

बिहार सरकार
ग्रामीण विकास विभाग

पत्रांक 4260069

पटना / दिनांक 26/06/2025

ग्रा0वि0-3/स्था0-01-03/2025

प्रेषक,

लोकेश कुमार सिंह,
सरकार के सचिव।

सेवा में,

सभी जिला पदाधिकारी,
बिहार।

विषय :- विभागीय अधिसूचना संख्या-4253585 दिनांक 24.06.2025 एवं अधिसूचना संख्या-4253588 दिनांक 24.06.2025 द्वारा प्रखंड विकास पदाधिकारियों/ प्रभारी प्रखंड विकास पदाधिकारियों का स्थानांतरण/ पदस्थापन के कार्यान्वयन के स्थगन के संबंध में।

महाशय,

उपर्युक्त विषय के संबंध में कहना है कि विभागीय अधिसूचना संख्या-4253585 दिनांक 24.06.2025(प्रति संलग्न) एवं अधिसूचना संख्या-4253588 दिनांक 24.06.2025(प्रति संलग्न) द्वारा क्रमशः 24 एवं 27 प्रखंड विकास पदाधिकारियों/ प्रभारी प्रखंड विकास पदाधिकारियों का कार्यहित एवं प्रशासनिक दृष्टिकोण से स्थानांतरण/ पदस्थापन किया गया है।

उल्लेखनीय है कि भारत निर्वाचन आयोग, नई दिल्ली के पत्रांक 23/2025-ERS(Vol.II) दिनांक 24.06.2025(प्रति संलग्न) के द्वारा मतदाता सूची को पुनरीक्षण सहित निर्वाचन से संबंधित कतिपय दिशा-निर्देश जारी किये गये हैं।

अतः उपर्युक्त के आलोक में विभागीय अधिसूचना संख्या-4253585 दिनांक 24.06.2025 एवं अधिसूचना संख्या-4253588 दिनांक 24.06.2025 द्वारा प्रखंड विकास पदाधिकारियों/ प्रभारी प्रखंड विकास पदाधिकारियों का स्थानांतरण/ पदस्थापन के कार्यान्वयन को अगले आदेश तक स्थगित किया जाता है।

अनु0-यथोक्त।

विश्वासभाजन

(लोकेश कुमार सिंह)
सरकार के सचिव

जापांक:- 4260069

दिनांक:- 26/06/2025

प्रतिलिपि- सभी उप विकास आयुक्त, बिहार/ सभी प्रखंड विकास पदाधिकारी/ ग्रामीण विकास पदाधिकारी-सह-प्रभारी प्रखंड विकास पदाधिकारी को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

सरकार के सचिव

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Election Commission of India
Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.23/2025-ERS (Vol.II)

Dated: 24th June, 2025

To,

The Chief Electoral Officer
Bihar, Patna

Sub: Special Intensive Revision w.r.t. 01.07.2025 as the qualifying date.

Sir,

1. I am directed to convey that the Commission has directed a Special Intensive Revision (**SIR**) in exercise of its powers under Article 324, Section 21 of the Representation of the People Act, 1950 (the "RPA 1950"), along with other applicable provisions of the RPA 1950, with reference to 01.07.2025 as the qualifying date, in the State of Bihar, where general election to state Legislative Assembly is due in 2025 (**Annexure A**).
2. While carrying out the **SIR** of the electoral rolls, **ERO** of each Assembly Constituency shall be responsible for ensuring that no eligible citizen is left out while no ineligible person is included in the Electoral Roll. During the **SIR**, **CEO/DEO** will aid **ERO** to fulfil the constitutional mandate that every eligible person, as per Article 326 of the Constitution of India read with Section 16 and 19 of the RPA 1950, is enrolled as Elector. For this, **EROs** shall satisfy themselves regarding the eligibility of every person before entering their name in the electoral roll. The detailed guidelines are attached (**Annexure B**).
3. During **SIR**, **EROs** through the **BLOs** shall conduct House to House enumeration. **Every existing elector, as on the date of this order, will be made available an Enumeration Form (Annexure C)**, either through **BLO** or the elector can download the Enumeration Form from <<https://voters.eci.gov.in>>. **BLO** shall collect one copy of the Enumeration Form and sign the acknowledgment of receipt on the second copy to be retained by the existing elector. Based on the Enumeration Forms received back along with documents, **ERO** will prepare the draft roll.
4. Further, in case of application for registration as a new elector or for shifting from outside the state, it is also directed that henceforth,

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alongwith Form 6/Form 8, an additional Declaration Form (**Annexure D**) shall also be required to be filled by the applicant to support the declaration made therein.

