

**Election Department  
Union Territories of J&K and Ladakh**

**Handbook for Annual Revision**  
Of  
Panchayat Electoral Rolls

## **HANDBOOK FOR ANNUAL REVISION OF ELECTORAL ROLLS FOR PANCHAYAT ELECTIONS.**

1. In terms of Section-38 of the Jammu and Kashmir Panchayati Raj, Act, 1989 there shall be an electoral roll for every Panchayat Halqa which shall be prepared by Election Authority in terms of the provisions of the Act.

2. The Sarpanches are required to be elected directly by all the electors of the Panchayat Halqa in terms of sub-section(3-A) of section-4 and section- 40 of the Act. Every Panchayat Halqa shall be divided into 7 to 11 constituencies delimited by the Rural Development Department in accordance with the rules for election of Panches, one each from such a constituency, also by direct election by the electors of the respective constituencies in terms of sub-section (6) of section-4 of the Act. It therefore requires for separate electoral rolls for every Panch constituency in the Panchayat Halqa. Accordingly, all the electoral rolls of these constituencies in a Panchayat Halqa put together would constitute the electoral for election of the Sarpanch for that Panchayat Halqa.

3. Under Rule 4, sub rule (4) of J&K Panchayati Raj Rules, 1996 amended vide SRO 690 dated 25.10.2019, name of electors included in the last updated electoral roll prepared for the Panchayat Election shall be taken as basis for the preparation of the electoral rolls for constituencies of Halqa Panchayat to elect Panches and Sarpanches, except to the extent that such names are modified or deleted in accordance with provisions of the Panchayati Raj Rules read with the instructions of the Election Authority contained in this booklet or issued otherwise. It may be noted that the electoral rolls for the constituencies of Halqa Panchayat were revised with reference to the last updated electoral rolls prepared for the Panchayat elections, 2018. Names of electors to be added, corrected and deleted from the electoral rolls, with reference to 1<sup>st</sup> January, 2020, as the qualifying date on the basis of applications received under rule 4 sub rule 4C of J&K Panchayat Raj Rules, 1996. These electoral rolls may not contain names of those persons who have become eligible to be recorded as electors in village by now by virtue of having become

residents of the village due to reasons such as women coming to live in the village after marriage or persons returning to live in their native village after retirement etc, however same elector shall not figure in two constituencies.

4. In terms of rule 4 (4), the Election Authority may nominate any officer to function as Electoral Registration Officer (ERO) or Assistant Electoral Registration Officer(AERO) for the purpose of revising and updating the Panchayat electoral rolls.

5. The draft electoral roll of Panchayat Constituency shall be displayed at the respective Polling Station locations and in the office of ERO/AERO concerned. It shall be published in Form PER-1 by respective Panchayat Election Booth Official (PEBO) in the constituency.

6. On any date, prescribed for addition/deletion/correction/transposition, a person may apply in; **Form-PER-2A, PER-2B, PER-2C** or **PER-2D** for purpose of:-

- I. Including his name in the electoral roll, who would attain 18 year of age on 01.01.2020 or not already included but has attained the age of 18 years.
- II. Objecting to the existence of any name in the draft electoral roll, on account of death of any person, leaving his residence in the village or any other ground in reference to the qualifying date.
- III. Correcting his name or any of the other particulars, if wrongly mentioned in the draft electoral roll; or
- IV. Transposition of his/her name from one place to another. (Receipt shall be given to the applicant on a numbered form).

Moreover there might be instances;

\* Where large numbers of electors have been incorrectly assigned the Panch Constituency (in some places, entire section or part of Mohalla) and hence there is a requirement of Suo Moto transpositions. The detailed instructions for handling such cases (Suo Moto transpositions) are given in Appendix-I.

