

**STATE ELECTION COMMISSION, HARYANA**  
**“NIRVACHAN SADAN”, PLOT NO.2, SECTOR-17**  
**PANCHKULA- 134 109**

No. SEC/4E-II/2012/631-51

Dated:12.03.2012

To

All the Deputy Commissioners-cum-District  
Election Officers (P) in the state of Haryana.

**Subject:- Preparation of Voters List of the Panchayati Raj Institutions-  
Guidelines regarding**

Sir/Madam,

I am directed to refer to this office letter No. SEC4E-II/2011/3436-3456 dated 14.10.2011 on subject cited above and to inform you that this Commission has made the following amendments below para no. 5 (C) of the guidelines pertaining to Form “क”:-

**Provided that age mentioned in the Ration Card shall not be considered a valid documentary proof in respect of qualifying age for registration of new voter in the voters lists.**

**Provided further that Authorized /intermediate Officer and District Electoral Officer shall not blindly rely on the report of B.L.O. Instead they should properly examine the documentary proofs attached with the Form before taking any decision.**

2. A copy of amended guidelines is enclosed herewith, with the directions to bring these guidelines into the notice of all concerned officers and officials for strict compliance in future. The requisite number of the copies of these guidelines may be got printed at your own level as and when required and the same be stapled with the prescribed forms i.e. “क”, “ख” and “ग” as the case may be. The guidelines shall also be available at our website [www.sec@hry.nic.in](http://www.sec@hry.nic.in).

2. You are, requested to give a wide publicity to these guidelines and bring them into the notice of District Electoral Officers and the officers concerned for strict compliance in future.

Yours faithfully

Sd/-

(S.C. Mehta)

Secretary,

State Election Commissioner, Haryana

CC:

Computer Operator for hosting the  
Same in the website of this Commission

# GUIDELINES

## FOR

### BECOMING NEW ELECTOR/VOTER FOR THE FIRST TIME IN THE ELECTORAL ROLLS/VOTERS LIST OF GRAM PANCHAYAT/PANCHAYAT SAMITI/ZILA PARISHAD (PRIs).

#### 1. Who is eligible to become a elector/voter

Any person, who has completed the age of 18 years or more on the 1st day of January of the year with reference to which the electoral roll is being prepared or being revised and is ordinary resident of the Gram Panchayat/Panchayat Samiti/Zila Parishad concerned, is eligible to become a voter. He is required to submit his application in Form – “क” as prescribed by the State Election Commission under rule 10 (1) of the Haryana Panchayati Raj Election Rules, 1994.

#### 2. From Where application form to become elector/voter can be obtained

Form “क” can be downloaded from the website of State Election Commission or it can be obtained free of cost from any of the office of District Development and Panchayat Officer, Tehsildar, Block Development and Gram Panchayat, from the official/officer appointed/authorized for this purpose or from the places where the draft voters list is kept for inspection of the general public.

#### 3. When Form- “क” can be filed

The application can be filed at the time of preparation of voters list (hereinafter referred to as draft voters list) as per the schedule issued by the State Election Commission and after draft publication of voters list of the Gram Panchayat/Panchayat Samiti/Zila Parishad i.e. upto the last date of the receipt of claims. While preparing the draft voters list due publicity is being made by the Deputy Commissioner-cum-District Election Officer (P) about the time schedule specified/notified by the State Election Commission for the preparation/revision of voters list i.e. through Munadi or through publication in local newspaper or through local cable network.

#### 4. Where to submit file Form-“क”

After filling up Form “क” within the specified/notified period, the same can be submitted at any place to the following officers/officials:-

- |      |                                      |  |
|------|--------------------------------------|--|
| i)   | DDPO Office<br>office                | Any authorised officer/official of the |
| ii)  | Tehsil Office                        | -do-                                   |
| iii) | BDPO Office                          | -do-                                   |
| iv)  | Gram Panchayat Office<br>Agriculture | Concerned Patwari or Assistant         |

Development Officer or Gram Sachiv or authorized teacher of the local school or any other official authorized by the District Electoral Officer.

Or

At any collection centre, set up by the Deputy Commissioner-cum-District Election Officer (P) concerned within the territorial jurisdiction of Gram Panchayat, Panchayat Samiti and Zila Parishad as the case may be.

Applicant must take a receipt from the officer/official concerned, where he submits form "क".

**5. How to fill the Form- -"क" and the documents to be attached with the forms**

A) The application should be addressed to the District Electoral Officer of the concerned area, where he/she wants to become a voter. The name of the ward should be mentioned in the blank space provided for this purpose. In case of any doubt, the applicant can contact the concerned authorized officer/official or to the concerned District Electoral Officer.

B) Name- the applicant must clearly write his name as it should appears in the electoral roll/voter list.

