

# **RTI DISCLOSURE**

*Year 2023-2024*

*Under Section 4(1) (b) of the  
Right to Information Act, 2005*

**Office of the  
Chief Electoral Officer  
Nagaland : Kohima**

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## **Introduction.**

### **1.1. Background, objective and purpose of this Hand Book:**

The Right to Information Act, 2005 (Central Act 22 of 2005) has been enacted to provide for setting out a practical regime of the right to information for citizens to secure access to information under the Control of Public Authorities, in order to promote transparency and accountability in the working of every Public Authority. This publication under section 4(1) (b) of the Right to Information Act sets out the obligations of public authorities concerned with electoral administration.

### **1.2. Intended users of this book:**

Members of public, political parties, officers and staff concerned with electoral administration will be the users of this Hand Book.

### **1.3. Organization of the Information:**

The organization of the information in this Hand Book is given Chapter-wise in the index.

### **1.4. Contact person:**

Public Information Officer, i.e. Additional Chief Electoral Officer and Assistant Public Information Officer, i.e. Assistant Chief Electoral Officer, Election Department, Nagaland, Kohima.

### **1.5. Procedure and Fee Structure for getting information:**

(GO No.AR-3/Gen-147/2005 (A) dated 30.11.2005)

(a) Every application for obtaining information under sub-section (1) of the section 6 of the Act shall be accompanied by an application fee of Rs.10/- by way of cash or Demand Draft or Bankers Cheque payable in the Head of Account "0070-Other Administrative Services". The applicant may also remit the fee under the above head of account in the Govt. Treasury through a Treasury Challan and produce the Challan to the Public Information Officer as an evidence for having remitted the fee.

(b) For providing the information under sub-section (1) of Section 7 of the Act, a fee shall be charged by way of cash against proper receipt or by Demand Draft or Bankers Cheque payable in the above head of account, at the following rates :-

- (i) Rupees two for each page (in A-4 or A-3 size paper) created or copied;
- (ii) Actual charge or cost price of a copy in larger size paper;
- (iii) Actual cost or price for samples or models; and
- (iv) For inspection of records, no fee for the first hour, and a fee of rupees five for each fifteen minutes in (or fraction thereof) thereafter.

(c) For providing the information under sub-section (5) of Section 7, the fee shall be charged by way of cash against proper receipt or by Demand Draft or Bankers Cheque payable in the head of account, at the following rates –

- (i) for information provided in diskette or floppy Rs. 50/- per diskette or floppy: and
- (ii) for information provided in printed form, at the price fixed for publication or rupees two per page of photo copy for extracts from the publication.

Persons below the poverty line are exempted from the payment of fee for seeking information under the Right to Information Act, 2005. The list of persons below the poverty line as approved by the Village Council and Local Bodies will be the basis for claiming concessions and the certified extract of the list will be sufficient to avail this concession.

## **Chapter-1: Particulars of its Organization, functions and duties:**

### **2.1 Name & Address:**

The Chief Electoral Officer & Ex-Officio Secretary to Government of Nagaland, Election Department.

