No. 24/2014/ERS

To

*1=50 Copies
1. Joint Secretary (Estt. / PG) & CVO,
   Ministry of Defence,
   South Block
   New Delhi.

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2. Joint Secretary to the Govt. of India,
   Ministry of Home Affairs,
   North Block,
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4. The Director
   Directorate General Border Roads,
   Seema Sadak Bhawan,
   Ring Road, Delhi Cantonment,
   New Delhi- 110010

Subject:— De novo Intensive Revision of last part of electoral rolls relating to service personnel with reference to 1st January, 2015 as the qualifying date.

Sir,

I am directed to state that the general parts of electoral rolls in all States and Union Territories are being revised with reference to 1st January, 2015 as the qualifying date. The Commission has decided to bring the last parts of the electoral rolls of all constituencies (other than Jharkhand and J&K) relating to service personnel also up-to-date by enrolling all eligible service personnel who will be of 18 years age or more as on 01-01-2015. This is being done with a view to clean the last part of electoral rolls of the name of such service electors who have since retired or dead. The last de-novo rolls were prepared in 2002.

De Novo Intensive Revision

2. The Commission has, therefore, ordered De novo Intensive Revision of last part of electoral rolls relating to service personnel with reference to 1st January, 2015 as the qualifying date in respect of all States and Union Territories (except Jharkhand and Jammu and Kashmir).

Service Personnel eligible

3. The last part of the electoral rolls of each constituency contains the names of service electors belonging to the following categories:-
(a) Armed Forces Personnel.
(c) Personnel of General Reserve Engineer Force in Border Roads Organisations.
(d) Central Industrial Security Force, and
(e) Person employed by the Government of India serving outside India.

4. The wife of a service elector belonging to any of the five categories mentioned above and ordinarily residing with him is also eligible to be registered in the last part of the electoral rolls as an elector along with her husband. However, this concession is not available to her husband if residing with her.

5. For the purpose of enrolment as an elector, every person having a service qualification as mentioned above shall have to apply in the prescribed statutory Form 2, 2A, 3 (appended to Registration of Electors Rules, 1960) as the case may be giving therein FULL PARTICULARS called for therein. For ready reference a copy each of the said Forms is enclosed. Every person having a service qualification has to submit TWO COPIES of the said Form duly filled to the Record Office or Authorities concerned.

How to apply for registration

6. As the revision ordered is de novo intensive revision of the last part, every eligible service elector shall have to submit fresh statement in the prescribed Form 2, 2A, 3 as the case may be along with a declaration. If any service elector fails to submit fresh statements (along with the prescribed declaration), his name will not be included in the last part even though his name might have appeared in the existing /earlier roll. Therefore, the Record Offices/Authorities concerned may kindly be directed to obtain statements in prescribed Forms, in duplicate, from all eligible service personnel who will of the age of 18 years or above as on 01-01-2015 along with a declaration in prescribed form.

7. After filling the statement in Form 2, 2A, 3, as the case may be, the service personnel are required to fill in and sign a “Declaration” a specimen of which is enclosed with this letter. When a service person fills in Form 2, 2A, 3, as the case may be, he is registered as a service voter in the last part of the electoral roll of the constituency in which the address given by him in the said Form is located. Thus by submitting these Forms, the service personnel are entitled to get a postal ballot paper, as and when elections are held from that constituency or have the facility to appoint a proxy to vote on his behalf on poll day (Pl see Sub Rule (2) OF Rule 27 N of Conduct of Election Rules 1961). If he declares that his wife also ordinarily resides with him at the place of his service posting, she is also registered in the last part along with the husband and is entitled to vote by post ONLY. However, if any service person does not wish to be registered as service elector and is serving/posted at peace station, he has a choice to get himself registered as general elector in the
concerned part/polling station of the assembly constituency in which the actual place of his residence is included. It is further clarified this concession is not available at forward stations postings. Form 6 appended to Registration of Electors Rules, 1960 may be filed before the Electoral Registration Officer concerned. In such a case, he can vote in person in a polling station set up for this purpose and not by postal ballot paper. However, if a person having a service qualification opts to get enrolled at the place of his posting (peace station) residence, he should not get enrolled as a service elector. Under the law, no person should get enrolled as an elector twice in the same constituency or in more than one constituency. This is an offence and attracts punishment under the law. Therefore, every person having a service qualification and applying in Form 2, 2A, 3, as the case may be for registration as service electors shall give a declaration in the prescribed format to the effect that he did not get enrolled as ordinary elector in any constituency.

