
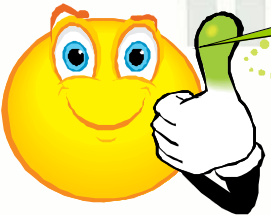


Enrolment of Service Electors





What do you understand by 'Service Voter'?



A voter having service qualification

What is 'Service Qualification'

- Service Qualification under sub Section (8) of Section 20, RPA, 1950 means:
 - being a Member of armed Forces of Union
 - being a Member of a force under provisions of Army Act,1950 applicable with or without modification
 - being a member of an Armed Police Force of a State serving outside that State
 - being a person employed under Government of India posted outside the country

- Service Voters can be enrolled at their native place even if they are residing at different place

OR

- They can be enrolled as general elector at the place of their posting where they are ordinarily resident for sufficient time by providing a declaration in the prescribed format (Annexure 5.5)



Annexure 5.5 – Declaration by Service personnel

DECLARATION BY SERVICE PERSONNEL

(TO BE OBTAINED DURING HOUSE-TO-HOUSE ENUMERATION AND TO BE ATTACHED WITH THE APPLICATION FOR INCLUSION OF NAME IN FORM-6)

I,(NAME IN BLOCK LETTERS) son / daughter / *wife ofam applying for getting myself registered as a general elector at the place of my posting/ *posting of my husband which is my actual place of ordinary residence as I do not wish to avail of the fictional domicile under Section 20(3) of the R.P. Act, 1950 to get registered as an elector in the last part of the electoral roll of my native place where I would have been ordinarily resident but for my /*my husband's service qualification.

I hereby declare that I am qualified to claim ordinary residence at my present place of residence as I am staying here for a sufficient span of time with my family/*my husband.

I, further, declare that I have neither got myself already registered nor have applied for such registration as service elector in the last part of the electoral roll of my native place, where I would have been ordinarily resident but for my/*my husband's service qualification, prepared afresh during 2002 or during subsequent summary revisions conducted every year since then to update that last part of electoral roll.

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.

SIGNATURE OF THE SERVICE PERSONNEL

*Wife of the service personnel

RANK.....

RECORD OFFICE

Place:.....

Date:.....

To be filled up by the service personnel signing the Enumeration Card after providing information to the Enumerator at the time of house-to-house enumeration or to be attached with the application in Form 6 for inclusion of name filed by service personnel and their wives.

** Applicable for wives of service personnel only.*

Some key information

- If wife (not husband) of Service Voter is ordinarily residing with him then she can be enrolled as Service Voter by providing a declaration in Form 2 or 2A
- This facility is only available for wife of male Service Voters and not to the husband of female Service Voter
- Only those Service Voters who are ordinarily residing with the family for a long span of time at their place of posting, are enumerated as a general voter during enumeration (intensive revision) and through voluntary request made in Form 6 (summary revision)

iiidem



Classified Service Voter (CSV)



- Service Voter (members of armed forces of Union & members under Army Act, 1950) have an option to vote through postal ballot or proxy appointed by him
- These Service Voters who opt for voting through proxy are called **Classified Service Voters (CSV)**
- Service Voter can appoint any person as his/her proxy to vote by applying in Form 13 F of CER, 1961 to RO on his/her behalf under the provisions of Rule 27N of conduct of Election Rules (CER) 1961
- Proxy should be:
 - Ordinarily resident of that Constituency
 - **of not less than 18 years of age**
 - **Should not be disqualified to be registered as an elector in the elector Roll under Section 16 of R P Act 1950**

Classified Service Voter (CSV)



- Provision of CSV is valid only till the person is a Service Voter
- Proxy can be changed or revoked at any time by CSV
- Application received for appointment of proxy after last date of nomination is not considered for the current elections
- CSV is not issued postal ballot by RO.
- CSV list at the end of the Part of the Polling Roll is maintained Polling Station wise
- Proxy have to physically come and vote at the said Polling Station