C) Age (With Documentary Proof) - The applicant should furnished any of the

Following documents in spot of his/her age:

- i) A copy of birth certificate issued by the Competent Authority of Gram  
Panchayat or PHC or the office of the Registrar of Births and Deaths or Baptism Certificate; or
- ii) A copy of Birth certificate from the school (Govt./Recognized) last  
Attended by the applicant or any other recognized educational institution; or
- iii) A copy of certificate of any examination, which mentions date of birth, issued by the Board of School Education established by an act of Parliament or State; or
- iv) A copy of passport; or
- iv) Illiterate or semi-illiterate applicant, who is not in possession of any of the above document, is required to attach a declaration in prescribed format by either of the parents or the close relative already included in the electoral roll/voter list in support of the applicant's age. The format will be supplied, free of cost, on demand. It has also been hosted on the website of the State Election Commission. The format can be downloaded from the website of the State Election Commission, Haryana.

**Provided that age mentioned in the Ration Card shall not be considered a valid documentary proof in respect of qualifying age for registration of new voter in the voters lists.**

**Provided further that Authorized Officer and District Electoral Officer shall not blindly rely on the report of B.L.O. Instead they should properly examine the documentary proofs attached with Form before taking any decision.**

D) Details of Residence

- i) Applicant has to fill up the Form with complete postal address including PIN code where he/she is ordinarily residing and want to get registered as a voter, in the space provided.
- ii) Any of the following documents as a proof of ordinary residence must be attached:

- a) Pass book of any type of account maintained in any bank or post office, or
- b) Ration Card/Passport/Driving License/Income Tax Return, or
- c) Latest Water/Telephone/Mobile/Electricity/Gas connection Bill with address, either in the name of the applicant or that of his wife or his immediate relation like parents etc., or
- d) Postal department's posts received/delivered in the applicant's name at the given address.

- E) Applicant must get attestation of an elector/voter of the same ward of the Gram Panchayat/Gram Panchayat Samiti/Zila Parishad in the space provided for the same in the form.

**6. Caution**

Applicant should not furnish any incorrect or false information in the form. If any information is found to be incorrect or false, action under Section 171 of the Haryana Panchayati Raj Act, 1994 shall be taken against him/her.

**7. Can a person become voter after the final publication of the Electoral Roll/Voter List:**

A person cannot become elector/voter after the final publication of the electoral roll/voter list.

**FORM OF OATH OR AFFIRMATION**

(To be made by either of the parents of the first time applicant who has no age proof)

I, \_\_\_\_\_ whose name is enrolled at the Serial No. \_\_\_\_\_ in ward No. \_\_\_\_\_ of electoral rolls/ Voters list of Gram Panchayat/Panchayat Samiti/Zila Parishad \_\_\_\_\_ do swear in the name of the God/solemnly affirm that my son/daughter \_\_\_\_\_ is \_\_\_\_\_ years of age as on 1<sup>st</sup> January, 201\_ and is residing with me.

Place:

Date:  
parent/close relative

Signature of the

Sworn in the name of God/solemnly affirmed by Shri/Shrimati \_\_\_\_\_ at \_\_\_\_\_ (Place) at \_\_\_\_\_ (hour) this the \_\_\_\_\_ day of \_\_\_\_\_, 201\_ before me.

Signature of District Electoral Officer/Authorised Officer

## GUIDELINES

For

### ELECTOR/VOTER TO LODGE OBJECTION AGAINST ENTRY OF ANY OTHER ELECTOR/VOTER IN THE ELECTORAL ROLL/VOTER LIST OF GRAM PANCHAYAT/PANCHAYAT SAMITI/ZILA PARISHAD (PRIs)

#### 1. Who can file an objection

Objection can be lodged by a person whose name is already included in the Electoral roll/Voter list of the ward concerned. Such objection shall be made/lodged in form "A".

#### 2. From where Form –“A” can be obtained

Form "A" can be downloaded from the website of State Election Commission or it can be obtained free of cost from any of the office of District Development and Panchayat Officer, Tehsildar, Block Development and Gram Panchayat, from the official/officer appointed/authorized for this purpose or from the places where the draft voters list is kept for inspection of the general public.

#### 3. When Form- “A” can be filed

After the draft publication of the electoral roll/voter list pertaining to Gram Panchayat /Panchayat Samiti/Zila Parishad, the applicant can file an objection within the time period as specified by the Commission in the notification. While preparing the draft voters list due publicity is being made by the Deputy Commissioner-cum-District Election Officer (P) about the time schedule specified/notified by the State Election Commission for the preparation/revision of voters list i.e. through Munadi or through publication in local newspaper or through local cable network.

#### 4. Where to submit Form-“A”

After filling up Form "A" within the specified/notified period, the same can be submitted at any place to the following officers/officials:-

- |      |                                      |  |
|------|--------------------------------------|--|
| i)   | DDPO Office<br>office                | Any authorized officer/official of the<br>office |
| ii)  | Tehsil Office                        | -do-   |
| iii) | BDPO Office                          | -do-   |
| iv)  | Gram Panchayat Office<br>Agriculture | Concerned Patwari or Assistant                   |

Development Officer or Gram Sachiv or authorized teacher of the local school or any other official authorized by the District Electoral Officer.