7. A person whose name figures in the electoral roll, shall not be deemed to have become a non-resident of the village only on the ground that he is absent in pursuit of services or profession, unless it is shown that such a person has become an elector in another area outside his village. On the other hand, if the name does not already exist in the electoral roll and a fresh application is made before the ERO for inclusion of the name, the ERO shall satisfy himself that the conditions of being ordinarily resident are satisfied by the applicant before his name is included in the electoral roll. It shall be ensured that same elector does not exist at two electoral rolls.
8. All such application received under sub Para (I), (II) , (III) and (IV) of Para 6 above shall be listed separately and displayed by the Panchayat Election Booth Official (PEBO i.e. VLW/MPW/GRS) on the notice board in the Polling Station location/Panchayat Halqa or some other prominent places, on the day of their receipt or as early as possible thereafter, in **Form PER-3A, PER-3B, PER-3C and PER-3D** for inviting objections which must be filed by the interested persons within a period of 7 days of display. At the expiry of the period of 7 days, all application shall be forwarded by the PEBO to the ERO concerned, together with the objections received, if any and his own report on each of such objections.
9. It will be lawful for any PEBO to take note of any deaths or migrations having taken place in or from a village within his jurisdiction, prepare a list and issue a public notice in **Form PER-4A**, in order to invite objections within a period of 7 days of issue of such public notice, by pasting the same on the notice board of the Polling Station location/Panchayat Halqa or any other prominent place inside the Panchayat Halqa, asking any interested persons to file objections as to why such names be not deleted from the electoral roll. After expiry of the period of 7 days, the PEBO shall forward copies of the public notices issued by him, objections received, if any, in original and his report on such objections, to the concerned ERO, for passing appropriate orders. However, in case of Suo moto deletion and transposition, it shall be ensured that these deletions and transpositions are assigned to another constituency in consultation with respective ERO/AERO

/PEBO after following due procedure and ensuring "no breach of official duty".

10. On receipt, of the applications and after consideration of the objections received, if any, and the report of the PEBO, the ERO may pass on appropriate order upon each such application, objections received and on each of the report of the PEBO, if he is satisfied that no further enquiry is needed. Alternatively, he may hold any further summary enquiry on his/her own or through AERO or PEBO, as he may deem fit and pass final orders accordingly. He will keep in view the instructions contained in paragraph 7 above while passing orders for deletion of any name.
11. All such orders shall be passed by the ERO before such cutoff date as may be prescribed by the Election Authority in this behalf.
12. The ERO shall ensure:
  - I. That no application without photograph of the applicant for inclusion of name in the electoral rolls shall be entertained.
  - II. Updation of each claim/objection form electronically as well.
  - III. Electronic entry for disposal of each form.

He shall satisfy himself of the correctness of the updation.  
On this basis final E-Roll shall be published.
13. After the final rolls have been published, no other claim of addition, deletion or correction of names shall be entertained by ERO.
14. A person aggrieved by an order passed by the ERO under Para 10 above, may prefer an appeal before the District Panchayat Election Officer concerned by giving out all the material facts of appeal alongwith the proof in support of the statement made in the memorandum of appeal, within a period of 15 days of passing of order by the ERO. The decision of the DPEO on the appeal shall be final. Provided that pendency of an appeal shall not, in any manner, affect the validity of the electoral roll prepared and published by the ERO under Para (12) above, for purpose of conduct of election, if held in the meanwhile.
15. Subject to the superintendents, directions and control of the Election Authority under Panchayati Raj Act, 1989 (Chief Electoral Officer, J&K), the District Panchayat Election Officer

(DPEO) in each district shall supervise the preparation and revision of electoral roll in the district.

16. As per SRO 690 dated 25.10.2019 following shall be known to all concerned:-

a) **Making false declaration(Rule 4 sub-rule 4F):-**

If any person makes in connection with if any person makes a statement or declaration in writing with regard to the preparation, revision or correction of an electoral roll; or

the inclusion or exclusion of any entry in or from an electoral roll which is false and which he either, known's or believes to be false or does not believe to be true, shall be punished with imprisonment for a term which may extend to two years or with fine which may extend to five thousand rupees or with both.

b) **Breach of official duty in connection with the preparation etc of electoral rolls(Rule 4 sub-rule 4G):-**

(i) If any Electoral Registration Officer or any other person required by or under these rules to perform any official duty in connection with the preparation, revision or correction of any electoral roll or the inclusion or exclusion of any entry in or from that electoral roll, guilty, of any act or omission in breach of such official duty shall be punishable with fine which shall not be less than one thousand rupees or imprisonment upto six month or both.