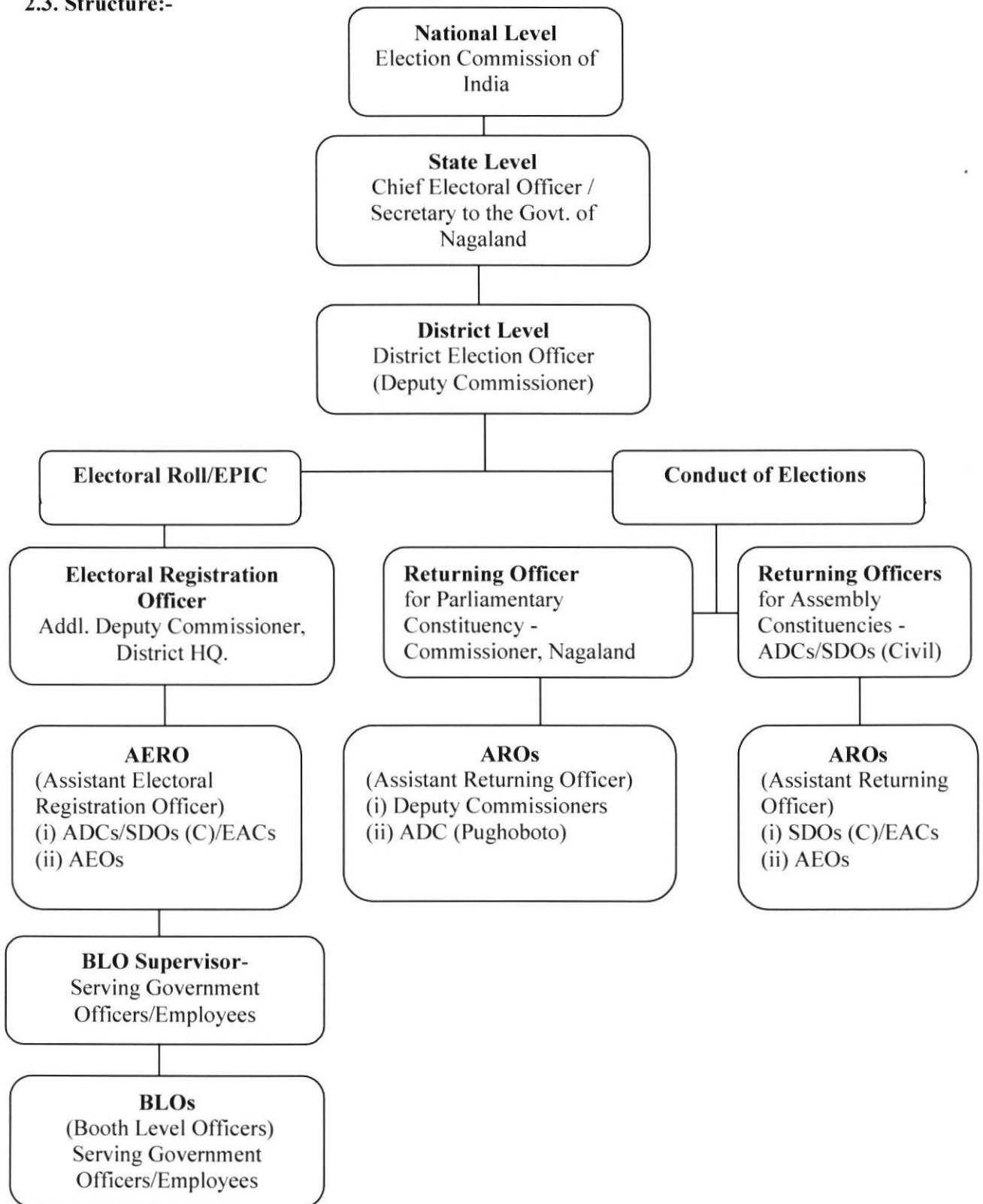
### **2.2 Legal standing and creation:**

Under Article 324 of the Constitution, the superintendence, direction and control of the preparation of the electoral rolls for, and the conduct of, all elections to the Parliament and to the Legislature of every State and the elections in the offices of President & Vice-President are vested in the Election Commission which consists of the Chief Election Commissioner and Election Commissioners. At the state level, the election work is supervised subject to the superintendence, direction and control of the Election Commission, by the Chief Electoral Officer (appointed by the Election Commission) and the officers and staff working under him.

The Chief Electoral Officer (CEO) is normally appointed from All India Service in the cadre of Secretary & above. Chief Electoral Officer is, therefore, designated as Chief Electoral Officer and Ex-Officio Secretary to Government. Field administration at the district level is run by the District Election Officers (DEOs) who are the Deputy Commissioners.