Structure of List of Service Voters in Electoral Roll

- List of Service Voters is prepared separately for an Assembly Constituency, who are registered at the end of the Electoral Roll as **separate 'last' Part**
- They do not have specified Polling Station as they are listed together irrespective of their place of residence
- 'Last' Part which contains list of Service Voters is prepared in English and has three Sub-Parts
 - 'A' – for Armed forces
 - 'B' – for Armed Police Force of States
 - 'C' – for persons employed under Government of India posted outside India
- "Nil" Electoral Roll for each sub Parts is prepared if no Service Voter is present in all these Sub-Parts in any Constituency
- Last Part of Roll contains Service Voter's list with a title page followed by electors details (Annexure 10.1)

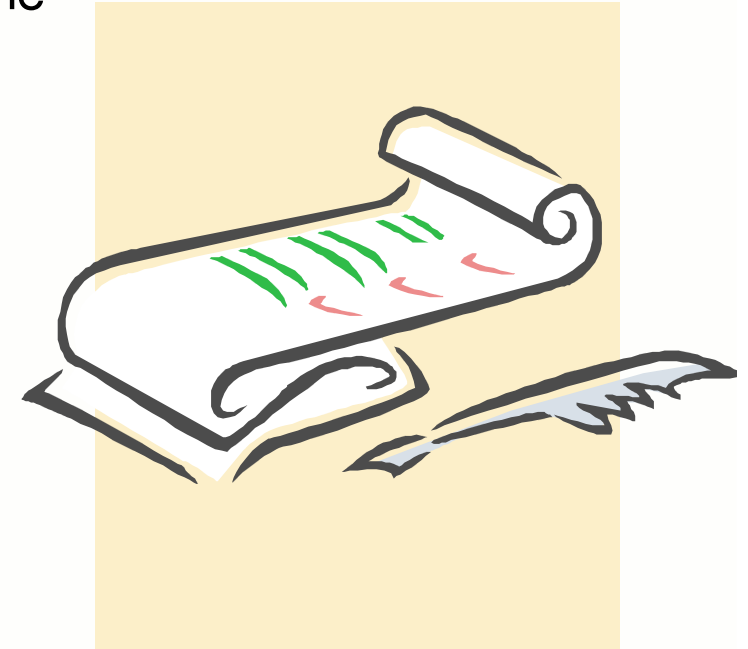
Structure of List of Service Voters in Electoral Roll

Annexure 10.1- Last Part of the ER

ELECTORAL ROLL - 2008 State - (S05) GOA						
No., Name and Reservation Status of Assembly Constituency : 25-Vasco-Da-Gama (General)						LastPart : 31
No., Name and Reservation Status of Parliamentary Constituency in which the Assembly Constituency is located : 2-South Goa (General)						Service Electors
1. DETAILS OF REVISION						
Year Of Revision : 2008			Type Of Revision : Special Revision on account of Delimitation			
Qualifying Date : 01/01/2008			Date Of Final Publication : 30/09/2008			
2. SUMMARY OF SERVICE ELECTORS						
A) NUMBER OF ELECTORS :						
1. Classified By Type Of Service						
Name Of Service		Number Of Electors				
		Members	Wives	Total		
A)	Defence Services	225	138	363		
B)	Armed Police Force	0	0	0		
C)	Foreign Services	0	0	0		
Total in part (A+B+C)		225	138	363		
2. Classified By Type Of Roll						
		Roll Type	Roll Identification	Number Of Electors		
				Members	Wives	Total
I	Original	Mother Roll	Basic Roll of Revision, 2008 Integrated with all Supplements prepared in accordance with the extact of newly delimited constituency.	225	138	363
II	Additions List	Supplement 1	Special Revision on account of Delimitation	0	0	0
Sub Total :				0	0	0
III	Deletions List	Supplement 1	Special Revision on account of Delimitation	0	0	0
Sub Total:				0	0	0
Net Electors in the Roll after (I+II-III)				225	138	363
B) NUMBER OF CORRECTIONS						
Roll Type		Roll Identification		No. Of Electors		
Supplement 1		Special Revision on account of Delimitation		0		
Total:				0		

Structure of List of Service Voters in Electoral Roll

- New series beginning with serial number 1 is given to Service Voter Roll and to all sub Parts A, B and C
- Names in each Sub-Part are arranged in the order in which they are received and accepted