(ii) No court shall take cognizance of any offence punishable under clause (1), unless there is a complaint made by order of or under authority from the Election Authority.

17. The language of all the electoral rolls shall be the same as the language prescribed for the last updated electoral rolls prepared for Panchayat Elections.

18. Copies of these rolls can also be supplied to the candidates and any other interested parties on payment of cost which shall be calculated on the basis of Rs. 2.00(Rupees two) per page regardless of the number of entries contained therein.

19. A few additional instructions regarding revision of Panchayat Electoral Roll for the officers involved are given in the Appendix-II.

**Sd/-**  
**Election Authority**

**Form PER-1**  
**(Notice of Publication of the Draft Electoral Roll)**

**S.No. and Name of the Panchayat Constituency.....**

**S.No and name of the Panchayat Halqa.....**

**Name of Block..... District.....**

Whereas, a revision of electoral rolls has been ordered by the Election Authority in exercise of his powers and functions under the provisions of the J&K Panchayat Raj Act, 1989, and the rules made there under, for the aforementioned constituency, in reference to.....(date) as the qualifying date;

Whereas, the names contained in the electoral rolls for the Panch constituency shall be treated as part of the electoral roll for the corresponding Panchayat constituency, in terms of Rule 4.....of the J&K Panchayat Raj Rules, 1996;

Now therefore notice is hereby given that the electoral roll herewith enclosed shall be the draft electoral roll for the aforementioned constituency, in reference to.....as the qualifying date.

Any person whose name does not figure in the electoral roll and who has attained/ may attain the age of 18 years on the said qualifying date and who is ordinarily resident in the area of the aforementioned constituency, may apply for inclusion of his name in the electoral roll on Form PER-2A, or on a plain sheet of paper, giving out his full particulars.

Any person who has any objection to the existence of any entry may apply for deletion of the same, on form PER-2B or on plain sheet of paper giving out full reason for the same.

Any person whose name figures in the electoral roll but needs any correction in the name or any other particulars, may apply for the same in Form PER-2C or on a plain sheet of paper, giving out full details of the corrections to be made.

Any person whose name figures in the electoral roll and needs transposition of entry from one Panch Constituency to another, may apply for Transposition on Form PER-2D or on plain sheet of paper, giving out full particulars and reason for the same.

Any such claim and objections should be sent to the undersigned so as to reach me latest by.....(Date). After expiry of this date, no application shall be entertained by this office.

**By order of the Electoral Registration Officer**

(Sd)  
Electoral Registration Officer  
Dated.....

Signatures  
VLW/MPW/GRS  
Panchayat Halqa.....  
Date .....

**FORM PER-2A**  
**Application for inclusion of Name**

To

The Electoral Registration Officer,

Panch Constituency No. & Name.....

Panchayat Halqa No.& Name.....

Space for  
Photograph

Sir,

I request that my name be included in the Electoral roll for the above constituency.

Name (in full) .....

Father/Mother/Husband's Name.....

House number .....

Mohalla/Village.....

Name of Block.....Tehsil.....District.....

Mobile No. ....

I hereby declare that to the best of my knowledge and belief:-

- (i) My age on.....(date) was/will be.....years and  
.....months
- (ii) My Panch Constituency No./Name is.....and Polling Station No.  
Name is.....
- (iii) The Panchayat Electoral Roll S. No. /EPIC No. of my family member  
(Father/Mother/Brother etc.) is \_\_\_\_\_
- (iv) I am ordinarily resident at the address given above.
- (v) I have not applied for inclusion of my name in any other constituency
- (vi) My name does not figure in the Electoral roll for any Panchayat Constituency.
- (vii) My name also does not figure in the Electoral Roll of any Urban Local Bodies in  
the UT.

Signature.....

Place.....

Date.....

**Supporter's Certification**

I..... an Elector in the said Panchayat Constituency certify that  
my name figures at SI. No.....I support this claim and countersign it.

Signature.....

Name in full.....

✂.....✂.....✂.....

**ACKNOWLEDGEMENT/RECEIPT**

Acknowledgement No. ....

Date .....

Received the application in Form PER 2A of Shri/Smt/Ms.