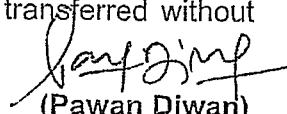
5. The last intensive revision in Bihar was done in 2003, with 01.01.2003 as qualifying date. As the eligibility of Electors enrolled in the Electoral Rolls after the last intensive revision was established then, the Commission has decided that such Electors need not attach any additional document alongwith the Enumeration Form, except the extract of the Roll. Thus, CEO/DEO/ERO shall make the Electoral Rolls with qualifying date of 01.01.2003 freely available to all BLOs in hard copy, as well as, online on their website for anyone to download and use as documentary evidence while submitting their Enumeration Form (**Annexure C**). CEO/DEO/ERO/BLO should also take care that genuine electors, particularly old, sick, PwD, poor and other vulnerable groups are not harassed and are facilitated to the extent possible, including through deployment of volunteers.
6. Also, ERO shall assess the need of new Polling Stations considering that no **Polling station has more than 1,200 electors, except with the prior approval of the Commission.** ERO to also ensure that the polling station area is so defined and demarcated that no overlap exists with any other Polling station.
7. SIR to be undertaken strictly within the timeline as per the following schedule:

1	(i) ERO to print pre-filled Enumeration Form (in duplicate) for all existing electors and give it to the respective BLOs. (ii) ERO to give training to BLOs about the Revision Exercise. (iii) BLO to distribute Enumeration Form to all existing electors (in duplicate) through House to House visit. (iv) BLO to guide the public on filling up Enumeration Form. (v) BLO to collect Enumeration Forms from the public, along with required documents, or the public can also upload Enumeration Forms and documents online. (vi) Uploading collected. Forms in BLO App/ECINet, on a day-to-day basis. (vii) BLO to give recommendations on each Enumeration Form so received.	25.06.2025 (Wednesday) to 26.07.2025 (Saturday)
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	(viii) BLO Supervisor to check the BLO's output in quantitative as well as qualitative terms. (viii) AERO to verify all Enumeration Forms not-recommended by BLOs.	
2	Rationalization/Re-arrangement of Polling Stations and finalization of proposed restructuring of section/part boundaries, location of polling stations and obtaining approval of list of polling stations. A polling Station shall preferably contain not more than 1,200 electors	25.06.2025 (Wednesday) to 26.07.2025 (Saturday)
3	Updation of Control Table and Preparation of draft roll having names of all the existing electors who submitted the duly filled Enumeration Forms.	27.07.2025 (Sunday) to 31.07.2025 (Thursday)
4	Publication of draft electoral roll on 01.08.2025 (Friday)	
5	Period for filing claims & objections	01.08.2025 (Friday) to 01.09.2025 (Monday)
6	Decision on Enumeration Forms received during H2H enumeration period and disposal of claims and objections to be done concurrently and to be completed by the EROs by	By 25.09.2025 (Thursday)
7	(i) Checking of health parameters of the finalised electoral rolls and obtaining Commission's permission for final publication. (ii) Updating database and printing of supplements	By 27.09.2025 (Saturday)
8	Final Publication of Electoral Roll on 30.09.2025 (Tuesday)	

8. Also, to enable fulfilment of the above constitutional mandate, the Commission also directs, under Article 324 of the Constitution, that the Chief Secretary shall ensure that CEO/DEO/ERO/AERO/BLO Supervisor/BLO and all other officers involved in preparation of Electoral Rolls are adequately supported with manpower and resources. During the SIR period, the Chief Secretary shall ensure that no post notified as DEO/ERO/AERO is vacant and no such officer is transferred without prior approval of the Commission.


 (Pawan Diwan)
 Secretary

Copy to Chief Secretary of Bihar for necessary action.

Election Commission of India
Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 23/ERS/2025

