



भारत निर्वाचन आयोग
Election Commission of India

निर्वाचन सदन
NIRVACHAN SADAN
अशोक रोड, नई दिल्ली - 110 001
ASHOKA ROAD, NEW DELHI - 110 001

No. 23/Inst/2015-ERS

Dated: 9th July, 2015

To,
The Chief Electoral Officers,
of all States/UTs

Subject: - Clarification on period of retention of copy of electoral rolls - regarding.

Sir,

I am directed to state that in wake of amendment of Rule 32 of the Registration of Electors Rules 1960 in 2013, a clarification has been sought by CEO Delhi vide his letter number F.2 (65)/CEO/ER/Weeding out/2015/31923 dated 12th May, 2015 whether the electoral rolls of period 1980 to 2013 can be destroyed now under rule 34 as such record is occupying a lot of space.

In this connection, it is stated that in the year 1980 Rule 32, inter alia, provided that after final publication of electoral roll of a constituency one complete copy of the electoral roll shall be kept in the office of ERO or such other place as the CEO, may by order specify, until the expiration of one year after the completion of the next intensive revision of the roll and also that one complete copy of the roll for each constituency duly authenticated by the ERO shall also be kept in such place as CEO may specify for a period of six years from the date of publication. Later, in 1987, this retention period was substituted as 'permanent board' (record). Accepting the ECI recommendation, M/o Law and Justice has now further amended Rule 32 vide its Notification No. SO-3242 (E) dated 24th October 2013. The present Rule 32 reads as follows-

"32. **Custody and preservation of rolls and connected papers-** After final publication of a roll on its revision.

- (a) one authenticated printed copy of the roll shall be retained with the registration officer till at least one year after such final publication of roll after the next intensive revision, or summary revision as the case may be:
- (b) One authenticated printed copy of the roll shall be retained with the district election officer as a permanent record:
- (c) one copy of the roll in electronic form shall be retained in the office of the district election officer as a permanent electronic record;
- (d) extra copies of the roll may be disposed of, with the prior approval of the Election Commission as soon as may be, after the next revision is completed:
- (e) all other papers relating to revision of the roll, such as the enumeration pads, copies of the roll used for house-to-house verification, manuscripts prepared on the basis thereof, claims and objections and

applications for correction of entries and transposition of entries (Forms 6, 6A ,7, 8 and 8A), and all papers connected with their disposal, shall be retained at least for three years after the completion of the next intensive revision or summary revision, as the case may be.

Hence, in the light of the above said, it is clarified that -

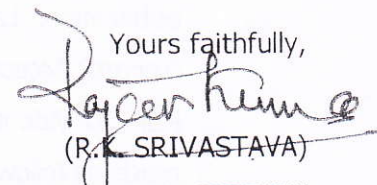
- (a) For the period after 2013 (i) one authenticated printed copy of the roll shall be retained with the registration officer till at least one year after such final publication of roll after the next intensive revision, or summary revision as the case may be. (ii) One authenticated printed copy of the roll shall be retained with the district election officer as a permanent record (iii) one copy of the roll in electronic form shall be retained in the office of the district election officer as a permanent electronic record;
- (b) For the period 1987 to 2013 - one complete copy of the electoral roll shall be kept in the office of ERO or such other place as the CEO may specify, until the expiration of one year after the completion of the next intensive revision of the roll and one complete copy of the roll for each constituency duly authenticated by the ERO shall also be kept in such place as CEO may specify as permanent record.
- (c) Where authenticated copy /copies of rolls prior to 1987 are available, one of it along with another copy in electronic form, shall be kept as permanent record in the office of the concerned DEO.

The Commission further directs tha additionally one complete set of electoral roll of previous years for all assembly constituencies comprised in the state shall be kept in electronic form in the office of CEO of the concerned State/UT also.

(So far as J&K state is concerned it applies for electoral rolls of Parliamentary constituencies only.)

Extra copies may be destroyed after following the due procedure for destruction of official records.

Yours faithfully,



(R.K. SRIVASTAVA)

PRINCIPAL SECRETARY