

**ELECTION COMMISSION OF INDIA  
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001.**

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**NARENDRA N. BUTOLIA**  
23052016  
**UNDER SECRETARY**  
23052050

Ph.-  
Fax-

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No 22/2/2010-ERS  
2010

Date: 09<sup>th</sup> December

To

The Chief Electoral Officers  
of All States & Union Territories.

**Sub.- Communication of orders of Electoral Registration Officer to the Applicants-regarding**

Sir/Madam,

I am directed to state that, as per rules, applications can be made to the Electoral Registration Officer (ERO) for inclusion, deletion, modification and transposition of names and other details of electors at any time during the year. During the period of revision such applications can be given to the designated officers at the polling stations. At other times (period of continuous updation), such applications can be given directly to the ERO. ERO has to pass an order on each application received by him after following the due procedure under Registration of Electors Rules, 1960. Before every revision, the electoral roll is published as a draft for the information of all electors of the Assembly Constituency. At the end of the summary revision at the time of final publication of electoral rolls, all changes in the roll are published as a supplement. The applicant normally comes to know of the order passed by the ERO on his application only when final publication of the electoral roll is done. Thus in many cases, the applicant may not come to know of the decision of the ERO for a long time. It may be noted that Rule 23 of the Registration of Electors Rules, 1960 provides for appeals against the orders of the ERO deciding claims and objections within 15 days of announcement of such decision. Obviously, an aggrieved applicant can only appeal against an order if the order is known to him. The Commission has, therefore, decided that every applicant should be intimated of the decision of the ERO. Further, the Commission has directed that for the purpose of reckoning the time period for filing appeals against the decision of the ERO, the date on which the ERO dispatches the intimation to the applicant will be treated as the crucial date.

The Commission has further decided that the intimation letter of action taken should be dispatched to the applicant within twenty four hours from the date of order of the ERO.

For the convenience of the EROs , Form 6, 7, 8 and 8A have slightly been modified to include a portion for communicating the order of the ERO to the applicant. Modified samples of these forms are enclosed with the letter. These Forms have been so designed that the relevant portion for communicating the order of the ERO can be folded and stapled and posted to the applicant on the address given by her/him in the said portion. The communication can also be sent to the applicant through the Booth Level Officer(BLO). Modified forms should only be printed when the existing stock of forms is exhausted. Till that time, separate rubber stamps with the text for communication of the order of ERO should be made and communication can be sent by a postcard.

The Commission has also decided that mobile technology should be used for communication with the applicants and electors to the extent possible. For the purpose, a provision has been made in Forms 6, 7, 8 and 8A to capture the cell phone number, if any, of the applicant. While giving of cell phone number in the forms is **optional**, applicants should be encouraged to give their cell phone number. Cell phone numbers of already enrolled electors can be collected through the BLOs. The e\_details table in the elector database should also be modified to include a field for storing the cell phone number of the electors. The order of the ERO may also be communicated to the applicants by sending an SMS at his registered cell phone number. Once cell phone numbers of electors have been collected, SMS based communication with them can be used for many other purposes, e.g electors may be informed of the roll revision schedule before every revision by SMS. Similarly electors can be informed of the place and time of polling at the time of elections.

These instructions should be communicated to every ERO immediately.

Yours faithfully,

Sd/-

**(NARENDRA N. BUTOLIA)**

## FORM 6

[See rules 13(1) and 26]

<b>Application for inclusion of name in electoral roll</b>				
To The Electoral Registration Officer .....Assembly/ Parliamentary <sup>£</sup> Constituency.		SPACE FOR PASTING ONE RECENT PASSPORT SIZE PHOTOGRAPH (3.5 CM X 3.5 CM) SHOWING FRONTAL VIEW OF FULL FACE WITHIN THIS BOX		
Sir, I request that my name be included in the electoral roll for the above Constituency. Particulars in support of my claim for inclusion in the electoral roll are given below:				
<b>I. Applicant's details</b>	Name	Surname (if any)		
Age as on 1 <sup>st</sup> January .....#	Years:	Months:	Sex (male/female/others):	
Date of birth, if known:	Day:	Month:	Year:	
Place of birth:	Village/ Town:		State:	
	District:			
* Father's/ Mother's/ Husband's	Name	Surname (if any)		
<b>II. Particulars of place of present ordinary Residence (Full address)</b>				
House/ Door number:				
Street/ Area/Locality/ Mohalla/Road:				
Town/ Village:				
Post Office:			Pin Code:	
Tehsil/ Taluka/ Mandal/ Thana:				
District:				
<b>III. Details of member(s) of applicant's family already included in the current electoral roll of the Constituency:</b>				
Name	Relationship with applicant	Part number of the roll of the Constituency	Serial number in that Part	Elector's Photo Identity Card Number
1.				
2.				