..... [Applicant can refer the Acknowledgement  
No. to check the status of application]

**Name/Signature of ERO/AERO/PEBO**

**FORM PER-2B**

**Application For Deletion of Name**

To

The Electoral Registration Officer,

.....Constituency

.....Panchayat Halqa

Sir,

I object to the inclusion of name of.....S/o,D/o,W/o  
.....figuring at Serial Number.....  
of the Electoral roll on the following grounds:-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My name figures at S.No..... of the Electoral Roll.

**Declaration:-** I hereby declare that the facts and particulars mentioned above are true to the best of my knowledge and belief.

Signature of elector

Name of.....

Place.....

Date.....

✂.....✂.....✂

**ACKNOWLEDGEMENT/RECEIPT**

Acknowledgement No. ....

Date .....

Received the application in Form PER 2B of Shri/Smt/Ms.

..... [Applicant can refer the Acknowledgement No. to check the status of application]

**Name/Signature of ERO/AERO/PEBO**

**FORM PER-2C**

**Application For Correction of Particulars in any entry**

To

The Electoral Registration Officer,  
Panchayat Halqa No. & Name.....

Photograph shall be pasted only if either it is not available or blurred.

Sir,

I submit that the entry relating to myself in the draft Electoral Roll appearing at S.No. \_\_\_\_\_ is in correct. It should be corrected to read as follows:-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Declaration:-** I hereby declare that the facts and particulars mentioned above are true to the best of my knowledge and belief.

Signature of elector

Name of.....

Place.....

Date.....

.....✂.....✂.....✂

**ACKNOWLEDGEMENT / RECEIPT**

Acknowledgement No. ....

Date .....

Received the application in Form PER 2C of Shri/Smt/Ms.

..... [Applicant can refer the Acknowledgement No. to check the status of application]

**Name/Signature of ERO/AERO/PEBO**

**FORM PER-2D**

**Application for Transposition of Entry**

To

The Electoral Registration Officer,

Panchayat Halqa No.& Name.....

Sir,

I \_\_\_\_\_ (Name) presently enrolled at \_\_\_\_\_ of Panch Constituency \_\_\_\_\_ of Panchayat Halqa \_\_\_\_\_ may be enrolled at Panch Constituency \_\_\_\_\_ Panchayat Halqa \_\_\_\_\_ for the reason that-----.

**Declaration:-** I hereby declare that the facts and particulars mentioned above are true to the best of my knowledge and belief.

Signature of elector

Name of \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

.....✂.....✂.....✂

**ACKNOWLEDGEMENT/RECEIPT**

Acknowledgement No. ....

Date .....

Received the application in Form PER 2D of Shri/Smt/Ms.

..... [Applicant can refer the Acknowledgement No. to check the status of application]

**Name/Signature of ERO/AERO/PEBO**

### FORM PER-3A

#### Notice for Inclusion of Names

Notice is hereby given that the following applications have been received for inclusion of names in the electoral roll of.....Constituency of .....Panchayat Halqa, till today, the .....(date)

S.No.	Name	Father's/Mother's/Husband's name	Residential Address
1	2	3	4
1			
2			
3			
4			
5			

Objection, if any should be sent or personally delivered to the undersigned within a period of 7 days from the date of issue of this notice. After expiry of this period no objection shall be entertained.

Panchayat Election Booth Official (PEBO).....

Panchayat Halqa .....

Dated:.....

**FORM PER-3B**  
**Notice for Deletion of names**

Notice is hereby given that the following applications have been received for deletion of names in the electoral roll of.....Constituency of.....Panchayat Halqa till today the.....(date)

S.No.	Serial No. in the electoral roll	Existing entry	Ground for deletion
1	2	3	4
1			
2			
3			
4			
5			

Objection, if any should be sent or personally delivered to the undersigned within a period of 7 days from the date of issue of this notice. After expiry of this period no objection shall be entertained.

Panchayat Election Booth Official (PEBO) .....

Panchayat Halqa .....

Dated:.....

**FORM PER-3C**

**Notice for Correction of Names**

Notice is hereby given that the following applications have been received for correction of names in the electoral roll of.....Constituency of.....Panchayat Halqa till today the.....(date)

S.No.	Serial No. in the electoral roll	Existing entry	Proposed entry
1	2	3	4
1			
2			
3			
4			
5			

Objection, if any should be sent or personally delivered to the undersigned within a period of 7 days from the date of issue of this notice. After expiry of this period no objection shall be entertained.