The Addl. Deputy Commissioners in the district HQs are designated as Electoral Registration Officers (EROs) for preparation & maintenance of electoral rolls. Generally, officers in the level of ADC/ Sub-Divisional Officers (Civil)/ Extra Assistant Commissioners and Assistant Elections Officers etc. are designated/appointed as Assistant Electoral Registration Officers (AEROs) to assist ERO. For the first time, the ADCs & SDOs (civil) were designated/appointed as Returning Officers and the SDOs (civil) and EACs were designated/appointed as Assistant Returning Officers for the conduct of 13<sup>th</sup> General Election to Nagaland Legislative Assembly in February 2018. The office of the Chief Electoral Officer was set up in Nagaland for the General Elections in 1963, in accordance with Section 13A of the Representation of the People Act, 1950, for carrying out the following functions and duties.

**2.3. Structure:-**



## 2.4 Employees at the State Level Department:

Sl. No.	Name of Post	No. of Employees
1	Chief Electoral Officer & Secretary to the Government	1
2	Additional Chief Electoral Officer	1
3	Joint Chief Electoral Officer	2
4	Deputy Chief Electoral Officer	2
5	Assistant Chief Electoral Officer	2
6	Administrative Officer	1
7	Assistant Election Officer-II(MIS)	1
8	Project Manager	1
9	Programmer	1
10	Assistant Programmer	3
11	Superintendent	3
12	Assistant Superintendent	5
13	UDA	3
14	LDA-cum-Computer Assistant	12
15	Data Processing Operator	5
16	Call Centre Operator	3
17	Library Assistant	1
18	Stenographer- II	2
19	Stenographer-III	3
20	Peon (Including 1 fixed pay)	9
21	Driver (Including 3 fixed pay)	12
22	Sweeper (Including 5 fixed pay)	6
23	Office Chowkidar	1

## 2.5 Employees at the District Level:

All District Election Officers (DEOs), Returning Officers (ROs), Assistant Returning Officers (AROs), Electoral Registration Officers (EROs) and Assistant Electoral Registration Officers (AEROs) are notified by Election Commission of India in consultation with the State Government.

- 15 DCs & ADC of Pughoboto as **DEOs** : 16 Nos.
- 14 ADCs District Hq. & SDO (civil) Pughoboto/Noklak as **EROs** : 16 Nos.
- ADCs /SDOs (civil)/EACs as **AEROs** : 60 Nos.
- ADCs/SDO (civil) as **ROs** : 60 Nos.
- SDOs (civil)/EACs as **AROs** : 60 Nos.
- AEOs as **AROs & AEROs** : 11 Nos.

**Note:** ECI designated 3 (three) new District Election Officers (DEOs) namely Tseminyü, Chumuokedima and Shamator in November 2022.

Office of the District Election Officer establishment consists of-

1. Assistant Election Officer : 1 No.  
(Except Noklak, Tseminyu, Chumuokedima, Shamator & Pughoboto.)
2. Head Assistant : 1 No.
3. Assistant Programmer : 1 No.
4. UDA : 1 No.
5. LDA-cum-Computer Assistant : 3 or 4 Nos.
6. Driver : 1 No.
7. Peon : 2 Nos.
8. Chowkidar/Sweeper : 1 (contingency fixed pay)
9. Noklak, Tseminyu, Chumuokedima & Shamator are a new Election District and so there are no regular employees now.

**2.6. Working hours for Office:**

The working hours for all Offices are from 9:30 AM to 4:00 PM.

(Note: Applications/petitions under the Right to Information Act/ Rules will be accepted during office hours on the working days only).

**2.7. Public Grievance Redressal Mechanism:**

The representations/genuine grievances relating to the subject of elections from the citizens of Nagaland are received in the Office of the Chief Electoral Officer through toll free phone No. 1950 and also in the Office of the District Election Officers and Electoral Registration Officers during working hours on all working days.