Dated: 24th June, 2025

ORDER

Special Intensive Revision of Electoral Rolls

1. Whereas, Article 324 of the Constitution of India and the Representation of People Act, 1950 (the "RPA 1950") vests the superintendence, direction and control of the preparation of the electoral rolls for, and the conduct of the elections to the Parliament and the State Legislatures, with the Election Commission;
2. Whereas, maintaining the integrity of the electoral roll is fundamental for the conduct of free and fair elections;
3. Whereas, the electoral machinery, eligibility conditions, manner and procedure for preparation of electoral rolls are provided under the RPA 1950 and the Registration of Electors Rules, 1960 ("RER, 1960"), framed under the RPA 1950;
4. Whereas, in line with this objective, the Commission has previously exercised its powers under enabling statutes in the years such as 1952-56, 1957, 1961, 1965, 1966, 1983-84, 1987-89, 1992, 1993, 1995, 2002, 2003 and 2004 to undertake Intensive Revision of electoral rolls for all or some parts of the country for afresh preparation of electoral rolls through enumeration. The last intensive revision in Bihar, was conducted by the Commission in the year 2003 with reference to 01.01.2003 as the qualifying date;
5. Whereas, the preparation of electoral roll must ensure that all eligible citizens are included and no such eligible citizen is excluded from the electoral roll;
6. Whereas, the Article 326 of the Constitution stipulates that every person who is a citizen of India and who is not less than eighteen years of age on the qualifying date and is not otherwise disqualified under any law shall be entitled to be registered in the electoral roll;
7. Whereas, the Commission has noted that during the last 20 years significant change in electoral roll has taken place due to additions and deletions on a large scale over this long period. Rapid urbanization and frequent migration of population from one place to another on account of

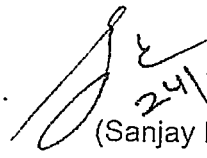
education, livelihood and other reasons, have become a regular trend. Some electors obtain registration in one place and then shift their residence and register themselves at another place without getting their names deleted from the electoral roll of the initial place of residence. This has led to increased possibility of repeated entries in the electoral roll. Thus, the situation warrants an intensive verification drive to verify each person before enrolment as an Elector;

8. Whereas, one of the fundamental pre-conditions set out in Article 326 of the Constitution is that a person is required to be an Indian citizen, for his/her name to be registered in the electoral roll. Consequently, the Commission has a constitutional obligation to ensure that only persons who are citizens;
9. Whereas, under Section 21 of the RPA 1950 along with other applicable provisions of the RPA 1950, the Commission is empowered to direct special intensive revision of the electoral rolls including preparation of electoral rolls afresh;
10. Therefore, the Commission has now decided to begin the Special Intensive Revision in the entire country for the discharge of its constitutional mandate to protect the integrity of the electoral rolls; However, since the General Elections to the Legislative Assembly in the State of Bihar is expected in later part of this year, hence the Commission has decided to conduct Special Intensive Revision in the State of Bihar as per the Guidelines and schedule attached herewith. The schedule for the Special Intensive Revision in the rest of the country shall be issued separately in due course.
11. Since the last intensive revision in Bihar was undertaken in 2003, the EROs shall treat the electoral roll of 2003 with qualifying date of 01.01.2003 as probative evidence of eligibility, including presumption of citizenship unless they receive any other input otherwise.
12. Any person whose name is not recorded in the 2003 Electoral Roll shall for the purpose of registration in the electoral roll is required to submit from amongst a wide range of eligible government documents as prescribed for establishing their eligibility to be an elector.
13. Since the existing Electoral rolls were published on 06.01.2025 under Special Summary Revision, and continuously updated since then, the Commission further directs that a pre-filled enumeration form shall be made available to every existing elector as on the date of issue of this order and the draft roll shall include the names of all the electors who have submitted a duly filled Enumeration Form before July 25, 2025. This being an intensive revision, in case enumeration form is not submitted

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before July 25, 2025, the name of the elector can not be included in the draft rolls. However, CEO/DEO/ERO/BLO should also take care that genuine electors, particularly old, sick, PwD, poor and other vulnerable groups are not harassed and are facilitated to the extent possible, including through deployment of volunteers.

14. The ERO/AERO shall not delete any entry from the draft roll without conducting an inquiry and giving a fair and reasonable opportunity to the persons concerned whose name has appeared in the draft roll. In case any person is aggrieved by the decision of the ERO, he may prefer an appeal to the District Magistrate under Section 24(a) of the RP Act, 1950, read with rule 27 of the RER, 1960 within the stipulated time. If the appellant remains unsatisfied, a second appeal may be preferred before the Chief Electoral Officer within 30 days of the DM's order, as per Section 24(b) of the RP Act, 1950 read with Rule 27 of the RER, 1960.
15. Further, in case of application for registration as a new elector or for shifting from outside the state of Bihar, it is also directed that henceforth, alongwith Form 6/Form 8, an additional Declaration Form (**Annexure D**) shall also be required to be filled by the applicant to support the declaration made therein.

By Order
Election Commission of India

24/06/25
(Sanjay Kumar)
Deputy Election Commissioner

Detailed Guidelines For Special Intensive Revision

1. Training

- a. DG(IT), ECI shall organise a training of the CEO and State IT Nodal Officers at the CEO office to familiarize them about new IT features/modules/applications/online submission of forms.
- b. CEO/DEO/ERO/AERO shall get themselves acquainted with the new ECINet application, and especially about the BLO, Elector and their respective modules.
- c. CEO shall also ensure that all the posts of EROs/AEROs/BLOs/Supervisors are filled and requisite training and orientation including training on the latest IT process and systems is completed well in time.
- d. At the earliest, ERO will conduct an orientation workshop for the Booth Level Agents (BLA) of recognized political parties to explain the process and to sensitize them about SIR.