Panchayat Election Booth Official (PEBO) .....

Panchayat Halqa .....

Dated:.....

## FORM PER-3D

### Notice for Transposition of Names

Notice is hereby given that the following applications have been received for transposition of names in the electoral roll of..... of .....Constituency.....Panchayat Halqa, till today, the .....(date)and name of the elector

S. No.	Serial No. and name of the elector in the electoral roll	No. and name of the existing Panch Constituency	No. and name of the Constituency to which transposition is to be made	Ground for transposition
1.	2	3	4	5
1.				
2				
3				
4				
5				

Objections, if any, should be sent personally or delivered to the undersigned within a period of 7 days from the date of issue of this notice. After expiry of this period, no objection shall be entertained.

Panchayat Election Booth Official (PEBO) .....

Panchayat Halqa .....

Dated:.....

**FORM PER-4A**  
**Notice for SUO MOTO Deletion of names**

Notice is hereby given that on the basis of information available in this office that the following names are proposed to be deleted from the electoral roll of.....Constituency of.....Panchayat Halqa.

S.No.	Serial No. in the electoral roll	Existing entry	Ground for deletion
1	2	3	4
1			
2			
3			
4			
5			

Objection, if any should be sent or personally delivered to the undersigned within a period of 7 days from the date of issue of this notice. After expiry of this period no objection shall be entertained.

Panchayat Election Booth Official (PEBO) .....

Panchayat Halqa .....

Dated:.....

**FORM PER-4B**  
**Notice for SUO MOTO Transposition of names**

Notice is hereby given that on the basis of information available in this office that the following names are proposed to be transposed from electoral roll of.....Constituency to..... Constituency of .....Panchayat Halqa.

S.No.	Serial No. in the electoral Roll	Existing entry	Ground for Transposition
1	2	3	4
1			
2			
3			
4			
5			

Objection, if any should be sent or personally delivered to the undersigned within a period of 7 days from the date of issue of this notice. After expiry of this period no objection shall be entertained.

Panchayat Election Booth Official (PEBO) .....

Panchayat Halqa .....

Dated:.....

### Instructions regarding Suo Motto Transpositions

There might be instances where large number of electors have been incorrectly assigned the Panch Constituency (in some places, entire section or part of a Mohalla) and hence there is requirement of transposition.

Since the electoral roll stands prepared/published, the process prescribed in the law has to be followed i.e., filing of claim, its notice to public for any objections, hearing at pre notified date and place, and decision thereof. Keeping this in view, it is directed that:-

- Step 1:** Electoral Registration Officer (ERO) shall prepare a list of all such cases of large scale transpositions. Sufficient number of officials be deployed in the affected locality to inform the electors about their present status and the reason why in the opinion of the ERO, such a transposition is needed.
- Step 2:** In case an Elector fills the requisite form before the ERO, the ERO shall follow the procedure prescribed for claim processing. The subsequent steps shall NOT apply to such cases.
- Step 3:** In case the Elector does not fill any form till the date prescribed date, the ERO shall prepare a list of all such electors who, in his opinion, are required to be transposed.
- Step 4:** This list should clearly indicate the names of electors, existing position in the roll (Panch Constituency) and the proposed position in the roll (Panch Constituency) and other relevant details.
- Step 5:** The list shall be published, inviting claims and objections and clearly indicating the date and place of hearing. He shall give advance notice to the political parties of the date and place of hearing and request for their presence.
- Step 6:** This list shall be pasted in the ERO office and the affected polling stations and its copies shall necessarily be given to the political parties. ERO shall take all necessary steps to inform all the affected electors, individually and collectively.
- Step 7:** Immediately on preparation of such lists, the DCs shall satisfy themselves that the entire process has been undertaken in a transparent manner. They shall ensure that the affected electors are duly notified of the proposed action of transposition. They shall specifically verify that the political parties have the intimation.
- Step 8:** At the appointed date and place of hearing, the ERO shall examine the matter and decide. While doing so, the ERO shall record the details of notice given to electors, political parties and measures taken for wide publicity. The ERO shall also record presence of any political parties.
- Step 9:** The decision of the ERO along with all relevant details shall be submitted to the DC who shall satisfy himself of the procedural adherence and transparency. Thereafter, the ERO shall publish his decision.