Verification by Record Offices/Authorities concerned

8. The officer in charge of each Record Office will check the statements in prescribed Forms submitted by each service elector to ensure that the particulars given in the statements are complete and correct. Particular attention should be paid to ensure that the service elector has mentioned his full address including the details of the district relating to his home town/village. They should also ensure that the service electors have submitted the prescribed declaration along with the statements in Form 2, 2A, 3, as the case may be.

9. After careful verification of the Form submitted in duplicate and the declaration, the Record Officer should sign the verification certificate provided in the Form. These duly filled in Forms along with the declarations attached thereto should be forwarded (in duplicate) to the District Election Officer who is the District Magistrate/Deputy Commissioner/District Collector/District Officer of the district (by whatever designation known in each State). In the case of Union Territories of Andaman & Nicobar Islands, Chandigarh, Daman & Diu, Dadra and Nagar Haveli, Lakshadweep, Puducherry, NCT of Delhi the Forms along with the declaration shall be forwarded to the Chief Electoral Officers of the Union Territories.

10. The Record Offices/Authorities should not wait for all the Forms and declarations from the service personnel. After due verification, the Forms along with the declarations should be forwarded to the election authorities as and when the same are received from the service personnel. While forwarding the Forms and declaration a covering list showing the particulars of the statements being forwarded should also be enclosed.

11. The Record Offices/Authorities may be cautioned that the Forms and declarations should not be sent to Election Commission of India. The latest list of DEOs of every district is available in ECI portal and may please be downloaded from there. For ready reference a list showing the address of the Chief Electoral Officers of all States and Union Territories is enclosed herewith.
Schedule for de novo revision 2015

12. The programme for the various stages of the de novo Intensive Revision of the last parts of the electoral rolls w.r.t. 1.1.2015 (for service personnel) will be as follow:

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Stages of the Revision</th>
<th>Date***</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Date by which the Record Offices/Authorities shall forward duly verified Form 2, 2A, 3 in duplicate along with the declarations, to the DEOs/CEOs.</td>
<td>By 31st January, 2015</td>
</tr>
<tr>
<td>2</td>
<td>Preparation of the drafts of the last parts of the electoral roll and sending extracts therefrom (in duplicate by the concerned Electoral Registration Officers) to the Record Offices/Authorities for verification by them.</td>
<td>By 20th February, 2015</td>
</tr>
<tr>
<td>3</td>
<td>Date by which the Record Offices/Authorities shall return one copy of the extracts after verification to the concerned EROs through CEO.</td>
<td>By 10th March, 2015</td>
</tr>
<tr>
<td>4</td>
<td>Carrying out corrections by the EROs concerned on the basis of the extracts received back after verification</td>
<td>By 25th March, 2015</td>
</tr>
<tr>
<td>5</td>
<td>Final Publication of the Last Parts of the electoral rolls.</td>
<td>On 1st April, 2015</td>
</tr>
</tbody>
</table>

***The dates mentioned above are the outer limits.

13. The names of only those service personnel whose statements and declaration are received by the Electoral Registration Officers through the Chief Electoral Officers/District Election Officers, as the case may be, well in time and before 31st January, 2015 will be included in the last part of the rolls. Though no time limit is prescribed for receipt of statements and declarations from service electors, it would be necessary from the management angle to have some time available to the EROs for preparation and final publication of the last part.

14. You are, further, requested to specifically direct the Record Offices and authorities concerned, including the Heads of the Indian Embassies and Foreign Missions that the Forms and declarations from the service personnel should be sent direct to the Chief Electoral Officers and/or District Election Officers, as the case may be, and shall not repeat not be sent to the Election Commission of India.
15. While issuing instructions to persons having service qualification, the Ministry of Home Affairs, Defence, External Affairs, etc. are requested to issue clear guidelines to all that if any service person makes a statement in Form 2, 2A or 3, as the case may be, he shall also submit a copy of the declaration duly signed and have the declaration attached or pinned to the Form. A copy of the instructions issued in this regard may kindly be endorsed to the Commission for its record.

Kindly acknowledge receipt.