2. Rationalization, Reserialization and Formation of sections

- a. Based on the H2H enumeration, ERO shall assess the need of new Polling Stations considering that **no Polling station has more than 1,200 electors, except with the prior approval of the Commission.** ERO to also ensure that the polling station area is so defined and demarcated that no overlap exists with any other Polling station.
- b. The electors of so merged/attached polling stations are not required to travel for more than two kilometer distance and to cross any natural barriers.
- c. Extensive survey must be carried out during the exercise of rationalization of polling stations for setting up new polling stations in the High Rise/Group Housing societies/RWA colonies that have common facilitation area/community halls at ground floor within the premises and in slum dwelling clusters of urban areas.
- d. Immediately after assessing the requirement of new polling stations, ERO shall communicate the requirement of additional polling stations to DEO.
- e. DEO, being responsible for provisioning of polling stations u/s 25 of the RP Act 1951, shall ensure 100% physical verification of the existing and newly proposed polling station locations through a senior officer to assess as to whether the building is in proper condition and it meets the other parameters set by the Commission for smooth conduct of poll.
- f. DEO shall consult the representatives of the political parties before finalizing the proposal of new polling stations. Thereafter,

DEO shall obtain the approval of the Commission for the consolidated proposal of polling stations.

- g. Proposal for change of location shall be sent to the Commission only after 100% verification/inspection of the polling station and along with longitude and latitude. Latitude and Longitude of all Polling Stations, newly identified and proposed for creation/change of location of polling station shall be captured and details of the same shall be updated in the ECINet Dashboard.
- h. After Commission's approval, ERO shall update the Control Table in ECINet and create Parts, as per IT applications to prepare draft Electoral Roll.
- i. Once a new polling station is created in the Electoral Roll, ERO shall also, through BLO, ensure uploading of photos and location information of the polling station, along with data like latitude and longitude of the Polling Station, from BLO's module in ECINet App.
- j. **Standardization of addresses:** The electors will be arranged in the roll in a sequence, according to the House no. (and Floor no. of the building). To standardize the address of electors the following fields of addresses shall be maintained while preparing the roll:¹
 - i. House No./ Flat No./Door No. (Name of house, if available)
 - ii. Floor No. (in case of multi-story building)
 - iii. Building No./Block No./Tower No. (name of building, if available)
 - iv. Apartment No.
 - v. Wing
 - vi. Ward No*
 - vii. Street/ Road/Lane*
 - viii. Sector
 - ix. Area/Locality*
 - x. Landmark, if any
 - xi. Village/Town/City*
 - xii. Sub-district/Tehsil
 - xiii. District*
 - xiv. State*
 - xv. Pincode*
- k. **Family Grouping:**

¹ The fields marked with (*) should be mandatorily mentioned in the electors' details, while the remaining fields may be taken as optional fields and be included wherever necessary (like in urban areas). The CEO/DEO may include the other fields in the mandatory category as prevalent in the State/District. Where no House no. as given by the Panchayat/Municipal Authorities is available, the notional number will be given in the roll. In such cases, it will be invariably indicated that the House no. is notional. The mandatory address fields will be mentioned in the electoral roll and the same will be reflected as it is in the EPIC of the elector.

- i. Based on the H2H enumeration, while creating a new polling station or re-organizing/rationalisation of the existing polling stations by creating/merging/ attaching sections to the adjacent polling stations, ERO to ensure the following:
 1. No family residing at same Door/Flat No. is broken and all the family members are kept in the same section and in the same part,
 2. Electors residing in a building are enrolled in the same part, and
 3. As far as possible electors residing in a Street are enrolled in the same part.
- ii. To group all the family members and neighbors in a section, ERO shall keep all Electors of one house/building/tower, in one Section, as far as feasible, in any case within a part.