**2.8. Functions and duties:**

Subject to Superintendents, discipline and control of Election Commission of India under the Article 324 of the Constitution of India, the Powers and duties has been vested to the Chief Electoral Officer, District Election Officer, Electoral Registration Officer, Assistant Electoral Registration Officer, Returning Officer and Assistant Returning Officer respectively (Refer Section 13A/13AA/13B/13C of the Representation of the People Act, 1950, and Section 20/20A/21/22 of the Representation of the People Act, 1951).

(i). Conduct of General Elections/Bye-Elections to:

- (a) the 60 Assembly Constituencies in Nagaland Legislative Assembly
- (b) the lone Lok Sabha seat allocated to Nagaland

**Note:** These two elections are direct elections where the people directly participate.

- (c) the lone Rajya Sabha seat allocated to Nagaland – elected by the elected members of the Legislative Assembly of the State.
- (d) the Office of the President of India – elected by the members of electoral college consisting of the elected members of both Houses of Parliament and Legislative Assemblies of States
- (e) the Office of the Vice-President of India - elected by the members of electoral college consisting of the elected members of both Houses of Parliament

**Note:** The elections of these Offices [above (c), (d), (e)] are indirect elections.

(ii). It is the duty of all election related officers to ensure that the elections are conducted in a free and fair manner and in accordance with all relevant Acts, Rules and executive directions of the Election Commission of India.

(iii). Preparation of an error free electoral roll.

## **Chapter-2: Powers and duties of its Officers and employees:**

### **(a) Chief Electoral Officer:**

In accordance with the provisions of Section 13A of the Representation of the People Act 1950, for each State, an officer of Government is designated or nominated in consultation with the State Government by the Election Commission of India as the Chief Electoral Officer. The Chief Electoral Officer shall, under the superintendence, direction and control of the Election Commission of India, supervise the preparation, revision and correction of all electoral rolls in that State. The Chief Electoral Officer of each State shall, subject to the superintendence, direction and control of the Election Commission, supervise the conduct of all elections in the State under Section 20 of the Representation of the People Act, 1951.

i). Facilitating and coordinating all the above works at the State level so that the instructions/directions of the Election Commission of India are carried out without any omission or commission.

ii). Functioning as the appellate authority to certain decisions of the Electoral Registration Officers/District Election Officer.

### **(b) District Election Officer:**

For each district in a State, other than a Union Territory, the Election Commission of India shall, in consultation with the Government of that State, designate or nominate a **District Election Officer** who shall be an officer of Government to co-ordinate and supervise, under the superintendence, direction and control of the Chief Electoral Officer, all work in the district or in the area within his jurisdiction in connection with the preparation, revision and correction of the electoral rolls for the Parliamentary and all Assembly Constituencies within the district (Section 13AA of RP Act 1950). The District Election Officer shall co-ordinate and supervises all work in the district or in the area within his jurisdiction in connection with the conduct of all elections to Parliament and the Legislature of the State (Section 20A of RP Act, 1951). The District Election Officer shall also perform such other functions as may be entrusted to him by the Election Commission and the Chief Electoral Officer.

(i) Functioning as appellate authority for certain decisions taken by Electoral Registration Officer in regard to claims and objections;

(ii) Grievance redressal related to elections;

(iii) Coordinate and supervise the work of Electoral Registration Officers and Returning Officers;

(iv) Controlling Officer of the District Election Office/establishment.

### **General Duties of District Election Officer with relation to election:**

(1) Responsible for the provision of polling stations and publication of list of polling stations with the previous approval of the Election Commission;



- (2) Formation of polling parties and appointment of Presiding Officer and Polling Officers for each polling station in respect of all the Assembly Constituencies comprised within that district;
- (3) Imparting intensive training to the polling personnel;
- (4) Requisition of Vehicles;
- (5) Building awareness about the use of Electronic Voting Machine among the general public, political parties, candidates and media.
- (6) Printing of postal ballot papers and dispatch to the service voters and persons on election duty.
- (7) Scrutiny of accounts of election expenses of contesting candidates and submission of returns to the Commission.
- (8) Safe custody of all voting machines, election papers and election materials after the completion of election and during the period specified for the purpose.