Preparation of Service Voters List

- ECI updates the list/Roll through summary revision or ordering *de novo* preparation of last Part of Roll
- In first mode, Service Voter's Roll is updated twice in a year and two supplements are brought out by EROs
- A communiqué is sent to Ministry of Defense (MoD), Ministry of Home Affairs, Ministry of External Affairs (MEA) and Directorate General of Border Roads to intimate the commencement of summary revision of service electors
- All the applications received till last date of nomination are processed and published as additional supplements by EROs
- Every person applies in statutory Forms 2, 2A or 3 for their enrollment as a Service Voter under Rule 7 of RER, 1960

Preparation of Service Voters List

Annexure 10.2- Declaration

- Two copies of each Form (2, 2A or 3) is submitted to the record office of armed forces or nodal officer in MEA
- Every Form 2 or 2A (not for 3) is accompanied with a declaration in prescribed format (Annexure 10.2)

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:.....	

Preparation of Service Voters List

- Record office of armed forces or nodal authority in MEA checks the Forms (2, 2A or 3) to ensure all the applicant details are correct and full address of hometown/ Village/ district are included.
- These Forms are to be submitted in duplicate
- Forms 2 and 2A have to be accompanied with declaration that the Service Voter is not enrolled as **ordinary** voter
- The statement by the Service personnel is acceptable if it gives adequate detail of his probable place of residence so as to enable the DEO/ERO to determine his Constituency
- Officer-in-charge carefully verifies and signs the verification certificate provided in the Form

Preparation of Service Voters List

Annexure 10.3

{LETTER HEAD OF THE SENDER WITH COMPLETE POSTAL ADDRESS}

Ref. No.

Dated

To

The Chief Electoral Officer,
(Name of the State).

Subject: Submission of Form 2 / 2A – Forwarding thereof.

Sir,

Please find enclosed herewith two copies of the statement containing details of (in numerical and words) number(s) of duly filled form(s) that is / are being sent. Further, the Form(s) in duplicate alongwith one copy of declaration each in respect of the service personnel who has / have applied for registration as service voter(s) in your State is / are enclosed. One copy of the statement may kindly be sent back after verifying with the forms.

Yours etc.

Signature of the sending authority

Preparation of Service Voters List

- Thereafter, the nodal officer puts all filled and signed application together along with declaration Forms and forwards them to the concerned CEO attaching
 - a covering letter
 - A list of copy of statements in duplicate (annexure 10.3)
- As directed by Commission, Record Offices of armed forces or MEA Nodal Authority do not send the Forms directly to ECI
- CEO acknowledges the receipt of these Forms by returning one copy of the statement. ECI monitors the receipt and processing of Service Voter applications quarterly
- CEO identifies the DEO and sends him the Forms for further processing

Processing at DEO/ERO level



- DEO acknowledges the receipt of application to CEO
- DEO ascertains the ACs to which the applications belong and sends to the concerned EROs
- Processing of application and preparation of last Part of Electoral Roll is completed in EROs office
- DEO/ERO determines the Constituency of the Service Voter through the full address or adequate details of residence provided by the applicant in the Form
- ERO need not make any enquiry related to the place of ordinary residence of a person having service qualification
- ERO place all the applications completed in all material information for data entry

Processing at DEO/ERO level



- Wife of Service Voter can get enrolled as service electors if they satisfy all the prescribed conditions of registration
- Husband of a woman Service Voter is not entitled to be registered as elector in the last Part of the elector Roll
- Declaration made by Service Voters in Form 2, 2A or 3 also includes declaration with respect to his wife
- After accepting the names ERO sends counter-foils back to the senders without waiting for publishing service elector's supplement
- Name of the wife is entered immediately after the name of husband in all sub Parts 'A', 'B' and 'C' with an additional entry of 'w' and husband serial number in the relevant columns for easy identification
- ERO publishes the supplements twice a year **and sends extracts from the Roll to the respective addresses in order to keep the Service Voter's enrolment updated.**

