

**STATE ELECTION COMMISSION, HARYANA**  
**“Nirvachan Sadan”, Plot No.2, Sector-17**  
**Panchkula 134 109**

No.SEC/2ME/2010/3220-22

Dated :- 13.10.2010

To

The Deputy Commissioners,  
Bhiwani, Kaithal and Jind.

**Subject:- Preparation of Electoral rolls of Municipalities, 2010 – guidelines**

Sir/Madam,

I am directed to refer to the subject noted above and to say that programme for the preparation of electoral roll has been issued vide Commission's notification dated 06.10.2010, according to which draft rolls are to be published today on 13.10.2010. The claims/objections shall be filled upto 23.10.2010.

2. The State Election Commission, Haryana has framed guidelines for becoming voter first time/to lodge objections/seeking change in any entry in the electoral rolls (voter list). A copy of the guidelines is enclosed. It has also been hosted on the website [www.sec@hry.nic.in](http://www.sec@hry.nic.in) of the Commission. The requisite number of copies of these guidelines may be got printed at your own level and the same may be stappled with the prescribed forms A, B and C as the case may be.

3. You are, requested to give a wide publicity to these guidelines and bring them into the notice of Revising Authorities and the officers concerned for strict compliance.

Yours faithfully

(Jagdish Lal)  
Superintendent/E-III  
State Election Commission, Haryana

**GUIDELINES  
FOR  
BECOMING NEW ELECTOR (VOTER) FOR THE FIRST TIME IN THE ELECTORAL ROLLS (VOTERS  
LIST) OF MUNICIPAL COUNCILS AND COMMITTEES**

**A - Who is eligible to become a voter**

Any person, who has completed the age of 18 years or more on the First 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 Municipal Council/ Municipal Committee concerned, is eligible to become a voter. He is required to submit his application in Form-A under Rule 9 (1) of the Haryana Municipal Elections Rules, 1978.

**B - From where application form to become a voter can be obtained**

Form-A can be downloaded from the website of State Election Commission or concerned District Administration or it can be obtained free of cost from the office of the Revising Authority, Municipal Committee or Council, Voters Information and Collection Centers or the locations and places where the draft voter list is kept for inspection of public.

**C - When Form-A can be filed**

The application can be filed after draft publication of electoral roll / voter list of the Municipal Committee or Council. The application should be filed on the days specified by the Deputy Commissioner for this purpose. Due publicity is made by Deputy Commissioner in regard in the local newspapers as well as the local cable network when programme for revision of electoral roll is notified by the State Election Commission.

**D - Where to submit Form-A**

During the revision period of electoral roll/voter list, the application can be filed at the designated locations as notified by the Deputy Commissioner. To facilitate the submission of forms, the State Election Commission has asked the Deputy Commissioner to set up Voter Information and Collection Centers within territorial

jurisdiction of Municipal Council / Committee in respect of which electoral rolls are being revised. Applicant must take a receipt from the office/center, where he submits Form-A.

**E - How to fill Form-A and the documents to be attached with the form**

1. The applicant must submit one recent coloured passport-size photograph along with Form-A.
2. The application should be addressed to the Revising Authority of the Municipality, where he wants to become a voter. The name of the constituency / ward should be mentioned in the blank space provided for this purpose. In case of any doubt, the applicant should contact the concerned Revising Authority or the Collection Center.
3. Name – The applicant must clearly write his name as it should appear in the electoral roll.
4. Age (With Documentary Proof) - The applicant should furnish any of the following documents in support of his age:-
  - i. A copy of Birth certificate issued by a Municipal Authority or the office of the Registrar of Births & Deaths or Baptism certificate ; or
  - ii. A copy of Birth certificate from the school (Government or 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
  - v. Illiterate or semi-illiterate applicant, who is not in possession of any of the above document, is required to attach a declaration in the format by either of the parents or the close relative already included in the electoral roll in support of the applicant's age. The format will be

supplied, free of cost, on demand. It has also been hosted on the websites of the State Election Commission and the district administration. The format can be downloaded from any of the websites and used.

5. Details of Residence

- i. Fill up the full and complete postal address including PIN code where the applicant 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 her immediate relation like parents etc., or
  - d. Postal department's posts received/delivered in the applicant's name at the given address.

6. Applicant must get attestation of an elector of the same ward of the municipality in the space provided for the same in the form.

**F - 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 13 of the Haryana Municipal Act, 1973 shall be taken against him.

**G - Can a person become voter after the final publication of Electoral Roll**

After the publication of final electoral rolls, a person can submit his application in Form-A in duplicate to the Deputy Commissioner for becoming voter provided such application is presented to him at any time not later than four days from the

date of publication of the election programme, under Rule 19 of the Haryana Municipal Election Rules, 1978, excluding the date of publication.

**GUIDELINES  
FOR  
ELECTOR (VOTER) TO LODGE OBJECTION AGAINST ENTRY OF ANY OTHER ELECTOR IN THE  
ELECTORAL ROLLS (VOTERS LIST) OF MUNICIPAL COUNCIL AND COMMITTEE**

**A - Who can file an objection**

Every objection to the inclusion of a name in the roll can be made by a person whose name is already included in the roll of the ward concerned. Such objection shall be made in Form-B in duplicate.