- £ In case of Union territories having no Legislative Assembly and the State of Jammu & Kashmir.
- # Please give the year i.e. 2007, 2008, etc.
- \* Strike out the inappropriate alternative

**IV. Declaration**

I hereby declare that to the best of my knowledge and belief: -

- (i) I am a citizen of India;
- (ii) I am ordinarily resident at the address given in para II above since .....(date, month, year)
- (iii) I have not applied for the inclusion of my name in the electoral roll for any other constituency;
- (iv) \*My name has not already been included in the electoral roll for this or any other assembly constituency;

**Or**

\*My name may have been included in the electoral roll for \_\_\_\_\_  
 Constituency in \_\_\_\_\_ State in which I was ordinarily  
 resident earlier at the address mentioned below and if so, I request that the  
 same may be deleted from that electoral roll.

Full Address (Earlier Place of ordinary residence) _____ _____ _____	Electors Photo Identity Card number (if already issued) _____ Date of issue _____
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Place: Date:	Signature or thumb impression of the applicant Please give your mobile number /E-mail I.D (Optional)/.....
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**A) Note – Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is punishable under Section 31 of the Representation of the People Act, 1950 (43 of 1950).**

\* Strike out the inappropriate alternative.

**Details of action taken  
 (To be filled by Electoral Registration Officer of the constituency)**

The application of  
 Shri/Smt./Km.....for inclusion of  
 name in the electoral roll in Form 6 has been accepted\*/rejected\*.

Detailed reasons for \*acceptance [under or in pursuance of rule 18\*/20\*/26(4)]<sup>£</sup> or\* rejection [under  
 or in pursuance of rule 17/20\*/26(4)]<sup>£</sup>:

Place: Date	Signature of Electoral Registration Officer	(Seal of the Electoral Registration Officer)
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£ During continuous updating after final publication of electoral roll.

\* Strike out the inappropriate alternative.

**Remarks of Field Level Officers (e.g BLO, Designated Officer, Supervisory Officer)**

[This page should be thick enough so that it does not get mutilated /damaged in postal transit]

**Intimation of action taken**  
**(Section-II of the page is to be filled by Electoral Registration Officer of the constituency and to be posted to the applicant on the address as given by the applicant in Section-I)**

-----First Fold-----

**Section-I**

Postage Stamp to be affixed by the Electoral Registration Authority at the time of dispatch

The application in Form 6 of  
 \*\*Shri/ Shrimati/ Kumari.....

** (Full address)									
House/ Door number:									
Street/ Area/Locality/ Mohalla/Road:									
Town/ Village:									
Post Office:	Pin Code: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								
Tehsil/ Taluka/ Mandal/ Thana:									
District:									

\*\* To be filled in by the applicant.

-----Second Fold-----

**Section-II**

has been—

(a) accepted and the name of Shri/Shrimati/Kumari.....has been registered at Serial No.....in Part No..... of AC No. ....

(b) rejected for the reason.....

Date.....

Electoral Registration Officer.  
(Address).....

.....  
 .....

.....Perforation for detachment.....

**Receipt for application**

Received the application in Form 6 of \*\* Shri/Shrimati/Kumari.....

\*\*Address.....

Date.....

Signature of the officer receiving the application  
 on behalf of the Electoral Registration Officer  
 (Address) .....

\*\* To be filled in by the applicant.

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**GUIDELINES FOR FILLING UP THE APPLICATION FORM-6**  
**General Instructions**

**Who can file Form-6**

1. First time applicant on attaining age of 18 years or more on the first day of January of the year with reference to which the electoral roll is being revised.
2. Person shifting his / her place of ordinary residence outside the constituency in which he / she is already registered.

**When Form-6 can be filed**

1. The application can be filed after draft publication of electoral roll of the constituency. The application is to be filed within the specific days provided for the purpose. Due publicity is given about the above period when the revision programme is announced.
2. Only one copy of the application is to be filed.
3. Application for inclusion of name can be filed through out the year even when the revision programme is not going on. During non-revision period, application must be filed in duplicate.

