlined in the above referred standing instructions should be followed step by step for *reprinting* of draft roll and Supplement No.1 brought out at the time of final publication *after* printing of Supplement No.2 pertaining to continuous updation upto the last date for filing nominations. It should be ensured that the copies of the electoral roll supplied to the candidates of recognised political parties and to be used as working/marked copies for conduct of poll are identical and no discrepancy creeps in due to technical or other reasons while reprinting of the roll.

2. In order to ensure the fidelity of the electoral roll, the following steps shall be taken for preparation of the electoral roll for conduct of poll: -

- (a) The roll reprinted to reflect deletions and corrections in the Supplement No.1 & 2, shall be thoroughly compared to see that while striking through the deleted entry by a horizontal line in the electoral roll of eight columns and with the word "DELETED" superimposed on the concerned elector detail box in case of photo electoral roll or carrying out corrections or inserting the unique Nos. of the EPICs issued upto the time of reprinting no other entry is either deleted or altered or omitted.
- (b) Wherever, no discrepancy is noticed after comparison, the reprinted roll may be supplied to the candidates of recognised political parties and used for conduct of poll.

- (c) If discrepancies are noticed on comparison in the reprinted roll with the finally published roll (all components included viz. the published draft and the 1<sup>st</sup> Supplementary) then the roll finally published and Supplement No.2 of continuous updation should be used for preparing working/marked copies instead of the reprinted roll.
- (d) For cases falling under (c) above, for preparing working / marked copies of roll for conduct of poll, all the deletions of Supplements shall be marked by striking off by-hand with red ink in the finally published roll, by the person authorized by the R.O., who shall put his initials against each deleted entry. Similarly, against the entries corrected by Supplement No.1 & 2 a hash sign ( # ) shall be put on the left hand side of the original entry. The total number of deletions and corrections so done manually should be indicated both in words and figures on the last page of the roll. The Returning Officer shall maintain register showing names and designations of officials authorised to carry out the above stated deletions and corrections by hand.
- (e) In all cases, the R.O./A.R.O. shall give a Certificate, as provided in the enclosed format, about the correctness of the working copies of the roll given to the Presiding Officers. The certificate shall be signed in ink by the RO/ARO and attached on the top of one copy of the roll to be used as Marked copy.
3. Required number of copies of the roll, so prepared, shall be made for use as working/marked copies in the polling stations and supply to Sector Officers, etc.
4. Wherever, the reprinted rolls could not be used for any defect and the working copies of the roll is prepared as per instructions in para 2 (c) to (d) above, then the candidates of the recognised political parties should be supplied with copy of the finally published roll (Draft roll plus Supplement No.1) and Supplement No.2 and they shall be requested in writing to carry out the deletions & corrections in the two Supplements No.1 & 2 at their end.
5. Wherever Auxiliary Polling Stations are created by bifurcating one part of the electoral roll, in such cases two copies of the electoral roll of that part shall be prepared for use as Marked copy as per above instructions. In one of the copies to be used as Marked copy in the Main polling station the total number of entries assigned to the Auxiliary polling station should be deleted by putting cross ( X ) mark by hand with ink across the relevant

pages/part of the page. Similarly, in the part of the electoral roll to be used at the Auxiliary polling station, the alphabet “A” shall be appended to the Part number on the Part header and the total number of entries assigned to the Main polling station should be deleted by putting cross ( X ) mark by hand with ink across the relevant pages/part of the page. The official entrusted with the work of preparing Marked Copy/working copies of electoral roll shall append his/her full signature after the last such entry scored out by hand.

5. The political parties have already been provided copy of the finally published roll. However, in view of the fact that the rolls are being reprinted now one more copy may be supplied to them.

6. The pdf. version of the roll used for reprinting of the roll to be used for conduct of poll shall be hosted on the website by replacing the one already posted on the website after final publication for the convenience of electors.

6. The ROs/DEOs shall preserve with them, one sealed copy of the electoral roll identical to the one to be used for conduct of poll for future reference along with PDF version thereof.

7. A separate polling station-wise list of EPICs prepared and distributed to the electors after reprinting of the roll prior to the date of poll and whose numbers are not reflected in the electoral roll, shall be prepared and be given to Presiding Officer.

8. Notwithstanding the fact whether discrepancies were detected or not after proper comparison, the Marked copy of the roll used by the Presiding Officer for conduct of poll shall be treated as the certified master copy, which shall prevail in case of any dispute. Two officers shall put their signature on the last page of the master copy.

9. The above revised instructions shall be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

(Ritvik Pandey)  
Secretary

**Certificate**

(Refer Para 2(a) of the instructions)

This is to certify that the electoral roll of Part No. ....of .....Assembly Constituency, reprinted after reflecting the deletions and corrections shown in Supplement Nos. 1 & 2 has been thoroughly compared and no discrepancy has been found. There are total \_\_\_\_ numbers of pages (From 1 to \_\_\_\_).

Dated:

Signature & Seal of  
the Returning Officer/Asstt. Returning Officer

*OR*

**Certificate**

(Refer Para 2(c) & (d) of the instructions)

This is to certify that the electoral roll of part No.....of..... Assembly Constituency is prepared using the finally published roll and the Supplement No. 2 thereof. There are total \_\_\_\_ numbers of pages (From 1 to \_\_\_\_). This is the authentic copy of the electoral roll and in case of any discrepancy, whatsoever, this electoral roll shall prevail.

Dated:

Signature & Seal of  
the Returning Officer/Asstt. Returning Officer

Note \* Strike out one of the inapplicable alternatives.