3. House to House (H2H) Enumeration

- a. At the start of the H2H process, Booth Level Officers (BLOs) shall be provided with:
 - i. an Identity Card, if not already given, and
 - ii. a kit bag labeled **Special Intensive Revision**, that shall include registers, stationery, caps/T-shirts, and any other necessary stationery items required during the enumeration process.
 - iii. Enumeration Forms (**Annexure C**) with pre printed details of existing electors, for each existing elector as on the date of issue of this order, in duplicate. Alongwith certain number of blank Enumeration Forms for any eventuality.
- b. BLOs shall visit each household and distribute Enumeration Form, with pre printed details of existing electors, to each existing elector in duplicate and will guide them in filling up the Form.
- c. If BLO finds that any house is locked or closed at the time of enumeration, she/he shall slip the Enumeration Forms in the house and make at least three visits to collect filled up Forms.
- d. The existing electors will also be provided a facility to download pre-filled Enumeration Form and upload filled-in Forms and documents through online mode.
- e. Each elector must submit this form along with requisite information and self-attested documents to the BLO.
- f. BLO will again visit every household to collect the filled copy of the Enumeration Form from the electors. BLO shall keep one copy of Enumeration Form along with the requisite documents with him/her and give an acknowledgement of receipt of Form and document on the other copy of Enumeration Form to be retained by the applicant.

- g. In case an elector has uploaded a form filled in with documents online, BLO will verify the documents during his visit to the house of the elector.
- h. BLO shall upload these Forms and attached documents through BLO/ECINet mobile application. Thereafter, BLO will submit all the collected Enumeration Forms along with its documents to the concerned ERO/AERO for record purposes.

4. Publication of draft roll :

- a. ERO shall prepare the draft Electoral Roll by including all the Electors whose Enumeration Forms have been received from the electors. Decision on the Enumeration Forms so received shall be taken after draft publication during the claims & objection period. However, ERO/AERO shall start scrutinising Enumeration Forms, as and when they are received to identify the cases with suspected eligibility.
- b. Draft electoral roll shall consist of names of all the existing electors who have submitted their duly filled Enumeration Form to the BLO during the H2H enumeration period or which have been received online and verified by BLO. Names of other electors, from whom Enumeration Forms are not received will not be included in the draft roll.
- c. In case any elector is unable to submit their filled in enumeration forms within the specified time, they may file Form 6 along with the prescribed Declaration Form (Annexure D) for inclusion during the claims and objections period.
- d. All names of member of judiciary, public representatives, holders of declared offices and personalities from fields of arts, culture, journalism, sports, and public services etc. earlier flagged in the electoral database, are to be included in the draft Electoral Rolls, so that necessary documents can also be collected during the period of Claims and Objections.
- e. ERO shall also invite advance application for subsequent qualifying date i.e. 01st October, 2025 while publishing notice for draft publication in Form-5.

5. Period of Claims and Objections

- a. After publication of the draft Electoral Rolls, ERO/AERO shall scrutinise the eligibility of proposed Electors in accordance with the qualification of Electors prescribed under Article 326 and Section 16 & 19 of RPA 1950. To do so, ERO/AERO shall come to his/her satisfaction based on the documents submitted and field reports.
- b. In case ERO/AERO doubts the eligibility of the proposed Elector (due to non-submission of requisite documents or otherwise), he/she will start a suo moto inquiry and issue notice to such proposed Elector, as to why his/her should not be deleted. Based

on field inquiry, documentation or otherwise, ERO/AERO shall decide on inclusion of such proposed Electors in the Final Rolls. In each such case, ERO/AERO shall pass a speaking order. Also, EROs will refer cases of suspected foreign nationals to the competent authority under the Citizenship Act, 1955. For these purposes, AERO shall exercise ERO's powers independently u/s 13C(2) of the RPA, 1950.

- c. Whereas, the eligibility conditions to enroll as an elector were already being verified by the ERO to his satisfaction, it is necessary that the documents on the basis of which such satisfaction of ERO is arrived at, are also uploaded in ECINET as the current level of technology enables so.
- d. Every claim for inclusion of name in the roll as new elector shall be in Form-6 along with new Declaration Form. Henceforth, all EROs shall also ensure to collect the prescribed Declaration Form in respect of all pending Form 6 and advance claims received in Form 6 w.r.t. 01.10.2025 as the qualifying date.
- e. Application for shifting of residence within the constituency or outside the constituency, correction or updation of entries, replacement of EPIC and marking of PwD, shall be in Form-8 and shall be preferred by the person to whom that entry relates. New Declaration Form shall be submitted alongwith Form-8 for shifting of residence from outside the state of Bihar.

6. Display of list of claims and objections

- a. ERO shall prepare lists of claims and objections in Form 9, 10, 11 and 11A and 11B and exhibit one copy of such lists on a notice board in his office on every working day.
- b. The list of all claims and objections received should also be put up on the website of the CEO so that citizens are able to see the list and lodge objections, if any, with the concerned ERO.
- c. CEO to give adequate publicity to the fact that a list of claims and objections is available on CEO's website, and if any one wants to raise objections regarding any claim in the list, he/she can file the same before the EROs. This information should also be shared with the political parties by holding meetings with them and sending written communication to them.
- d. ERO to share the list of claims and objections with the political parties on a weekly basis. The list should be incremental instead of cumulative. For this purpose, the ERO should call a meeting of all political parties on a regular interval and personally handover a list of claims and objections to them and obtain acknowledgement.