**B - From where the Application Form-B can be obtained**

Form-B can be downloaded from the website of State Election Commission or concerned District Administration or it can be obtained free of cost from the office of the Revising Authority, Municipal Committee or Council, Voters Information and Collection Centers or the locations and places where the draft voter list is kept for inspection of public.

**C - When Form-B can be filed**

The application can be filed on the days specified by Deputy Commissioner at the time of publication of draft publication of electoral roll (voters list) of the Municipal Committee/Council. Due publicity is made by Deputy Commissioner in regard in the local newspapers as well as the local cable network when programme for revision of electoral roll is notified by the State Election Commission.

**D - Where to submit Form-B**

During the revision period of electoral roll (voters list), the application can be filed at the designated locations as notified by the Deputy Commissioner. To facilitate the submission of forms, the State Election Commission has asked the Deputy Commissioner to set up Voter Information and Collection Centers within territorial jurisdiction of Municipal Council/ Committee in respect of which electoral rolls are being revised. Applicant must take a receipt from the office/center, where he submits Form-B.

**E - How to fill Form-B and the documents to be attached with the form**

1. The application should be addressed to the Revising Authority of the ward of the Municipality concerned.
2. Details of the elector (voter) against whom objection is being filed must be clearly mentioned in the space provided for the same.
3. Reason(s) for objection / deletion should be clearly specified in the space provided for the same.
4. Applicant (Objector) must get attestation of an elector of the same ward of the municipality in the space provided for the same in the form.

**F - 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 13 of the Haryana Municipal Act, 1973 shall be taken against him.

**G - Can objection be filed after the final publication of Electoral Roll(Voter List)**

After the publication of final electoral rolls, a person can submit his objection in Form-B in duplicate to the Deputy Commissioner provided such application is presented to him at any time not later than four days from the date of publication of the election programme under Rule 19 of the Haryana Municipal Election Rules, 1978 excluding the date of publication.

**GUIDELINES  
FOR  
AN ELECTOR (VOTER) SEEKING CHANGE IN ANY ENTRY IN RESPECT OF HIMSELF IN THE  
ELECTORAL ROLL (VOTER LIST) OF  
MUNICIPAL COUNCIL AND COMMITTEE**

**A - Who can file Form-C**

Any person, whose name is already included in the electoral roll, seeking correction to his particulars already printed in the electoral roll. Such application must be made in Form-C.

**B - From where the application Form-C can be obtained**

Form-C can be downloaded from the website of State Election Commission or concerned District Administration or it can be obtained free of cost from the office of the Revising Authority, Municipal Committee or Council, Voters Information and Collection Centers or the locations and places where the draft voter list is kept for inspection of public.

**C - When Form-C can be filed**

The application can be filed after draft publication of electoral roll (voter list) of the Municipal Committee / Council. The application must be filed on the days specified by the Deputy Commissioner for this purpose. Due publicity is given about the above period in the local newspapers as well as the local cable network when the programme for revision of electoral roll is notified by the State Election Commission and Deputy Commissioner.

**D - Where to submit Form-C**

During the revision period of electoral roll/voter list, the application can be filed at the designated locations as notified by the Deputy Commissioner. To facilitate the submission of forms, the State Election Commission has asked the Deputy Commissioner to set up Voter Information and Collection Centers within territorial jurisdiction of Municipal Council/ Committee in respect of which electoral rolls are



being revised. Applicant must take a receipt from the office/center, where he submits Form-C.

**E - How to fill-up Form-C and the documents to be attached with the form**

1. The application should be addressed to the Revising Authority of the concerned ward of the Municipality. The name of the constituency/ward should be mentioned in the blank space provided for this purpose. In case of any doubt, the applicant should contact the concerned Revising Authority or the Collection Centre.
2. In case elector is seeking change in his/her name/address etc. he/she shall submit sufficient proof alongwith the application for this purpose.
3. The applicant must clearly write his serial no. and ward no., where his name is listed. This is mandatory.

**F - Detail of entries to be corrected**

In the Application, the applicant must indicate the details of entries to be corrected. Therefore, this is a very important part of the Application. He must indicate the correct details about his 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.

**G - 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 13 of the Haryana Municipal Act, 1973 shall be taken against him.

**H - Can objection be filed after the final publication of Electoral Roll(Voter List)**

After the publication of final electoral rolls, an elector can submit his application in Form-C in duplicate to the Deputy Commissioner under Rule 14-A of the Haryana Municipal Elections Rules, 1978.

C:\Documents and Settings\Administrator\My Documents\guidelines.latest.doc

## 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 of Municipal Council/Committee \_\_\_\_\_ do swear in the name of the God / solemnly affirm that my son / daughter \_\_\_\_\_ is \_\_\_\_\_ years of age as on 1st January, 2010 and is residing with me.

Place:

Date:

Signature of the parent/close relative

Sworn in the name of God/solemnly affirmed by Shri/Shrimati \_\_\_\_\_ at \_\_\_\_\_ (Place) at \_\_\_\_\_ (hour) this the \_\_\_\_\_ day of \_\_\_\_\_, 2010 before me.

Signature of Revising Authority/Authorised Officer