**Where to file Form-6**

1. During revision period, the application can be filed at the designated locations where the draft electoral roll is displayed (mostly polling station locations) as well as the Electoral Registration Officer and Assistant Electoral Registration Officer of the constituency.
2. During other period of the year when revision programme is not going on, the application can be filed only with the Electoral Registration Officer.

**How to Fill the Form-6**

1. The application should be addressed to the Electoral Registration Officer of the constituency in which you seek registration. The name of the constituency should be mentioned in the blank space.
2. Name (With Documentary Proof)  
The name as it should appear in the electoral roll and Electors Photo Identity Card (EPIC) should be furnished. The full name except the surname should be written in the first box and surname should be written in the second box. In case you do not have a surname, just write the given name. Caste should not be mentioned except where the caste name is used as part of the elector's name or a surname. Honorific appellations like Shri, Smt. Kumari, Khan, Begum, Pandit etc. should not be mentioned.
3. Age (With Documentary Proof)  
The age of the applicant should be eighteen or more on 1<sup>st</sup> January of the year with reference to which the electoral roll is being revised. The age should be indicated in years and months.  
e.g. A person born on or upto 1/1/1991 will be eligible for inclusion in the electoral roll which is being revised with reference to 1/1/2009. Persons born on 2/1/1991 or thereafter upto 1/1/1992 shall be eligible for inclusion during the next revision with reference to 1/1/2010.
4. Sex  
Write your sex in full in the space provided e.g. Male / Female. Eunuchs have to choose from one of these options.
5. Date of Birth (With Documentary Proof)  
Fill up the date of birth in figures in the space provided in dd/mm/yyyy.  
Proof of date of birth to be attached are as under:
  - (i) Birth certificate issued by a Municipal Authorities or district office of the Registrar of Births & Deaths or Baptism certificate; or

- (ii) Birth certificate from the school (Govt. / Recognised) last attended by the applicant or any other recognised educational institution; or
- (iii) Illiterate or semi-illiterate applicant who is not in possession of any of the above document are required to attach a declaration in prescribed format by either of the parents already included in the electoral roll in support of the applicants age. The format will be supplied on demand.

**N.B. In the case of applicants born on or after 26.01.1989, only birth certificate issued by the Municipal Authorities or district office of the Registrar of Births & Deaths is acceptable.**

6. Place of Birth

In case born in India, please mention name of place like Village / Town, District, State.

7. Relation's Name:

In case of unmarried female applicant, name of Father / Mother is to be mentioned. In case of married female applicant, name of Husband is to be mentioned. Strike out the inapplicable options in the column.

8. Place of Ordinary Residence

Fill up the full and complete postal address including PIN code where you are ordinarily residing and want to get registered, in the space provided.

Proof of ordinary residence to be attached are as under:

- (i) Bank / Kisan / Post Office current Pass Book, or
- (ii) Applicants Ration Card / Passport / Driving License / Income Tax Assessment Order, or
- (iii) Latest Water / Telephone / Electricity / Gas Connection Bill for that address, either in the name of the applicant or that of his / her immediate relation like parents etc., or
- (iv) Postal department's posts received / delivered in the applicant's name at the given address.

NOTE: If any applicant submits only ration card as proof of address, it should be accompanied by one more proof of address out of the above categories.

9. Details of Family Members Already Included in the Electoral Roll

Please fill up name and other particulars of immediate family members i.e. Father / Mother / Brother / Sister / Spouse included in the current electoral roll of the constituency. Name of any other relation like uncle, aunt, cousin brother / sisters etc. not to be mentioned.

10. Declaration

Please indicate date from which you are residing in the given address. In case the exact date is not known, fill-up month and year.

If your name is already included in the electoral roll of any other constituency, please write legibly the full previous address with PIN code.

If you already have been issued with a Photo Identity Card by the Election Commission, please mention the card number (printed on the front side) and date of issue (printed on the back side) of the card in the space provided. Please attach a self-attested photocopy of both sides of the card.

## Miscellaneous

In many places the photograph of the elector is also printed in the electoral roll. You have the option to submit one recent coloured passport-size photograph alongwith the form. The photograph will be used to print your image in the electoral roll and issue of identity card, if required.

Please also give your full name and address on the acknowledgement and intimation portions.