7. Appeals under Section 24 of the Representation of the People Act, 1950: An appeal shall lie from any decision of the ERO to the District Magistrate u/s 24(a) of the RP Act, 1950, and a second appeal under

Section 24(b) against the decision of the first Appellate authority shall lie to the CEO, in the manner prescribed under Rule 27 of the Registration of Electors Rules, 1960.

8. Supervision and Checks: Following supervisory checks and verification are prescribed.

- a. BLO Supervisor, who normally has 10 BLOs under his charge shall verify 10% of each of the Booth Level Officer's verification work under him.
- b. ERO shall hold regular monitoring meetings with AEROs, BLO Supervisors and BLOs and ensure that the work done is not superficial. Delinquent officials should be taken to task and corrective measures taken swiftly.
- c. **Super-checking during SIR by Roll Observers:** Verification of 250 Forms (100 additions + 100 deletions + 50 modifications) in the assigned districts or at least 50 Forms (20 additions + 20 deletions + 10 modifications) in each of the assigned districts, by tabletop exercise. Out of these verified Forms, field verification must be done in a minimum of 50 Forms.

9. Engagement with Political Parties and sharing of electoral rolls:

- a. By CEO:
 - i. As soon as the SIR schedule is announced, the CEO shall hold a meeting with all recognized political parties, and inform them of the important points of the law and procedures of the SIR and seek their cooperation.
 - ii. For all such meetings, records like minutes of meetings attendance of participants with their signature should be maintained.
 - iii. The CEO shall ask the recognized political parties to appoint a Booth Level Agent (BLA) for each polling station who would be associated with BLO during the revision period. Political Parties shall also be asked to give a list of BLAs to respective EROs.
 - iv. The CEO shall extract a report on the status of disposal of claims and objections received during the revision from ECINet and put the same on his website on a weekly basis, for information of general public/citizens.
 - v. Computerization and posting of all application forms received in Forms 6, 6A, 7, 8 on the website of the CEO on a day to day basis.
 - vi. CEO shall put draft electoral roll, final electoral roll, list of claims and objections on CEOs' website and share the same with recognized political parties.
 - vii. CEO shall get the revision schedule properly disseminated to media, political parties and social organizations/RWAs

and reach out to electors/eligible population extensively well before the date of draft publication of electoral rolls.

b. By DEO:

- i. DEO shall get the revision schedule properly disseminated to media, political parties and social organizations/RWAs and reach out to electors/eligible population extensively well before the date of draft publication of electoral rolls.
- ii. The DEO shall hold periodic meetings with all recognized national and state level political parties and inform them of the important points of the law and procedures of the SIR and seek their cooperation before the date of draft publication.

c. By ERO:

- i. ERO shall share a list of claims and objections with all political parties on a weekly basis. He will be able to download this list through ECINet.
- ii. ERO, immediately after draft and final publication, shall supply free of cost two copies (one hard copy & one soft copy) of each separate part of the roll to every registered political party. For this purpose, soft copy of electoral roll shall not have the electors' photographs.

d. By BLO:

- i. Before H2H enumeration, BLO will hold a meeting with BLAs and brief them about the schedule and process of SIR.
- ii. The BLOs will go through the draft electoral roll with BLAs of recognized political parties of the State and identify the corrections to be carried out, etc. It is pertinent to mention that BLAs once appointed from a recognized political party will continue as BLA, unless their appointment is rescinded /revoked by the political party concerned.
- iii. With a view to ensure more involvement of political parties, the Commission has allowed BLAs of recognized political parties to file applications in bulk, subject to the condition that a BLA shall not submit more than 50 Forms/day to BLO before the Draft Publication, and 10 Forms/day thereafter.
- iv. BLA will submit a list of application forms with an undertaking that he has personally verified the particulars of the application forms and is satisfied that they are correct.

10. Schedule of Press Note/Advertisement during SIR

a. Announcement of schedule of SIR:

- i. **Press Note:** CEO to issue a Press Note explaining pre-revision activities like, H2H, rationalization and

schedule in detail along with expected meetings with political parties. DEO to circulate CEO's press notes on its social media.