Yours faithfully,
(R. K. Srivastava)
Principal Secretary

Copy forwarded for necessary action to:-
1. The Director (AG), Sena Bhawan, New Delhi - 110 011.
3. Deputy Director, Naval Head Quarters, Room No.201, ‘C’ Wing, Integrated HQ of M/o Defence, (Navy), DHQ, Post, New Delhi - 110 011
4. Joint Director PS (Wel), Air Headquarters, Vayu Bhawan, New Delhi.
5. The Director, Directorate General, Border Security Force, (Staff Section) Block No.10, C.G.O Complex, Lodhi Road, New Delhi - 110 003
7. Assam Rifles, Mahanideshalaya Assam Rifles, Directorate General Assam Rifles, (Record Branch) Shillong-793011
9. Directorate General, Central Reserve Police Force, Block No. 1, C.G.O. Complex, New Delhi - 110 003
10. Inspector General, HQ, Central Industrial Security Force, Block No.13, C.G.O Complex, Lodhi Road, New Delhi - 110 003.

(R. K. Srivastava)
Principal Secretary
Copy for information and necessary action forwarded to the Chief Electoral Officers of all States/Union Territories.

1. While undertaking de novo intensive revision of the last part as per dates given above, the EROs shall be directed to publish the last part on the same date as that of general part which is also being revised w.r.t. 01-01-2015 as the qualifying date. The EROs concerned should strictly adhere to the date mentioned above on or before which the relevant extracts of the draft roll of last part of each constituency should reach the Record Offices/Authorities concerned for the purpose of verification and checking. Further there should not be any delay on the part of the CEO/DEO in sorting out the Forms along with the Declarations in prescribed form received by them and forwarding them to the concerned EROs.

2. The Commission has prescribed a "Declaration by Service Personnel" which has to be signed and attached with the statement in Form 2, 2A or 3, as the case may be by the person having a service qualification when he applies for registration in the last part. EROs should ensure that each service voter attaches this declaration also along with his application Form.

3. It shall be ensured that the address of the service elector should be complete. For this, if necessary, the data entry field in ERMS should be made independent of the number of characters. In any case, the address must be complete.

4. A sample of data structure of last part of the roll is enclosed along with a sample copy of roll format with a request that uniformity should be ensured in this regard.

5. All EROs/DEOs and CEOs shall personally ensure that in the finally printed roll as well as in draft , the address of the record offices must be complete with Pin Code . This will facilitate the proper and hassle free dispatch of postal ballot papers at the time of elections.

6. It is further brought to the notice of the Chief Electoral officers/DEOs and EROs that the application Forms from some of the service personnel received after 31st January,2015 shall be treated as applications made under Section 23 of the Representation of the People Act, 1950 and they shall take action on each application under Rule 26 of the Registration of Electors rules, 1960. Thus, they may include the names in the last part of the electoral rolls on receipt of the applications so as to keep the last part up-to-date at any given time.

Kindly acknowledge receipt.

(R. K. Srivastava)
Principal Secretary
DECLARATION BY SERVICE PERSONNEL

(TO BE ATTACHED WITH THE STATEMENT IN FORM 2 OR 2A, AS THE CASE MAY BE)

I, .......................................................... (NAME IN BLOCK LETTERS) am applying through my Record Office/Commandant for getting myself *and my wife registered as service elector(s) in the last part of the electoral roll of my native place where I would have been ordinarily resident but for my service qualification, and wish to avail the facility of postal ballot paper/proxy at the time of election, as and when held, in the constituency in which my native place lies.

I, hereby, declare that I *and my wife have neither got *ourselves/myself already registered nor have applied for such registration as ordinary electors in the general part of the electoral roll of the place where I am presently posted and residing or any other constituency.

I, further, declare that I am aware of the law that prohibits getting registered as an elector at more than one place either in the same constituency or in different constituencies and if my name *or my wife's name so appears at different places, the same may be deleted from all such places except from the last part of the electoral roll of my native place for which I have made the enclosed statement.

SIGNATURE OF THE SERVICE PERSONNEL

RANK.................................................................

Place:................................

Date:.........................

* Delete if the name of wife is not included in Form 2 or 2A, as the case may be
Registration of Electors Rules, 1960
FORM 2
(See rule 7)

Statement as to place of Ordinary Residence by a member of the Armed Forces

I hereby declare that I am a citizen of India and that but for my service in the Armed Forces I would have been ordinarily resident at —

House No. ..............................................................................................................

Street/Mohalla ........................................................................................................

Locality ..................................................................................................................