**Additional Instructions regarding Revision of Panchayat Electoral Rolls for Officers**

**1. Collection of Electoral Rolls.**

The Deputy Commissioners shall ensure that existing Panchayat electoral rolls-2018 be provided to concerned EROs well in advance for publication.

**2. Wide publicity of the revision exercise**

- a. Handbook for annual revision of electoral rolls.
- b. List of polling stations, names and contact details of EROs/AEROs/Panchayat Election Booth Official of the district shall be uploaded on the district website.
- c. A list of Polling Stations shall also be pasted at appropriate place in the office of Deputy Commissioner, ERO/AERO/PEBO.
- d. Existing Roll to be displayed at the ERO/AERO Office and Polling Station Levels.
- e. A copy of the last updated Electoral roll be provided to PEBO.
- f. All political parties should be intimated about the exercise.
- g. Wide publicity be given through print and electronic media.
- h. On the special camp days both Panchayat Election Booth Official (PEBO) shall be available with the requisite Forms & Elector Roll copy for assistance of the electors/applicants.

**3. Claims and Objections:**

- a) Claims and objections shall be entertained manually and thereafter digitized and disposed by the concerned EROs under supervision of DPEO.
- b) The claims and objections shall have a unique ID of 16 digits wherein first 4 digits from the left shall be the year of revision, 2 digits of district code, 3 digits of Block code, 3 digits of Panchayat code, 2 digits of Panch Constituency code, 1 digit of Panch Polling Station code and 1 Alphabet shall be type of FORM i.e. 'A' for Addition, 'D' for deletion, 'C' for Correction and 'T' for Transposition.

c) The 2 digit district codes are as under:-

District	District Code
KUPWARA	01
BARAMULA	02
SRINAGAR	03
BADGAM	04
PULWAMA	05
ANANTNAG	06
LEH	07
KARGIL	08
DODA	09
UDHAMPUR	10
KATHUA	11
JAMMU	12
RAJOURI	13
POONCH	14
BANDIPUR	15
GANDERBAL	16
SHOPIAN	17
KULGAM	18
RAMBAN	19
KISHTWAR	20
REASI	21
SAMBA	22

- d) For the purpose of digitization and e-processing of claims/objections a unique login ID and password shall be provided to each ERO/AERO by the NIC, J&K in the ERMs Software. The facility for disposal of punched Claims and Objections will be made available in the software.
- e) A unique module for detecting duplicate entries on the basis of Name/ Relation name /Age/Gender of electors and generation of such reports would be available in the ERO Logins. The same may be downloaded by EROs for further field verification and e-disposal.
- f) The claims related to addition shall always require an independent enquiry by the concerned PEBO and only on his clearance, addition in the Panchayat Roll shall be made.
- g) PEBO shall ensure speedy verification of all such claims so that the timelines set for the entire process of revision are strictly adhered to.
- h) Deputy Commissioners shall ensure the electronic uploading of the claims/objections received manually by the EROs/AEROs in their offices or in the office of Deputy Commissioners, at the earliest but not later than the final publication of revised electoral rolls.
- i) The complete list of claims and objections shall be pasted on the respective notice boards in the prescribed FORMs **on daily basis**.

#### **4. Stationery:**

The copies of handbook for Revision of Electoral Rolls as well as the Forms provided for various purposes in the said handbook shall be printed by the concerned Deputy Commissioners in requisite quantity.

#### **5. Appointment of Observer**

The Deputy Commissioner of the district shall appoint suitable number of District/Sub-District Level Officers as observers for the Electoral Roll revision process and send the list to the office of CEO, J&K before the publication of Drat Panchayat Electoral Roll. These observers shall visit the camps organized in the polling stations on scheduled dates and ensure all the arrangements are in place. A report in this regard shall be submitted to the Deputy Commissioner concerned.

*Issued by;*  
**Election Authority,**  
**Under J&K Panchayati Raj, Act, 1989 Amended upto July, 2018**

**November, 2019**