- ii. **Advertisement:** CEO to publish SIR schedule in the prominent newspapers, along with a public appeal to file claims and objections.
- iii. **Letter:** CEO/DEO/ERO to write to recognized political parties sharing the schedule and guidelines of SIR.
- b. Rationalisation of PS:
 - i. **Press Note:** DEOs to issue a press note with photos of meetings with political parties discussing the draft list of Polling Station. CEO to issue a consolidated press note after Commission's approval of final list of PS.
- c. Publication of draft roll
 - i. **Press Note:** CEO/DEOs to issue separate press notes on the day of draft publication with details of the electors, period of claims & objections, sharing of lists of claims & objections on weekly basis, information about the provision of appeal and details of appellate officers. Press Note shall have photos with the authorised representatives of the political parties while handing over the copies of draft roll to them.
 - ii. **Advertisement:** CEO to make an appeal for people to file claims and objections on the draft Electoral Roll.
- d. Period of Claims and Objections
 - i. **Press Note:** Each DEO will issue a press note, during the period, while sharing the photos of ERO handing over the weekly list of claims and objections to political parties.
- e. Final Roll Publication
 - i. **Press Note:** CEO/ DEOs will issue a Press Note on the day of final publication with electors details, and photos of ERO handing over the final roll to the political parties. The note shall also inform public and political parties about the process of appeal
 - ii. **Advertisement:** CEO to inform the public about the final publication and summary of electors details and informing the public about the process of appeal.

11. Preparation of Electoral roll at the time of Final Publication

- a. ERO will ensure that the Final roll is a single updated roll (draft roll plus supplements prepared during SIR), in which all the additions made during SIR period will come with Sl. No. in continuation after the last entry of the draft roll and all the modifications and deletions carried out during SIR shall be

reflected in the updated roll against Sl. No. of such modified and deleted entries.²

- b. This final roll shall be shared with recognized political parties and uploaded on the website.
- c. No separate addition, deletion and, modification lists will be printed and given to the political parties, though the EROs will generate these lists from ECINet and keep them only for future reference.
- d. In cases where ERO/AERO, on having scrutinised the eligibility based on suo moto inquiry and after giving due opportunity of being heard, has found the proposed Elector in draft Electoral Roll as ineligible to be enrolled as an Elector, ERO/AERO shall ensure that such cases are not included in the Final Electoral Rolls. Such Electors shall have a right to file Appeal to the District Magistrate.

12. Preparation of electoral roll during elections

- a. During elections, at the time of preparation of electoral roll on the last date of filing of nominations, to be given to the candidates of recognized political parties and for preparation of marked copy/working copy:
 - i. ERO will ensure that the electoral roll is a single updated one and without re-serialization of entries. The deleted entries will not be removed.
 - ii. All the additions made during continuous updation from the last final publication date till the last date of making nominations (during election), will be put in chronological order giving continuous Sl. No. starting with next Sl. No. of last entry in final roll. All deletions & modifications will be marked in the last final roll as per Commission's existing instructions.
- b. There is a complete restriction on deletion of names & corrections in particulars of electors after 10th day of the announcement of election programme, therefore all Form-7 and Form-8 (other than shifting) received after the announcement of election shall be disposed of after the election is over. For applications received in Form-8 for shifting of residence, addition shall continue till the last date of making nominations while simultaneous deletion of such entry at old place shall be done by the ERO after the election is over. Such names shall be kept in the ASD list at the previous place of enrolment.

² Commission's Instruction No. 23/INST/2023-ERS dated 16.03.2023

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Annexure C

Enumeration Form

Elector's Name. EPIC, Address (Pre-printed).

Serial No, Part No. & name, AC/PC Name, State (Pre-printed).

Old Photo (Pre-printed)	Paste Current Photo
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Date of Birth	AADHAAR No. (Optional)	Mobile No.

Father's/Legal Guardian Name	EPIC No. (if available)

Mother's Name	EPIC No. (if available)

Spouse's Name (if applicable)	EPIC No. (if available)

DECLARATION

I HEREBY DECLARE that to the best of my knowledge and belief-

(i) I am above 18 years of age, ordinary resident on the above address and a citizen of India, and **(tick any one)**

- ☐ I was born in India before 01.07.1987
- Provide any document, for Self, from the list given below establishing date of birth and/or place of birth.
- ☐ I was born in India between 01.07.1987 and 02.12.2004
- Provide any document, for Self, from the list given below establishing date of birth and/or place of birth.
 - Provide any document, for Father or Mother, from the list given below establishing date of birth and/or place of birth.
- ☐ I was born in India after 02.12.2004

- Provide any document, for Self, from the list given below establishing date of birth and/or place of birth.
- Provide any document, for Father, from the list given below establishing date of birth and/or place of birth.
- Provide any document, for Mother, from the list given below establishing date of birth and/or place of birth.
- If any parent is not Indian, provide a copy of his/her valid passport & visa at the time of your birth.