Processing at DEO/ERO level



- **Officer in charge or MEA Nodal Authority retains one copy of these extracts and returns the other with changes to ERO for updation and corrections**
- Corrections are made in the main list without any supplement of corrections
- First copy of the extract is kept in Unit/Record Office arranged Constituency wise for EROs easy future reference
- Second copy of the extract (returned to ERO for updation in the Roll) is arranged in a file Constituency wise in ERO's office
- For updation of sub Part 'C', ERO sends copy of duplicate statements to the Ministry of External Affairs so that they can check the latest posting of the officers and return a copy to ERO for his action
- Updation in Service Voter Part is maintained in supplements and the last Part is consolidated at the stage of integration of Roll as directed by ECI

Processing at DEO/ERO level



- List of amendments to the last Part of Roll is maintained similar to the basic Roll
- Updated last Part of the Roll helps RO to dispatch the postal ballot papers (within 24 hours from the finalization of list of contesting candidates) to the electors correct address and receive with recorded votes before the commencement of counting
- ERO takes action to correct the last Part of the Roll related to the name of elector, dispatch address etc under the provisions of Section 22 of RPA, 1950

iiidem

Service Voters and Registration Officers

- ERO is responsible for:
 - appropriate entries of the CSV in the Electoral Roll and keep DEO updated on this
 - marking of CSV against a Service Voter in the last Part of the Roll.
 - Preparing a Polling Station wise sub-list of CSVs to be sent to Polling Station along with the marked copy of Roll set apart for conduct of elections



Overseas Electors

iiidem

Legal Provisions

- A new Section 20(A) has been added in Representation of the People Act 1950 after Section 20 by Representation of the People (Amendment) Act, 2010. This new Section provides that every citizen of India whose name is not included in the electoral roll, and who has not acquired the citizenship of any other country and who is absenting from his place of ordinary residence in India owing to his employment, education or otherwise outside India (whether temporarily or not) shall be entitled to have his name registered in the electoral roll in the constituency in which his place of residence in India as mentioned in his Passport is located

Legal Provisions

- The Government of India, Ministry of Law And Justice, Legislative Department has notified the consequential amendments to the relevant portions of the Registration of Electors Rules, 1960 vide Notification No. F.No. H-7(18)/98.-Leg.II (Vol. IV), dated 3rd February 2011
- Chief Electoral Officers have made a public notification envisaged in Rule 8A of Registration of Electors Rules, 1960.

How can Overseas electors apply for enrollment

- Overseas electors can apply in form 6A –
 - In person to the ERO
 - By post
 - On-line
- The application should include a self attested copy of the passport showing the address in India and the relevant Visa pages

Procedure by ERO

- **8A. Manner of giving notice for registration of persons as overseas electors. —On the commencement of the Representation of the People (Amendment) Act, 2010 (36 of 2010) and at such other times as the Election Commission may direct, the Chief Electoral Officer may, for the purpose of inclusion of names of overseas electors in the roll, make a public notification requesting every person entitled to be registered as an overseas elector under section 20A ³[to make an application under rule 8B] and a copy of such notification shall be forwarded to all foreign missions of the Central Government and also make such further publicity as he may consider expedient and necessary.**

Procedure by ERO

- **8B. Inclusion of names of overseas electors in the rolls. — (1) Every overseas elector, who is not otherwise disqualified for registration and is desirous of being registered in the roll for the constituency pertaining to the locality in which his place of residence in India as mentioned in his passport is located, may make an application in Form 6A to the concerned registration officer directly or send the application to him by post.**
- *(2) The provisions of sub-rules (2), (3) and (4) of rule 13 shall mutatis mutandis apply for filing of claims or objections to the inclusion of name or to any particulars of an entry or for transposition of any entry from one place to another in the roll as an overseas elector.*
- *(3) Every application in Form 6A sent by post shall be accompanied by copies of all the documents mentioned in the said Form ⁴[duly self attested].*
- *(4) Every application in Form 6A presented in person to the registration officer shall be accompanied by photocopies of all the documents mentioned in the said Form along with originals thereof for verification by the registration officer.*
- *(5) Where a personal hearing is necessary in respect of any claim for inclusion or objection to the inclusion of name in the roll as an overseas elector, the registration officer may, if considered necessary, designate an official in the Indian Mission in the concerned country for the purpose.]*