Please give your mobile number and E-mail I.D in the Form , which is optional , as the same ,if given, may be used by the Electoral Registration Officer for further communication with the applicant whenever required.

**FORM 7**

[See rule 13(2) and 26]

<b>Application for objecting inclusion or seeking deletion of name in electoral roll</b>								
<p>To The Electoral Registration Officer, .....Assembly/£ Parliamentary Constituency.</p> <p>Sir, @ I object to the proposed inclusion of the name of the undermentioned person in the electoral roll for the above Constituency. Particulars in support of my objection are given below: Or @ I submit that the entry relating to *myself/ *the person named below is required to be deleted for the reasons stated hereunder:</p>								
I. @ Details of person inclusion of whose name is objected to: @ Details of person whose entry is to be deleted:	Name	Surname (if any)						
	Part number of electoral roll in which his/her name is included:	His/her serial number in that part:	Elector's Photo Identity Card number (if issued):					
II. Details of objector	Name	Surname (if any)						
	Sex (Male/Female)	Part number of electoral roll in which objector's name is included:	His/her serial number in that part:					
* Father's/ Mother's/ Name Husband's	Name	Surname (if any)						
III.	Particulars of place of ordinary residence of @objector/ @person seeking deletion. (Full address)							
House/ Door number:								
Street/ Area/Locality/Mohalla/Road:								
Town/ Village:								
Post Office:		Pin Code:						
Tehsil/ Taluka/Mandal/ Thana:								
District:								
IV. Reason(s) for *objection/*deletion:								

£ In case of Union territories having no Legislative Assembly and the State of Jammu and Kashmir.

@ First alternative will be relevant during preparation/revision of electoral roll. Second alternative will be relevant during continuous updating after final publication of electoral roll. Strike out the inappropriate alternative.

\* Strike out the inappropriate alternative.

# Part-II not to be filled where applicant seeks deletion of entry relating to himself.

V. Declaration

I hereby declare that the facts and particulars mentioned above are true to the best of my knowledge and belief.

Place: \_\_\_\_\_ Date: \_\_\_\_\_ Signature or thumb impression of the applicant  
Please give your mobile number /E-mail I.D(Optional)/.....

**Note- Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is punishable under section 31 of the Representation of People Act, 1950 (43 of 1950).**

\* Strike out the inappropriate alternative.

**Details of action taken**

**(To be filled by Electoral Registration Officer of the constituency)**

The application of Shri/Smt./Km. ....

\*objecting to inclusion/ \*seeking deletion of name of

Shri/Smt./Km..... in the electoral roll in Form 7 has been accepted\*/rejected\*.

Detailed reasons for \*acceptance [under or in pursuance of rule 18\*/20\*/26(4)<sup>£</sup>] or \*rejection [under or in pursuance of rule 17\*/20\*/26(4)<sup>£</sup>].

Place: \_\_\_\_\_ Signature of \_\_\_\_\_ (Seal of the Electoral  
Date: \_\_\_\_\_ Electoral Registration Officer Registration Officer)

\* Strike out the inappropriate alternative.

£ During continuous updating after final publication of electoral roll.

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**Remarks of Field Level Officers (e.g. BLO, Designated Officer, Supervisory Officer)**

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**Intimation of action taken**  
 (Section-II of the page is to be filled by Electoral Registration Officer of the constituency and to be posted to the applicant on the address as given by the applicant in Section-I)

-----First Fold-----

Section-I

Postage Stamp to be affixed by the Electoral Registration Authority at the time of dispatch

The application in Form 7 of  
 \*\*Shri/ Shrimati/ Kumari.....

** (Full address)									
House/ Door number:									
Street/ Area/Locality/ Mohalla/Road:									
Town/ Village:									
Post Office:	Pin Code: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								
Tehsil/ Taluka/ Mandal/ Thana:									
District:									

\*\* To be filled in by the applicant.

-----Second Fold-----

Section-II

has been—

(a) accepted and the name of Shri/Shrimati/Kumari.....has been deleted from.....

Part No..... of AC No.....

(b) rejected for the reason.....

Date.....

Electoral Registration Officer.  
 (Address).....

.....  
 .....

.....Perforation for detachment.....

**Receipt for application**

Received the application in Form 7 of \*\* Shri/Shrimati/Kumari.....

\*\*Address.....

Date.....

Signature of the officer receiving the application  
 on behalf of the Electoral Registration Officer  
 (Address) .....

\*\* To be filled in by the applicant.