**(c) Returning Officer:**

For every constituency, for every election to fill a seat or seats in the Lok Sabha, Legislative Assembly, Council of States etc, the Election Commission shall, in consultation with the Government of the State, designate or nominate a **Returning Officer** who shall be an officer of Government or of a local authority (Section 21 of RP Act, 1951)

The Returning Officer is primarily responsible for overseeing the conduct of election in his constituency. The functions of the Returning Officer (as well as those of the District Election Officer) are:

- Drawing up the programme and detailed arrangements for the poll;
- Procurement of election materials;
- Provision of polling stations;
- To publish the notice regarding election;
- To accept and scrutinize the nomination papers
- Allotment of symbols;
- Prepare the list of contesting candidates;
- Prepare EVMs/VVPATs for election;
- Appointment, training of polling personnel;
- Deployment of polling parties to polling booths;
- Printing of postal ballot papers and dispatch to service voters and persons on election duty;
- Meetings/contact with candidates, political parties to ensure free, fair and smooth elections and proper enforcement of model code of conduct;
- Setting up of Election Expenditure Monitoring Mechanism;
- Requisition of Vehicles and providing conveyance to the Polling Parties;
- Arrangement and supply of ballot papers for EVM and other election materials;
- Supervision of poll and sending reports to Election Commission;
- Transportation and storage of EVMs under full proof security arrangements;
- Designating counting centre's and getting approval of the Commission;
- Sending notice to the candidates about the place, date and time of counting;
- To appoint and train counting staff;

- To count the votes and declare the result;
- Safe custody of election papers and materials after counting;
- Scrutiny of accounts of election expenses of contesting candidates and submission of their returns to the Commission;
- Overseeing the overall election work and ensuring free and fair manner of conduct of election as per the statutory provisions.

**(d) Assistant Returning Officer:**

The Assistant Returning Officer shall assist any Returning Officer in the performance of his functions. Every Assistant Returning Officer shall, subject to the control of the Returning Officer, be competent to perform all or any of the functions of the Returning Officer. However the Assistant Returning Officer cannot perform any of the functions of the Returning Officer relating to scrutiny of nominations unless the Returning Officer is unavoidably prevented from performing the said function (Section 22 of RP Act, 1951).

**(e) Presiding and Polling Officers**

The District Election Officer shall appoint a presiding officer for each polling station and such polling officer or officers as he thinks necessary but he shall not appoint any person who has been employed by or on behalf of, or has been otherwise working for, a candidate in or about the election. A polling officer shall, if so directed by the presiding officer, perform all or any of the functions of a presiding officer. If the presiding Officer, owing to illness or other unavoidable cause, is obliged to absent himself from the polling station, his functions shall be performed by such polling officer as has been previously authorized by the district election officer to perform such functions during any such absence.

The general duty of the presiding officer at a polling station is to maintain order and to ensure that the poll is fairly taken. He enjoys full legal power to control the proceedings in the polling station under his charge. The duty of the polling officers at a polling station is to assist the presiding officer in the performance of his functions. The polling party generally consists of a Presiding Officer and, at a single election, 3 polling officers if the number of electors attached to a polling station is 1200 or less and 4 polling officers if the number of electors is more than 1200. At a simultaneous election, the polling party consists of a Presiding Officer and 5 Polling Officers. With the introduction of VVPATs (Voter Verifiable Paper Audit Trail) system used allongwith the EVMs, additional polling officer is appointed in charge of the VVPAT starting from the conduct of General Assembly Election, 2018.