Or

At any collection centre, set up by the Deputy Commissioner-cum-District Election Officer (P) concerned within the territorial jurisdiction of Gram Panchayat, Panchayat Samiti and Zila Parishad as the case may be.

Applicant must take a receipt from the officer/official concerned, where he submits form “क”

**6. How to fill Form-- “क” and the documents to be attached with the Form**

A) The application should be addressed to the Concerned District Electoral Officer. The name of the ward should be mentioned in the blank space provided for this purpose. In case of any doubt, the applicant can contact the concerned authorized officer/official or to the concerned District Electoral Officer.

B) Detail of the elector/voter against whom objection is being filed must be clearly mentioned in the space provided for the same.

C) Reason(s) for objection/deletion of name should be clearly specified in the space provided for the same.

D) Applicant/objector must get attestation of an elector/voter of the same ward of the Gram Panchayat/Panchayat Samiti/Zila Parishad.

**7. Caution**

Applicant/objector should not furnish any incorrect or false information in the form. If any information is found to be incorrect or false, action under Section 171 of the Haryana Panchayati Raj Act, 1994 shall be taken against him/her.

**8. Can Objection be filed after the last date of receipt of objection as specified/notified by the Commission**

No objection can be filed after the date of receipt of objections as specified by the Commission.



## GUIDELINES

### FOR

#### AN ELECTOR/VOTER SEEKING CHANGE IN ANY ENTRY IN RESPECT OF HIMSELF/HERSELF IN THE ELECTORAL ROLL/VOTERS LIST OF GRAM PANCHAYAT /PANCHAYATSAMITI/ZILA PARISHAD

#### 1. Who can file Form- “ख”

Any person whose name is already included in the electoral roll/voters list, seeking correction to his/her particulars already printed in the electoral roll. Such application must be made in Form-“ख”.

#### 2. From where Form--“ख” can be obtained

Form “ख” can be downloaded from the website of State Election Commission or it can be obtained free of cost from any of the office of District Development and Panchayat Officer, Tehsildar, Block Development and Gram Panchayat, from the official/officer appointed/authorized for this purpose or from the places where the draft voters list is kept for inspection of the general public.

#### 3. When Form- - “ख” can be filed

After the draft publication of the electoral roll/voter list pertaining to Gram Panchayat /Panchayat Samiti/Zila Parishad, the applicant can file an application within the time period as specified by the Commission in the notification. While preparing the draft voters list due publicity is being made by the Deputy Commissioner-cum-District Election Officer (P) about the time schedule specified/notified by the State Election Commission for the preparation/revision of voters list i.e. through Munadi or through publication in local newspaper or through local cable network.

#### 4. Where to submit Form-“ख”

After filling up Form “ख” within the specified/notified period, the same can be submitted at any place to the following officers/officials:-

- |      |                                   |  |
|------|-----------------------------------|--|
| i)   | DDPO Office office                | Any authorized officer/official of the |
| ii)  | Tehsil Office                     | -do-                                   |
| iii) | BDPO Office                       | -do-                                   |
| iv)  | Gram Panchayat Office Agriculture | Concerned Patwari or Assistant         |

Development Officer or Gram Sachiv or authorized teacher of the local school or any other official authorized by the District Electoral Officer.

Or

At any collection centre, set up by the Deputy Commissioner-cum-District Election Officer (P) concerned within the territorial jurisdiction of Gram Panchayat, Panchayat Samiti and Zila Parishad as the case may be.

Applicant must take a receipt from the officer/official concerned, where he submits form “ख”

**5. How to fill Form- - “ख” and documents to be attached with the form**

A) The application should be addressed to the Concerned District Electoral Officer. The name of the ward of Gram Panchayat/Panchayat Samiti/Zila Parishad should be mentioned in the blank space provided for this purpose. In case of any doubt, the applicant can contact the concerned authorized officer/official or to the concerned District Electoral Officer.

B) In case elector/voter is seeking change in his/her name/address etc. he/she shall submit sufficient proof alongwith the application for this purpose.

C) The applicant must clearly write his serial no. and ward no., where his name is listed. This is mandatory.

**6. Detail of entries to be corrected**

In the Application, the applicant must indicate the detail of entries to be corrected. Therefore, this is a very important part of the Application. He/she must indicate the correct detail about his/her name, age, date of birth, address and Photo Identity Card in the application. He must have to clearly mention the details that need to be corrected on the basis of information now furnished by him.

**7. Caution**

Applicant should not furnish any incorrect or false information in the form. If any information is found to be incorrect or false, action under Section 171 of the Haryana Panchayati Raj Act, 1994 shall be taken against him/her.

**8. Can Form - “ख” be filed after the last date of receipt of Claim/objection as specified/notified by the Commission.**

Form - “ख” can be filed after the date of receipt of claim/objections as specified by the Commission.