Town/Village ...........................................................................................................

Post Office .............................................................................................................

Police Station ........................................................................................................

Tehsil/Taluka .........................................................................................................

District ..................................................................................................................

State ......................................................................................................................

My full name .......................................................................................................... 

Service No. ...........................................................................................................

Rank .....................................................................................................................

Service/Corps/Regiment ....................................................................................... 

Name and address of record office ........................................................................

Age last birthday ................................................................................................. Years.

* I further declare that my wife, age .................................................. years, ordinarily resides with me and is a citizen of India.

This cancels any previous statement as to ordinary place of residence made by me.

Date: .................................................. (Signature).

Record Office ................................................................. Verified and found correct

Folio No. ................................................................. (Signature).

Place ................................................................. (Designation) 

Date ................................................................. Officer-in-charge, Records.

(For use in the Election Office)

Statement received on the .................................................. 201

Registered in the electoral roll for the .................................................. Assembly Constituency

(No. ..................................). Service voter's part, at S.No. ..................................

Date .................................................. Electoral Registration Officer

* Delete if not applicable.
Registration of Electors Rules, 1960

FORM 2A
(See rule 7)
Statement as to place of Ordinary Residence by a member of the Armed police force of a State, Who is serving outside that State

I hereby declare that I am a citizen of India and that but for my service outside the State in the armed police force mentioned below, I would have been ordinarily resident at —

House No. .................................................................
Street/Mohalla .............................................................
Locality ...........................................................................
Town/Village ....................................................................
Post Office ........................................................................
Polic Station ......................................................................
Tehsil/Taluka .....................................................................
District ..............................................................................
State ...................................................................................
My full name ......................................................................
Buckle No ................................................................. Rank...
Name of Armed police force ..............................................
Name and address of the office of the Commandant ..............
Age last birthday ...........................................................Years.
* I further declare that my wife...................................... age................................ years, ordinarily resides with me and is a citizen of India.

This cancels any previous statement as to ordinary place of residence made by me.

Date: .............................................................

(Signature).

Commandant's Office .................................................
Verified and found correct
Folio No. .............................................................
Place ..............................................................................
Date .............................................................................

(For use in the Election Office)
Statement received on the ............................................. 200
Registered in the electoral roll for the ............................. Assembly Constituency
(No.............................................). Service voter's part, at S.No. ........................................

Date.............................................................

Electoral Registration Officer

* Delete if not applicable.
Registration of Electors Rules, 1960

FORM 3
(See rule 7)
Statement as to place of Ordinary Residence by a Person employed under the Government of India in a post outside India

Full Name........................................................................................................................................

Father's/Mother's/Husband's name......................................................................................................

Age........................................... years

Description of post held outside India ...................................................................................................

I hereby declare that I am a citizen of India and that but for my being employed under the Government of India in the above-mentioned post, I would have been ordinarily resident at (full postal address)
..........................................................................................................................................................
..........................................................................................................................................................

I further declare that my wife (name)..................................................................................................
aged........................................... years, ordinarily resides with me and is a citizen of India.

This cancels any previous statement as to place of ordinary residence made by me.

Place.......................................... Signature.................................................................

Date............................................

Verified

Signature .................................................................

Designation of the
Head of Office................................................................

Place................................................

Date................................................

(For use in the Election Office)

Statement received on the ......................... 200

Registered in the electoral roll for the .................................................. Assembly Constituency

(No......................). Service voter's part, at S.No. .................................................

Date..............................