**(f) Electoral Registration Officers :**

The Electoral roll for each Assembly Constituency shall be prepared and revised by an Electoral Registration Officer who shall be an Officer of Government or of a local authority as the Election Commission may, in consultation with the Government of the State in the Constituency is situated, designate or nominate in this behalf (Section 13B of RP Act, 1950). The general duties of Electoral Registration Officers are:

- (i) Preparation of electoral rolls with 1<sup>st</sup> January of the year as the qualifying date.
- (ii) Employ such persons as he thinks fit (like Supervisory Officers and Booth Level Officers etc.,) for the preparation and revision of electoral roll for the constituency;

- (iii) Preparation and issue of Electoral Photo Identity Cards (EPICs).
- (iv) Grievance redressal related to Electoral Rolls and EPICs.

**(g) Assistant Electoral Registration Officers:**

The Assistant Electoral Registration Officer shall assist any Electoral Registration Officer in the performance of his functions and he shall, subject to the control of the Electoral Registration Officer, be competent to perform all or any of the functions of the Electoral Registration Officer (Section 13C of RP Act, 1950).

**(h) BLO Supervisor:**

As directed by the Commission, to coordinate the field work of the BLOs (Booth Level Officers) one BLO Supervisor/Supervisor is appointed for every 10 (ten) BLOs. The BLO Supervisors are Officers of Government appointed by the Electoral Registration Officer under Section 13B (2) of RP Act, 1950 after obtaining approval of District Election Officer. The BLO Supervisor supervise the activities of BLOs, prepare hand drawn map of the part/polling station, prepare schedule of BLO field visits and monitor the progress of work done by the BLOs on daily basis and help them in collecting correct and good quality data.

**(i) BLO (Booth Level Officer):**

BLOs are the serving Officers of the Government or Local Bodies. They are appointed by the Electoral Registration Officer under Section 13B (2) of RP Act, 1950 after obtaining approval of the District Election Officer. One BLO is appointed for each part/polling station. They are the custodian of the electoral roll of that part assigned and will make a thorough study of the electoral roll, make frequent field visit and interact with the local people for preparing correct electoral roll. The main duties of BLOs are:

- Distribution and collection of claims and objections forms
- conduct house to house visit to verify correctness of the current electoral roll
- Identification of dead/shifted/non-existing electors
- Analysis of the polling station electoral data to identify the gaps
- Collection of correct details of the electors
- Display and reading out of draft electoral roll in the polling station
- Distribution of EPIC (Electors Photo Identity Card) to electors
- Preparation of polling station map
- Organizing SVEEP (Systematic Voters Education and Electors Participation) programme
- Organizing/Participating in the National Voters Day
- Manning Help Desk at polling station and maintenance of alphabetical electoral roll on poll day.

## **Chapter-3 : Procedure followed in decision-making process, including channels of supervision and accountability .**

The major areas of decision-making relevant to the public and the norms followed in those areas are set out below Para 4.1. to 4.9. The channels of supervision and enforcing accountability generally follow the hierarchy specified in the organizational structure set out earlier in chapter-2.

### **4.1. Conditions and disqualifications for registration in the electoral roll, types of electors and Forms and Procedures followed:**

#### **4.1.1. Condition for registration-** Every person who –

- (i) is not less than 18 years of age on the qualifying date (1<sup>st</sup> January of the year);
- (ii) is ordinarily resident in a constituency.

#### **4.1.2. Disqualification for registration-**

(1) A person shall be disqualified for registration in an electoral roll if he-

- (a) is not a citizen of India; or
- (b) is of unsound mind and stands so declared by a competent court;
- (c) is for the time being disqualified from voting under the provisions of any law relating to corrupt practices and other offences in connection with elections.

(2) The name of any person who becomes so disqualified after registration shall forthwith be struck off from the electoral roll in which it is included:

(Provided that the name of any person struck off from the electoral roll of a constituency by reason of a disqualification shall forthwith be re-instated in that roll if such disqualification is, during the period such roll is in force, removed under any law authorizing such removal).

#### **4.1.3. Types of Electors:**

There are three types of electors (General Electors, Service Electors and Overseas Electors).