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## GUIDELINES FOR FILLING UP THE APPLICATION FORM-7

### General Instructions

#### Who can file Form-7

1. Can be filed only by a person whose name is already included in that roll in order to object inclusion of a name proposed to be included in that part of the electoral roll or for seeking deletion of a name already included in that part of the electoral roll.

#### When Form-7 can be filed

1. The application can be filed after draft publication of electoral roll of the constituency to object to the proposed inclusion of an entry in the draft roll. The application is to be filed within the specific days provided for the purpose. Due publicity is given about the above period when the revision programme is announced.
2. Only one copy of the application is to be filed.
3. The Application seeking deletion of an entry from the final electoral roll can be filed through out the year even when the revision programme is not going on. During non-revision period, application must be filed in duplicate.

#### Where to file Form-7

1. During revision period, the application can be filed at the designated locations where the draft electoral roll is displayed (mostly polling station locations) as well as the Electoral Registration Officer and Assistant Electoral Registration Officer of the constituency.
2. During other period of the year when revision programme is not going on, the application can be filed only with the Electoral Registration Officer.

#### How to Fill up Form-7

1. The application should be addressed to the Electoral Registration Officer of the constituency in which another elector registered in that roll objects the proposed inclusion of an entry in the draft electoral roll. The name of the constituency should be mentioned in the blank space.
2. **Details of person inclusion of whose name is objected to / Details of person whose entry is to be deleted :**

Out of the two alternative options, the first alternative is relevant after draft publication of electoral roll during revision of electoral roll. In other words to show the objected entry in the draft roll in the list of deletions at the time of final publication of the roll. The second alternative is relevant during continuous updation after final publication of electoral roll. In other words for deletion of an entry already included in the final electoral roll. *(Please strike out the inappropriate alternative while filling up the Form)*

Besides the name of the person whose entry is objected for inclusion or sought to be deleted, the other details of the electoral roll **Part No., Serial No. of the entry in that Part of electoral roll and Identity Card No issued to that person** are also required to be filled up. These details are available in the relevant part of electoral roll. The **Part No.** of the electoral roll is printed on the right hand top corner of the electoral roll. Every entry is given a serial number. Please check the electoral roll and write the serial number at which the name of the person whose entry is objected for inclusion/sought to be deleted is listed. In case the person has already been issued an **Identity Card that No.** is also printed against that entry. Please write that card no. in full in the space provided.

Separate Application is required to be filed for objecting inclusion/seeking deletion of each entry.

Please also give your full name and address on the acknowledgement and intimation portions.

Please give your mobile number and E-mail I.D in the Form , which is optional , as the same, if given, may be used by the Electoral Registration Officer for further communication with the applicant whenever required.

3. **Details of objector**

An "Objector" can file Application in Form 7 only in respect of persons included in the part of the electoral roll in which he/she is registered. In Part II of the Application, the objector has to fill up in the space provided his/her

name including surname, relation's name (Father/Mother/Husband), sex, part no. of electoral roll and serial number at which his/her name is registered in that part of the electoral roll.

The Objector must fill up his full address in the space provided in Part III of the Application.

**4. Reason(s) for objection / deletion.**

In Part IV of the Application, the applicant 'objector' must specify the reason(s) as to why according to him/her the person whose name is objected is not qualified for inclusion in that part of electoral roll viz. Due to death, due to shifting, not ordinarily residing at the registered address etc.. The onus of proof to substantiate the reason given for removal of the name lies with the Objector.

**5. Declaration**

In Part V of the Application the applicant must give a declaration that the facts and particulars mentioned in the application are true to the best of his/her knowledge and belief. Please indicate date from which you are residing in the given address. Giving a false declaration is punishable under section 31 of the Representation of the People Act, 1950.



**Details of action taken**  
**(To be filled by Electoral Registration Officer of the constituency)**

The application of Shri/Smt./Km. .... for correction of entry in the electoral roll in Form 8 has been accepted\*/rejected\*.

Detailed reasons for \*acceptance [under or in pursuance of rule 18\*/20\*/26(4)<sup>£</sup>] or \*rejection [under or in pursuance of rule 17\*/20\*/26(4)<sup>£</sup>].

Place:	Signature of	(Seal of the Electoral
Date:	Electoral Registration Officer	Registration Officer)

\* Strike out the inappropriate alternative.  
£ During continuous updating after final publication of electoral roll.