- ☐ I was born outside of India (attach proof of Birth Registration issued by Indian Mission abroad),
- ☐ I have acquired Indian citizenship by Registration/Naturalisation (attach Certificate of Registration of Citizenship)

(ii) I have not acquired the citizenship of any other country.

(iii) I am applying for inclusion in the Electoral Roll and my name is not included in any other Assembly Constituency/ Parliamentary Constituency.

(iv) I am aware that making the above statement or declaration in relation to this application which is false and which I know or believe to be false or do not believe to be true, is punishable under Section 31 of Representation of the People Act, 1950 (43 of 1950) with imprisonment for a term which may extend to one year or with fine or with both.

Date: _____ Place: _____ Signature/Left Thumb Impression

Indicative (not exhaustive) list of documents to be submitted in support of the declaration (separate self attested documents to be submitted for Self, Father and Mother, if mentioned above, except where extract of the Electoral Roll of Bihar with qualifying date 01.01.2003 is used, which will be considered as a sufficient document in itself):

1. Any Identity card/Pension Payment Order issued to regular employee/pensioner of any Central Govt./State Govt./PSU.
2. Any Identity Card/Certificate/Document issued in India by Government/ local authorities/Banks/Post Office/LIC/PSUs prior to 01.07.1987.
3. Birth Certificate issued by the competent authority.
4. Passport
5. Matriculation/Educational certificate issued by recognised Boards/universities
6. Permanent Residence certificate issued by competent State authority
7. Forest Right Certificate
8. OBC/SC/ST or any caste certificate issued by the Competent authority
9. National Register of Citizens (wherever it exists)
10. Family Register, prepared by State/Local authorities.
11. Any land/house allotment certificate by Government

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Annexure D

Declaration Form

(To be submitted alongwith Form 6/8 for enrolment as a new Elector/shifting from outside the state)

I HEREBY DECLARE that to the best of my knowledge and belief-

(i) I am above 18 years of age, ordinary resident on the above address, and citizen of India, and **(tick any one)**

- ☐ I was born in India before 01.07.1987
 - Provide any document, for Self, from the list given below establishing date of birth and/or place of birth.
- ☐ I was born in India between 01.07.1987 and 02.12.2004
 - Provide any document, for Self, from the list given below establishing date of birth and/or place of birth.
 - Provide any document, for Father or Mother, from the list given below establishing date of birth and/or place of birth.
- ☐ I was born in India after 02.12.2004
 - Provide any document, for Self, from the list given below establishing date of birth and/or place of birth.
 - Provide any document, for Father, from the list given below establishing date of birth and/or place of birth.
 - Provide any document, for Mother, from the list given below establishing date of birth and/or place of birth.
 - If any parent is not Indian, provide a copy of his/her valid passport & visa at the time of your birth.
- ☐ I was born outside of India (attach proof of Birth Registration issued by Indian Mission abroad),
- ☐ I have acquired Indian citizenship by Registration/Naturalisation (attach Certificate of Registration of Citizenship)

(ii) I have not acquired the citizenship of any other country.

(iii) I am applying for inclusion in the Electoral Roll and my name is not included in any other Assembly Constituency/ Parliamentary Constituency.

(iv) I am aware that making the above statement or declaration in relation to this application which is false and which I know or believe to be false or do not believe to be true, is punishable under Section 31 of Representation of the People Act, 1950 (43 of 1950) with imprisonment for a term which may extend to one year or with fine or with both.

Date: _____ Place: _____ Signature/Left Thumb Impression

Indicative (not exhaustive) list of documents to be submitted in support of the declaration (separate self attested documents to be submitted for Self, Father and Mother, if mentioned above, except where extract of the Electoral Roll of Bihar with qualifying date 01.01.2003 is used, which will be considered as a sufficient document in itself):

1. Any Identity card/Pension Payment Order issued to regular employee/pensioner of any Central Govt./State Govt./PSU.
2. Any Identity Card/Certificate/Document issued in India by Government/local authorities/Banks/Post Office/LIC/PSUs prior to 01.07.1987.
3. Birth Certificate issued by the competent authority.
4. Passport
5. Matriculation/Educational certificate issued by recognised Boards/universities
6. Permanent Residence certificate issued by competent State authority
7. Forest Right Certificate
8. OBC/SC/ST or any caste certificate issued by the Competent authority
9. National Register of Citizens (wherever it exists)
10. Family Register, prepared by State/Local authorities.
11. Any land/house allotment certificate by Government