Electoral Registration Officer
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>The Chief Electoral Officer, Assam, Block-1, Assam Civil Secretariat, Dispur Capital Complex Guwahati-781006</td>
<td>The Chief Electoral Officer, Bihar, (Election Department), 7, Mengala Road, Patna-800015</td>
<td>The Chief Electoral Officer, Chandigarh, 4th Floor, Secretariat of Union Territory, Sector-9, Chandigarh-160017</td>
</tr>
<tr>
<td>The Chief Electoral Officer, Chhattisgarh, Chhattisgarh State Election, Indrawati Khand, Mantralaya Parisar, Raipur-492001</td>
<td>The Chief Electoral Officer, Dadra &amp; Nagar Haveli, Administration of Dadra &amp; Nagar Haveli, Union Territory, Silvassa-396230.</td>
<td>The Chief Electoral Officer, Daman &amp; Diu, Secretariat, Daman &amp; Diu, U.T. Administration, Moti Daman-396220</td>
</tr>
<tr>
<td>The Chief Electoral Officer, Delhi, Old St. Stephen’s College Bldg, Kashmiri Gate, Delhi-110006.</td>
<td>The Chief Electoral Officer, Goa, Old Administrative Office, Institute of Psychiatric &amp; Human Behaviour Aitinho, Panji-403001.</td>
<td>The Chief Electoral Officer, Gujarat, 7, Sardar Bhawan, 2nd Floor, Secretariat, Gandhi Nagar-382010</td>
</tr>
<tr>
<td>The Chief Electoral Officer, Haryana, Room No. 48, 6th Floor, Haryana Civil Secretariat, Chandigarh-160017.</td>
<td>The Chief Electoral Officer, Himachal Pradesh, Block No. 38, SDA Complex, Kasumpti, Shimla-171009.</td>
<td>The Chief Electoral Officer, Jammu &amp; Kashmir, 2nd Floor, Vikas Bhawan, Rail Head Complex, Jammu-180012</td>
</tr>
<tr>
<td>The Chief Electoral Officer, Jharkhand, Cabinet (Election Deptt.), Sector-2, Near Gayatri Temple, H.E.C. Dhuwar, Ranchi-833404</td>
<td>The Chief Electoral Officer, Karnataka, Old K.G.I.D. Building Annexe, Dr. Ambedkervedu, Bangalore-560 001.</td>
<td>The Chief Electoral Officer, Kerala, Election Department, 3rd Floor, Legislature Complex, Vikas Bhawan, Thiruvananthapura-695007.</td>
</tr>
<tr>
<td>The Chief Electoral Officer, Lakshadweep, Lakshadweep Island, Union Territory of Lakshadweep, Kavarathry-682555.</td>
<td>The Chief Electoral Officer, Madhya Pradesh, Madhya Pradesh Nirvanchan Sadan, 17, Arera Hills, Jail Road, Bhopal-462 001.</td>
<td>The Chief Electoral Officer, Maharashtra, Room No. 525-527, 5th Floor, General Administration Deptt., Mantralaya, Mumbai-400032.</td>
</tr>
<tr>
<td>The Chief Electoral Officer, Manipur, Imphal-795001.</td>
<td>The Chief Electoral Officer, Meghalaya, Meghalaya Secretariat, Main Building, Shillong-793001.</td>
<td>The Chief Electoral Officer, Mizoram, Aizawl-796001</td>
</tr>
<tr>
<td>The Chief Electoral Officer, Nagaland, D-Block Kohima-797001</td>
<td>The Chief Electoral Officer, Odisha, Unit-V, Bhubaneswar-751001.</td>
<td>The Chief Electoral Officer, Puducherry, No. 64, Nedarjapayer St., Puducherry-605101</td>
</tr>
<tr>
<td>The Chief Electoral Officer, Punjab, M.C.O. No. 29-30, Sector-17E, Chandigarh-160001.</td>
<td>The Chief Electoral Officer Rajasthan, Room No. 120, West North Block, Secretariat, Jaipur-302001.</td>
<td>The Chief Electoral Officer, Sikkim, Election Department, Tibet Road, Gangtok-737101.</td>
</tr>
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</tr>
<tr>
<td>The Chief Electoral Officer, Rajasthan, Room No. 120, West North Block, Secretariat, Jaipur-302001.</td>
<td>The Chief Electoral Officer, Tripura, Civil Secretariat Compound, P.O. Agartala-799001.</td>
<td>The Chief Electoral Officer, Uttarakhand, Secretariat Complex, 2, Subhash Road, Dehradun-248001.</td>
</tr>
<tr>
<td>The Chief Electoral Officer, Sikkim, Election Department, Tibet Road, Gangtok-737101.</td>
<td>The Chief Electoral Officer, Tamil Nadu, Public (Election-III) Deptt. Fort St. George, Chennai-600009.</td>
<td>The Chief Electoral Officer, Uttar Pradesh, Room No. 415, 4th Floor, Vikas Bhawan, Janpath Market, Hazrat Ganj, Lucknow-226001.</td>
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<td>The Chief Electoral Officer, West Bengal, Annexe Office Building of Balmer Lawrie &amp; Co. Ltd, 2nd &amp; 3rd Floor, 21, Netaji Subhash Road, Kolkata-700001.</td>
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