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**Remarks of Field Level Officers (e.g. BLO, Designated Officer, Supervisory Officer)**

[[This page should be thick enough so that it does not get mutilated /damaged in postal transit]  
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**Intimation of action taken**  
**(Section-II of the page is to be filled by Electoral Registration Officer of the constituency and to be posted to the applicant on the address as given by the applicant in Section-I)**

-----First Fold-----

Section-I

Postage Stamp to be affixed by the Electoral Registration Authority at the time of dispatch
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The application in Form 8 of  
 \*\*Shri/ Shrimati/ Kumari.....

** (Full address)									
House/ Door number:									
Street/ Area/Locality/ Mohalla/Road:									
Town/ Village:									
Post Office:	Pin Code: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								
Tehsil/ Taluka/ Mandal/ Thana:									
District:									

\*\* To be filled in by the applicant.

-----Second Fold-----

Section-II

has been—

- (a) (a) accepted and the entry at Sr. No. ....of Part No.....  
 of AC No..... has been modified accordingly.  
 (b) rejected for the reason.....

Date.....

Electoral Registration Officer.  
 (Address).....

.....  
 .....

.....Perforation for detachment.....

**Receipt for application**

Received the application in Form 8 of \*\* Shri/Shrimati/Kumari.....  
 \*\*Address.....

Date.....

Signature of the officer receiving the application  
 on behalf of the Electoral Registration Officer  
 (Address) .....

\*\* To be filled in by the applicant.

**GUIDELINES FOR FILLING UP THE APPLICATION FORM-8**  
**General Instructions**

**Who can file Form-8**

1. Can be filed only by a person whose name is already included in the electoral roll seeking correction to his/her particulars already printed in the electoral roll. One person cannot file application in Form 8 for correction in the particulars of any other person.

**When Form-8 can be filed**

1. Form-8 can be filed for correction to particulars of a person entered in the electoral roll. The application can be filed after draft publication of electoral roll of the constituency. The application is to be filed within the specific days provided for the purpose. Due publicity is given about the above period when the revision programme is announced.
2. Only one copy of the application is to be filed.
3. The Application can also be filed for correction of particulars relating to oneself in the finally published electoral roll when the revision programme is not going on. During non-revision period, application must be filed in duplicate.

**Where to file Form-8**

1. During revision period, the application can be filed at the designated locations where the draft electoral roll is displayed (mostly polling station locations) as well as the Electoral Registration Officer and Assistant Electoral Registration Officer of the constituency.
2. During other period of the year when revision programme is not going on, the application can be filed only with the Electoral Registration Officer.

**How to Fill up Form-8**

1. The application should be addressed to the Electoral Registration Officer of the constituency in which the name of the applicant is already included. The name of the constituency should be mentioned in the blank space.
2. In Part I of the Application, please write your name, as it should appear in the electoral roll. In case the initials to your name printed in the electoral roll are in abbreviated form and you want them to be printed in expanded form you can write your full name in expanded form. The full name except the surname should be written in the first box and surname should be written in the second box. In case you do not have a surname, just write the given name. Caste should not be mentioned except where the caste name is used as part of the elector's name or a surname. Honorific appellations like Shri, Smt. Kumari, Khan, Begum, Pandit etc. should not be mentioned.
3. Please fill up the Part Number and serial number in that part of electoral roll where your name is listed. This is mandatory.
4. Age  
Similarly, you should indicate your Age in years and months as on 1<sup>st</sup> January of the year with reference to which the electoral roll is printed. This qualifying date is printed at the bottom of each page of electoral roll.
5. Sex  
Write your sex in full in the space provided e.g. Male / Female. Eunuchs have to choose from one of these options.
6. Date of Birth (With Documentary Proof)  
Fill up the date of birth in figures in the space provided in dd/mm/yyyy.  
Proof of date of birth to be attached are as under:
  - (i) Birth certificate issued by a Municipal Authorities or district office of the Registrar of Births & Deaths or Baptism certificate; or

- (ii) Birth certificate from the school (Govt. / Recognised) last attended by the applicant or any other recognised educational institution; or
- (iii) Illiterate or semi-illiterate applicant who is not in possession of any of the above document are required to attach a declaration in prescribed format by either of the parents already included in the electoral roll in support of the applicants age. The format will be supplied on demand.

