

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

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 Corporation 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 Corporation Elections Rules, 1994.

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 Corporation, 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 Corporation.. 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 Corporation 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 Municipal Corporation, 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 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 Municipal Corporation 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 8C of the Haryana Municipal Corporation Act, 1994 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 21 of the Haryana Municipal Corporation Election Rules, 1994, 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
CORPORATION**

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 Corporation, 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 Corporation. 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 Corporation 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 Municipal Corporation 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 Municipal Corporation 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 8C of the Haryana Municipal Corporation Act, 1994 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 21 of the Haryana Municipal Corporation Election Rules, 1994 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 CORPORATION**

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 Corporation, 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 Corporation. 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 Corporation 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 Municipal Corporation. 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 8C of the Haryana Municipal Corporation Act, 1994 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 15 of the Haryana Municipal Corporation Elections Rules, 1994.

GUIDELINES FOR FILLING UP THE APPLICATION FORM-D

General Instructions

A - Who can file Form-D

1. A person whose name is already included in the current electoral roll can file the Application for transposition of an entry in a different place of the same Municipal Corporation.

B - When Form-D can be filed

1. The application can be filed after final publication of electoral roll of the Municipal Corporation for transposition of entry relating to one own self or someone else within the same Municipal Corporation. The application is to be filed within the specific days provided for the purpose. Due publicity is made by the Deputy Commissioner in this 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.given about the above period when the revision programme is announced.
2. Application for transposition of name within the Municipal Corporation can also be filed through out the year even when the revision programme is not going on. During non-revision period, application must be filed in duplicate.

C - Where to file Form-D

1. After the final publication of electoral roll, the application can be filed at the office of Deputy Commissioner or the officer authorized by him.

D - How to Fill the Form-D

1. The application should be addressed to the Deputy Commissioner concerned in which transpositions of the relevant entry is required. The name of the Municipal Corporation should be mentioned in the blank space.
 2. In Part I of the Application Form fill the name, Ward No. & Sr. No. of the electoral roll where already registered and Electors Photo Identity Card No.(EPIC) in full and the relation's name (as printed in the electoral roll).
 3. In Part II of the Application please mention the complete address of the new place where you/person concerned have shifted place of ordinary residence within the Municipal Corporation. Please do not write incomplete address as in that case it may not be possible to link the address to the relevant part of electoral roll where the entry is required to be transposed.
 4. In Part III of the Application, indicate the approximate period of continuous residence at the new address mentioned in Part II.
 5. In Part IV, write the electoral roll ward no. in which the residents of the new area where you have shifted are enrolled. This part is optional in case you don't know the electoral roll ward No., then leave it blank.
 6. In Part V is not to be filled where the applicant seeks transposition of entry relating to one own self. This part is required to be filled in case the applicant applies for transposition of entry of some other person.”
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