



OFFICE OF THE
ELECTION AUTHORITY
UNDER PANCHAYATI RAJ ACT, 1989
(CHIEF ELECTORAL OFFICER, JAMMU & KASHMIR)
2ND FLOOR VIKAS BHAWAN, RAIL HEAD COMPLEX, JAMMU

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

No. 105/CEO/Pyt/2011/3703-52

Dated: 04-04-2011

Sub: Instructions for preparedness of Supplement II for updation of finally published Panchayat Electoral Rolls 2011- regarding.

Sir/Madam,

You may be aware of the fact that after the Panchayat Electoral Rolls were finally published on 03-03-2011 with reference to 1st of January, 2011 as the qualifying date, several applications have been received from different quarters seeking inclusion /modification of their names in the finally published rolls.

In this regard, I am directed to invite your attention to letter No: 105/CEO/PYT/2011/2761-88 dated 20.03.2011 wherein detailed instructions were given for the continuous updation of Panchayat Rolls for the disposal of applications given by or before the last date of filing of nominations for the addition, deletion or correction of names in the finally published Panchayat Electoral Rolls, 2011. In this context I am bringing to your kind notice the procedure to be adopted for the preparation of Supplement No II for the finally published Panchayat Electoral Rolls-2011.

It has been **decided that hand written supplements II will be prepared for the Panchayat Electoral Rolls-2011 up to last date for making nominations for the election in that Panchayat halqa.** These

supplements for addition, deletion and modification shall be prepared after disposal of claims and objections by the concerned EROs' and AEROs' of the block.

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

1. Format I, II and III appended with letter should be used for preparation of supplements II arising out from addition, deletion and modification respectively received after the final publication of Panchayat Rolls by or before last date of making nominations.
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 II, 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 a 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 received by or before the last date of nominations. 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 explained above and send one copy of Supplement II 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 a week before the date of polls.

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 letter No: 105/CEO/PYT/2011/2761-88 dated 20.03.2011. 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)

Yours faithfully,

-sd-

Dy Chief Electoral Officer,
Jammu & Kashmir,
Jammu.

Encls (4 pages)

Format I-IV

Copy to the :-

- 1-2 Divisional Commissioner Kashmir/ Jammu for kind inf.
- 3-4 Director Rural development Jammu/ Kashmir for kind inf and n/a
- 5 Special Assistant to Hon'ble Minister for Rural Development and Law, Justice and parliamentary Affairs for kind information of the Hon'ble Minister.
- 6 Pl Pvt. Secretary To Chief Secretary, J&K, Jammu for kind inf. of the worthy CS.
- 7-8 Asstt Chief Electoral Officer Jammu/ Kashmir

ضمیمہ فہرست رائے دہندگان سال ۲۰۱۱ء
برائے پنچایتی انتخابات
سال ۲۰۱۱

نمبر و نام بلاک - -

نمبر و نام ضلع: -

تاریخ اشاعت - 03-01-2011

نمبر و نام حلقہ پنچایت - -

نمبر و نام پنچ کا انسٹیشن: -

نمبر و نام پولنگ اسٹیشن: 1 -

مقام:

پنچ کا انسٹیشن میں شامل مواضع، محلہ جات:

I فہرست اندراجات

| 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 |
|-----------|-----|-------------|-------------------------|------|----------|-----------|------------|-----------|
| کارڈ نمبر | عمر | مرد یا عورت | ماں باپ یا خاوند کا نام | رشتہ | نام ووٹر | نمبر خانہ | پرانی نمبر | نمبر شمار |
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نمبر و نام پولنگ اسٹیشن: 1 -

مقام:

پنچ کا انسٹیشن میں شامل مواضع، محلہ جات:

II فہرست اخراجات

| 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 |
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| کارڈ نمبر | عمر | مرد یا عورت | ماں باپ یا خاوند کا نام | رشتہ | نام ووٹر | نمبر خانہ | پرانہ نمبر | نمبر شمار |
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سال ۲۰۱۱

نمبر و نام ضلع: -

نمبر و نام بلاک: -

تاریخ اشاعت۔ 03-01-2011

نمبر و نام حلقہ پنچایت -

نمبر و نام پنچ کا انسٹیشن: -

نمبر و نام پولنگ اسٹیشن: 1 -

مقام:

پنچ کا انسٹیشن میں شامل مواضع، محلہ جات:

II فہرست تصحیحات

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|-----------|------------|-----------|----------|------|-------------------------|-------------|-----|-----------|
| نمبر شمار | پرانہ نمبر | نمبر خانہ | نام ووٹر | رشتہ | ماں باپ یا خاوند کا نام | مرد یا عورت | عمر | کارڈ نمبر |
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خلاصہ رائے دہندگان

| | |
|---------------------------|-------------------------|
| نمبر و نام ضلع۔ | نمبر و نام حلقہ پنچایت۔ |
| نمبر و نام پوائنٹ اسٹیشن۔ | نمبر و نام وارڈ۔ |

وارڈ میں شامل مواضع۔

| تعداد رائے دہندگان | | | قسم فہرست رائے دہندگان | | |
|--------------------|-----|------|------------------------|--|-----------------------------|
| | مرد | عورت | کل | | |
| | | | | بنیادی فہرست رائے دہندگان | I بنیادی فہرست + ضمیمہ I |
| | | | | ضمیمہ | II فہرست اندراج II |
| | | | | ذیلی تعداد | |
| | | | | ضمیمہ | III فہرست اخراج III |
| | | | | صحیح تعداد ووٹران بعد از نظر ثانی (I+II-III) | |
| | | | | ضمیمہ | تعداد تصحیحات |