**N.B. In the case of applicants born on or after 26.01.1989, only birth certificate issued by the Municipal Authorities or district office of the Registrar of Births & Deaths is acceptable.**

7. Relation's Name:

In case of unmarried female applicant, name of Father / Mother is to be mentioned. In case of married female applicant, name of Husband is to be mentioned. Strike out the inapplicable options in the column.

8. Place of Ordinary Residence

In Part II of the Application Form please fill up the full and complete postal address including PIN code where you are ordinarily residing and want to get registered, in the space provided.

Proof of ordinary residence to be attached are as under:

- a. Bank / Kisan / Post Office current Pass Book, or
- b. Applicants Ration Card / Passport / Driving License / Income Tax Assessment Order, or
- c. Latest Water / Telephone / Electricity / Gas Connection Bill for that address, either in the name of the applicant or that of his / her immediate relation like parents etc., or
- d. Postal department's posts received / delivered in the applicant's name at the given address.

**NOTE: If any applicant submits only ration card as proof of address, it should be accompanied by one more proof of address out of the above categories.**

9. Details of Electors' Photo Identity Card.

If you already have been issued with a Photo Identity Card by the Election Commission, please mention the card number (printed on the front side) and date of issue (printed on the back side) of the card in the space provided in Part III of the Application Form. Please attach a self-attested photocopy of both sides of the card.

10. Details of entries to be corrected.

In Part IV of the Application you should indicate the details of entries to be corrected. Therefore, this is a very important part of the Application. You have indicated the correct details about your name, age, date of birth, relations name, sex, address and photo identity card in the space provided in Parts I to III of the Application. In this Part you have to clearly put a tick mark on the details that need to be corrected on the basis of information now furnished by you. Please score out the alternatives that are not to be corrected.

In most part of the country now the electoral roll is printed with the photograph of electors. In case the application is for correcting a wrong photograph, then the applicant may write "My Photograph" in Part IV of the application and if possible, attach a recent passport size coloured photograph with the application.

Please also give your full name and address on the acknowledgement and intimation portions.

Please give your mobile number and E-mail I.D in the Form , which is optional , as the same, if given, may be used by the Electoral Registration Officer for further communication with the applicant whenever required.

FORM 8A  
[See rule 13(4) and 26]

**Application for transposition of entry in electoral roll**

To  
The Electoral Registration Officer,  
.....Assembly/£ Parliamentary Constituency.

SPACE FOR PASTING  
ONE RECENT  
PASSPORT SIZE  
PHOTOGRAPH  
(3.5 CM X 3.5 CM)  
SHOWING FRONTAL  
VIEW OF FULL FACE  
WITHIN THIS BOX

Sir,  
I request that entry in the electoral roll for the abovementioned Constituency relating to \*Myself / \*person named below should be transposed to the relevant part of the roll in this constituency. Particulars of the entry to transposed are given below:

<b>I. Details of person whose entry is to be transposed:</b>	Name		Surname (if any)	
	Part number of electoral roll in which his/her name is included:		His/her serial number in that part:	Elector's Photo Identity Card number (if issued):
	Name		Surname (if any)	
* Father's/ Mother's/ Name Husband's	Name		Surname (if any)	
<b>II. Particulars of present place of ordinary Residence (Full address)</b>				
House/ Door number:				
Street/ Area/Locality/Mohalla/Road:				
Town/ Village:				
Post Office:			Pin Code:	
Tehsil/ Taluka/Mandal/ Thana:				
District:				
<b>III. Period of continuous residence at the above address on the date of application</b>			Years:	Months:
<b>IV. Part number to which the entry has to be transposed (if known)</b>				
<b>®V. Details of applicant:</b>	Name		Surname (if any)	
	Part number of electoral roll in which his/her name is included:		His/her serial number in that part:	Elector's Photo Identity Card number (if issued):
	Name		Surname (if any)	

**Note- Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is punishable under section 31 of the Representation of People Act, 1950 (43 of 1950).**

£ In case of Union territories having no Legislative Assembly and the State of Jammu & Kashmir.

\* Strike out the inappropriate alternative.

@ Part V not to be filled where applicant seeks transposition of entry relating to himself.

**VI. Declaration**

I hereby declare that the facts and particulars mentioned above are true to the best of my knowledge and belief.

Place: \_\_\_\_\_ Date: \_\_\_\_\_ **Signature or thumb impression of the applicant**  
Please give your mobile number / E-mail I.D(Optional)/.....

