

Office of the Chief Electoral Officer,
Jammu & Kashmir,
2nd Floor Vikas Bhawan, Rail Head Complex, Jammu

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"Greater Participation for a Stronger Democracy"

The District Panchayat Election Officer,
(Deputy Commissioner)
Kupwara/Baramulla/Bandipora/Ganderbal/Srinagar/Budgam/
Pulwama/Shopian/Kulgam/Anantnag/ Leh/ Kargil/Kishtwar/Doda/
Ramban/Udhampur/Reasi/Kathua/Samba/Jammu/Rajouri/Poonch

No: 165/PE/ER/2010/1217-40

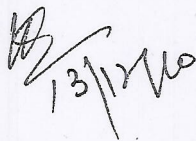
Dated: 03.12.2010

**Sub: Instructions for preparedness of Supplements during Summary Revision of
Panchayat Electoral Rolls 2011- regarding**

Sir,

I am directed to invite your attention towards the procedure to be adopted for the preparation of Supplements during the ongoing Summary Revision of the Panchayat Electoral Rolls-2011. You may be aware that two revisions of Electoral Rolls i.e. Summary Revision of Panchayat Electoral rolls and Special Summary revision of Photo Electoral Rolls for Assembly/Parliament-2011 are concurrently going on in the State. Since, the roll vendors for both these revisions are same, so, it has been decided that **hand written supplements will be prepared for the Panchayat Electoral Rolls-2011.** These supplements for addition, deletion and modification shall be prepared after disposal of claims and objections of the interested persons by all concerned EROs' and AEROs' of the district.

In order to ensure fidelity of Panchayat Electoral Rolls, following steps should be strictly followed for the preparation of supplements of Addition , Deletion and Modification in uniform pattern through out the state:-


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1. Format I, II and III appended with letter should be used for preparation of supplements for addition, deletion and modification respectively after disposal of claims and objections filed during the period allowed for the Summary Revision.
2. Format IV (enclosed herewith) shall be used for preparation of Summary of Electors at the end of each part.
3. In the formats for supplements, the date of publication of supplements i.e. date of final publication is already printed. The Format II: deletion list of the supplement shall be prepared in nine columns and reasons for deletion should be indicated before Col 1 S.No by prefixing in capital **letter the alphabet 'E' for expired ; 'S' for shifted/ change of residence; 'M' for missing (after natural disaster like earthquake, flash flood, avalanche etc) and 'Q' for disqualification.**
4. The deleted entries enlisted in Format II for each part shall be marked off by hand by a horizontal line with red ink in the mother /draft roll by the person authorized by ERO, who shall put his initials against each deleted entry.
5. Similarly, against the entries corrected in Format III a hash sign (#) shall be put on the left hand side of the mother/ draft roll.
6. The Electoral Registration Officer shall maintain register showing names and designation officials authorized to carry out the above stated deletions and corrections. Similarly, record of authorized officials should be prepared for officials engaged in the preparation of hand written supplements of addition, deletion and modification. ERO should ensure that official engaged for the purpose must have good and legible hand writing.
7. The total No. of deletions and corrections so made manually should be indicated both in words and figures on the Format IV of the Roll. The ERO, AERO shall prepare two copies of supplements as per instructions

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explained above and send one copy of roll (i.e. mother /draft roll along with supplement in prescribed formats) along with certificate given at the end of instructions to the office of District Election Officer who shall in turn deposit the same with respective Assistant Chief Electoral Officer, Kashmir/Jammu by or before the final date of the final publication of Panchayat Electoral Roll i.e. 03.01.2011.

Certificate
(Refer Para 7 of the instructions)

This is to certify that the Panchayat Electoral Roll of ward No ____ of No. ____ Halqua Panchayat of Block _____ of Distt _____ has been prepared after disposal of all claims and objections from interested persons in accordance with the instructions given in the Manual for EROs and AEROs. There is no discrepancy in Electoral Roll with respect to 1st of January 2011 as reference date. The complete electoral rolls contains a total ____ No. of pages (From 1 to ____) including supplements for addition, deletion and modification with S.No of voters from 1 to _____ .

Electoral Registration Officer
(Seal and signature)

Encls (4 pages)

Yours faithfully,

Jt Chief Electoral Officer,
Jammu & Kashmir,
Jammu.

Copy to the :-

1. Director Rural development Jammu/ Kashmir for kind inf and n/a
2. Asstt Chief Electoral officer Jammu/ Kashmir