##### **(i) General Electors:**

The general electors are the electors who are registered at the places where they are ordinarily resident and enrolled in the general electoral rolls. The general elector uses various application Forms like- Form-6 for registration/inclusion, Form-7 for objection/deletion, Form-8 for correction and Form-8A for transposition from one polling station to another polling station within the constituency. After registration of name in the electoral rolls, EPIC (Electors Photo Identity Card) is issued to the general electors. During the conduct of election, general electors go to the polling station to cast individual vote. The general electors who are on election duty are provided the facility of casting vote through Postal Ballot or Election Duty Certificate.

**(ii) Service Electors:**

The Service Electors are those persons having service qualifications like - Personnel of Indian Army, Navy, Air Force and CPMF (being a member of the Armed Forces of the Union; or 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 modifications); State Armed Police Forces posted outside the State and the Government of Indian Officials posted abroad.

They are registered as Service Electors in their native places though they are not ordinarily residing there because of the specific conditions of their services. They also have an option to get themselves enrolled as general elector at the place of their posting where they factually, at the point of time, are residing ordinarily with their family with a sufficient span of time. They Service Electors are enrolled in the last part of the electoral and maintained separately. The wife of Service Elector shall, if she is residing with her husband will also be entitled to be registered as Service Elector. For registration of Service Elector, following Forms are used-

- (a) Form-2, registration form for personnel of Indian Army, Navy, Air Force and CPMF;
- (b) Form-2A, registration form for personnel of State Armed Police Forces posted outside the State; and
- (c) Form-3, registration form for Government of India Officials posted abroad.

The Service Electors are allowed the facility to opt to cast vote either through Postal Ballot or Proxy during election. The Service Electors who opt to vote through proxy are categorized as Classified Service Voters (CSV). The CSV can appoint a person who is 18 years above and not disqualified from registration and residing in the constituency as a Proxy. The appointment of Proxy is made in Form 13F, and revocation of such appointment is made in Form 13G. During election the Proxy will cast vote for himself as well as Proxy vote on behalf of the CSV. A CSV who has appointed a Proxy shall not be issued a postal ballot paper. If a proxy is not appointed, then, they will be issued postal ballot.

**(iii) Overseas Electors:**

The NRIs (Non Resident Indians) who have not acquired the citizenship of any other country are eligible to be registered in the electoral roll of the constituency in their place of residence in India as mentioned in their passport is located. These electors are called an Overseas Electors. The NRIs can apply application for registration through Form-6A, for objection/deletion in Form-7, for correction in Form-8 and for transposition within same constituency in Form-8A. Separate list for Overseas Electors is prepared polling station-wise.

The Overseas Electors will not be issued Electors Photo Identity Card. During election the Overseas Electors will personally come to the native polling station where name is registered and will be identified through their original passport to enable cast vote.

#### 4.1.4. Forms and Procedures:

##### (i) Inclusion in the Electoral Rolls.

Statutory Authority for deciding	Action to be taken by applicant	Purpose	Who can submit	Documents to be submitted along with application	Time during which and places where application can be submitted	Minimum statutory period for passing orders	Any bar on receiving Form	Procedure followed	Provision for Appeal
1	2	3	4	5	6	7	8	9	10
Electoral Registration Officer.	Submission of duly filled in Form 6 (Form 6 can be obtained from Office of ERO, AEROs and Designated Locations/BLOs.	Inclusion of name in the electoral roll.	The elector concerned or any member of his/her family, but Form 6 should be signed by elector himself/herself.	1. Proof of residence 2. Proof of age for 18-20 years. 3. For shifted cases the previous address detail and EPIC number if issued earlier must be furnished.	The claim application can be submitted in the EROs/ AEROs Offices and to BLOs. - <u>during continuous updation</u> period (the period between final publication and next draft publication of electoral rolls) and <u>during revision</u> period (October-November)	Minimum of 7 day period	No amendment, transposition or deletion and no direction for inclusion of name in electoral roll of a constituency shall be given after the last date for making nomination for an election in that constituency or in the parliamentary constituency and before the completion of that election (Section 23 (3) of RP Act, 1950)	1.Receipt of Forms 2. Publication in Form-9 the list of Claims received in Form-6 during revision period. 3.Field verification by verifying officials or summary enquiry if necessary 4.Check by higher officials 5. Passing of orders by ERO 6.Preparation of manuscript 7. Data entry and publication of final roll in EROs & AEROs offices and designated centers as per the schedule drawn by the Election Commission of India.	Appeal against the decision of the electoral Registration Officer on the disposal of claims and objections during the revision period lies with District Election Officers. During non revision period, appeal against the decision of Electoral Registration Officer lies with CEO.

