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02/02/09

GOVERNMENT OF WEST BENGAL
HOME (C & E) DEPARTMENT, ELECTION WING
2 ND & 3RD FLOOR, 21, NETAJI SUBHAS ROAD, KOLKATA - 700 001
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NO. 037(19)/JSSG/WBE/2009 KOLKATA: 30/01/2009

From : S. Ghosh,
Joint Chief Electoral Officer, West Bengal

To : ALL DISTRICT ELECTION OFFICERS

O/C, Elec.

Sub : Procedure for continuous updation of Electoral rolls

Madam/Sir

I am directed to state that subsequent to the final publication of photo-electoral rolls in 282 ACs on 20.01.2009, the process of continuous updation of electoral rolls with reference to 01.01.2009 has already come into force.

Meanwhile, the Commission has amended the format of Forms 6, 7, 8 & 8A for Inclusion, Deletion/Objection, Correction & Transposition respectively with detailed guidelines for filling up the same for each kind of application. English version of the forms have already been placed on our website (www.ceowestbengal.nic.in). The bengali version will also be available on our website shortly. In this connection, it may be mentioned that applications already received in old formats of forms will continue to remain valid. Arrangements should be made for printing of the new- format forms at the earliest. Representatives of the recognised political parties should also be informed about the changes. Officials engaged for receiving applications should also be explained about the changes so that they can check up the contents of applications as per guidelines printed in the new formats.

All forms received under continuous updation should firstly be entered in computers. Printouts generated from the same should be handed over to the Supervisor/Booth Level Officers for field enquiry. Subsequent information after disposal of the same should also be entered in the computer so that each and every application can be traced and reasons for rejection (if any) are clearly recorded in the computer. The forms submitted should also be properly preserved after completely filling of the same in the prescribed manner.

This year being an Election Year, number of applications for inclusion, deletion etc may go up considerably. For timely completion of the entire process, all out efforts should be made to dispose of applications within 10 days from the receipt of the same. After disposal of the applications, all the prescribed information should be incorporated in the prescribed register for continuous updation.

*Memo No 111 (7) also dated before 2009
Copy forwarded for necessary information and taking
necessary action to:-*
① The C.O. (A) (A)
② The C.O. (A) (A)
③ C.A. to D.M. for kind information to the District Magistrate.
W.C.A. to D.M. (A)
Biswas

Yours faithfully,
[Signature]
[S. GHOSH]
Yours faithfully,

02-02-09
For District Magistrate
Paschim Medinipur.
[Signature]