Procedure by ERO

- Provision has been made in the rules that in case of overseas electors all public notices shall also be published by the ERO in electronic gazette or the website of CEO
- ERO can satisfy himself about the correctness of the particulars in form 6A by –
 - Verification from original passport in case application in form 6A is submitted in person
 - Verification by BLO from neighbors or family members
 - Verification from the concerned Passport Office

Other Important Points

- Names of overseas electors are kept in the relevant part of the elector roll in the last section which is made only for overseas electors
- Overseas electors can vote only in the concerned polling station
- Identity of overseas electors is verified only on the basis of their Passport. EPIC is not issued to them
- BLOs may be given form 6A to be distributed to family members of overseas electors in places where large number of people migrate overseas. Family members may be requested to send the form to their overseas family members and get filled forms back for enrollment



Election Commission of India

PREPARATION OF VOTER SLIP

Presented By:

Narendra N. Butolia

Secretary , Election Commission of India

Voters Slips

- Voter Slips including photograph of the voter where available in the Photo Electoral Roll are distributed by the District Administration to facilitate the voter.
- This voter slip should only be in the languages in which voter roll is published for the assembly constituency.

Sample Voter Slips

Election to the Legislative Assmebly of

Voter Slip

No. and Name of AC.....

Part No.....

Name.....

Sex.....

EPIC No.....

Father's/Mother's/Husband's Name.....

Voter Serial Number.....

Polling Station No. & Name.....

Poll date, day and Time.....

Note 1: This Voter slip is not an identification document.

Note 2: Bringing this voter slip to the Polling Station is not compulsory. It is issued only as a convenience to electors.

Note 3: If this voter slip does not have a photograph or it has wrong particulars or photograph, the voter can still be allowed to vote based on alternate identity documents permitted by Election Commission of India.

Photo

Preparation of Voter Slip

- Voter Slips are printed by the Dist. Election Officers as per the voter Lists using updated database of electoral roll.
- They are designed to facilitate the voter to know where he is enrolled as a voter at given location of polling station and what is voters serial number in the said roll.
- The Voters slips should be authenticated by the Electoral Officer/BLO concerned before distribution, so that they can be used as an alternative identification document by a voter for the purpose of casting one's vote in the poll.

Distribution of Voter Slip

- Voter Slips have to be distributed to the Voters by visiting door to door by the concerned BLOs personally, one week before the Poll day.
- Proper acknowledgement should be taken at the time of distribution.
- BLO should be present outside the Polling Station with one set of voter slips for convenience to the Voters.



Election Commission of India

PREPARATION ALPHABATICAL LIST OF ELECTORAL ROLL

Presented By:

Narendra N. Butolia

Secretary , Election Commission of India

Commission's instructions regarding printing of electoral roll in alphabetical order

- For easy identification and search in the names of voters inside the polling station, the Commission has directed that over and above the normal electoral roll arranged house-hold wise, the roll should also be printed with the names organized alphabetically for conduct of elections.
- This however is not statutory and is merely to facilitate voter location and identification quickly on the poll day.
- The photo of electors need not be printed in this facilitative roll.

Commission's instructions regarding printing of electoral roll in alphabetical order contd...

- Such alphabetical roll need not be prepared necessarily for all parts of the roll.
- Wherever three or more polling stations are located in one building, the alphabetical list should be printed to facilitate quick identification of voters standing in the queue for voting.

iiidem

PREPARATION OF Alphabetical ELECTORAL ROLLS

- Rule 6 of RER, 1960 provides that the names of electors in each part of the roll should be arranged according to house numbers.
- In cases where it is considered that the alphabetical order is more convenient or that the names should be arranged partly according to house number and partly according to alphabetical order.
- Members of the same house should find their names at the same place in the roll.

Providing the electoral roll in alphabetical order to political parties/contesting candidates

- At the time of poll, PDF of the alphabetical electoral roll in the forms of CDs/DVDs can be provided to the contesting candidates by the office of RO/DEO, on demand and payment basis.
- The CEO concerned shall decide prices of such printed electoral roll and CDs/DVDs and it shall be notified by the respective DEO for the Constituencies falling within his/her district.



THANKS

iiidem