During Intensive revision of rolls, fresh enumeration is done door-to-door using enumeration pad/card and no claim forms are received before draft publication of fresh rolls.

**(ii) Deletion in the Electoral Rolls.**

Statutory Authority for deciding	Action to be taken by applicant	Purpose	Who can submit	Documents to be submitted alongwith application	Time during which and places where application can be submitted	Minimum and Maximum time period for passing orders	Any bar on receiving Form	Procedure followed	Provision for Appeal
1	2	3	4	5	6	7	8	9	10
Electoral Registration Officer.	Submission of duly filled in <b>Form 7</b> (Form 7 can be obtained from Office of ERO, AEROs and Designated Locations/BLOs	Deletion in the electoral roll.	1. Self 2. Objector whose name is already included in the roll  3. ERO has suo moto powers of deletion if he/she is otherwise satisfied.	1. Proof of shifting or death or underage, if any.	The objection /deletion application can be submitted in the EROs/ AEROs Offices and to BLOs - <u>during continuous updation</u> period (the period between final publication and next draft publication of electoral rolls) and <u>during revision</u> period (October-November)	Minimum of 7 day period	No amendment, transposition or deletion and no direction for inclusion of name in electoral roll of a constituency shall be given after the last date for making nomination for an election in that constituency or in the parliamentary constituency and before the completion of that election (Section 23 (3) of RP Act, 1950)	1. Receipt of Forms 2. Publication in Form-10 the list of objections/deletion received in Form-7 3. Notice to be issued 4. Passing of orders by Electoral Registration Officer 5. Preparation of manuscript.	Appeal against the decision of the electoral Registration Officer on the disposal of claims and objections during the revision period lies with District Election Officers. During non revision period, appeal against the decision of Electoral Registration Officer lies with CEO.

During intensive revision of rolls, house-to-house enumeration is done using enumeration pad/card and no objection forms are received before draft publication of fresh rolls.

**(iii) Correction of Particular(s) relating to an entry in the roll.**

Statutory Authority for deciding	Action to be taken by applicant	Purpose	Who can submit	Documents to be submitted along with application	Time during which and places where application can be submitted	Minimum and Maximum time period for passing orders	Any bar on receiving Form	Procedure followed	Provision for Appeal
1	2	3	4	5	6	7	8	9	10
Electoral Registration Officer	Submission of duly filled in <b>Form 8</b> (Form 8 can be obtained from Office of ERO, AEROs and Designated Locations/ BLOs	Correction of particular(s) relating to an entry in the roll	Only the person whose particular(s) of entry need to be corrected	Sufficient proof of the correction of particular(s) / details	The correction application can be submitted in the EROs/ AEROs Offices and to BLOs. - <u>during continuous updation</u> period (the period between final publication and next draft publication of electoral rolls) and <u>during revision</u> period (October-November)	Minimum of 7 day period	No amendment, transposition or deletion and no direction for inclusion of name in electoral roll of a constituency shall be given after the last date for making nomination for an election in that constituency or in the parliamentary constituency and before the completion of that election (Section 23 (3) of RP Act, 1950)	Electoral Registration Officer to pass orders during the disposal period.	--