**Details of action taken**  
**(To be filled by Electoral Registration Officer of the constituency)**

The application of Shri/Smt./Km. .... for transposition of entry relating to himself/ herself/ Shri/ Smt. / Km. .... in the electoral roll in Form 8A has been accepted\*/rejected\*.

Detailed reasons for \*acceptance or \*rejection [under or in pursuance of rule 26(4)\*].

Place: \_\_\_\_\_ Signature of \_\_\_\_\_ (Seal of the Electoral  
Date: \_\_\_\_\_ Electoral Registration Officer Registration Officer)

\* Strike out the inappropriate alternative.

\_\_\_\_\_  
**Remarks of the field level officers (e.g. BLO, Designated Office, Supervisory Officers)**

[[This page should be thick enough so that it does not get mutilated /damaged in postal transit]  
 ]

**Intimation of action taken**  
**(Section-II of the page is to be filled by Electoral Registration Officer of the constituency and to be posted to the applicant on the address as given by the applicant in Section-I)**

-----First Fold-----

Section-I

Postage Stamp to be affixed by the Electoral Registration Authority at the time of dispatch
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The application in Form 8A of  
 \*\*..Shri/ Shrimati/ Kumari.....

** (Full address)									
House/ Door number:									
Street/ Area/Locality/ Mohalla/Road:									
Town/ Village:									
Post Office:	Pin Code: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								
Tehsil/ Taluka/ Mandal/ Thana:									
District:									

\*\* To be filled in by the applicant.

-----Second Fold-----

Section-II

has been—

- a) accepted and the name of Shri/Shrimati/Kumari.....  
 has been deleted from Part No ..... and registered at Sl.No. ----- in Part No.-----  
 of AC No.....  
 (b) rejected for the reason.....

Date.....

Electoral Registration Officer.  
 (Address).....

.....  
 .....

.....Perforation for detachment.....

**Receipt for application**

Received the application in Form 8A of \*\* Shri/Shrimati/Kumari.....  
 \*\*Address.....

Date.....

Signature of the officer receiving the application  
 on behalf of the Electoral Registration Officer  
 (Address) .....

\*\* To be filled in by the applicant.

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## GUIDELINES FOR FILLING UP THE APPLICATION FORM-8A

### General Instructions

#### Who can file Form-8A

1. A person whose name is already included in the current electoral roll can file the Application for transposition of an entry in a different place of the same constituency.

#### When Form-8A can be filed

1. The application can be filed after draft publication of electoral roll of the constituency .for transposition of entry relating to one own self or someone else within the same constituency. The application is to be filed within the specific days provided for the purpose. Due publicity is given about the above period when the revision programme is announced.
2. Only one copy of the application is to be filed.
3. Application for transposition of name within the constituency can also be filed through out the year even when the revision programme is not going on. During non-revision period, application must be filed in duplicate.

#### Where to file Form-8A

1. During revision period, the application can be filed at the designated locations where the draft electoral roll is displayed (mostly polling station locations) as well as the Electoral Registration Officer and Assistant Electoral Registration Officer of the constituency.
2. During other period of the year when revision programme is not going on, the application can be filed only with the Electoral Registration Officer.

#### How to Fill the Form-8A

1. The application should be addressed to the Electoral Registration Officer of the constituency in which transpositions of the relevant entry is required. The name of the constituency should be mentioned in the blank space.
2. In Part I of the Application Form fill the name Part No. & Sr. No. of the electoral roll where already registered and Electors Photo Identity Card No.(EPIC) in full and the relation's name (as printed in the electoral roll).
3. In Part II of the Application please mention the complete address of the new place where you/person concerned have shifted place of ordinary residence within the constituency. Please do not write incomplete address as in that case it may not be possible to link the address to the relevant part of electoral roll where the entry is required to be transposed.
4. In Part III of the Application, indicate the approximate period of continuous residence at the new address mentioned in Part II.
5. In Part IV, write the electoral roll part no. in which the residents of the new area where you have shifted are enrolled. This part is optional in case you don't know the electoral roll part no., then leave it blank.
6. In Part V is not to be filled where the applicant seeks transposition of entry relating to one own self. This part is required to be filled in case the applicant applies for transposition of entry of some other person. Please also give your full name and address on the acknowledgement and intimation portions. Please give your mobile number and E-mail I.D in the Form , which is optional , as the same, if given, may be used by the Electoral Registration Officer for further communication with the applicant whenever required.