

ਡਾਇਰੈਕਟੋਰੇਟ ਆਫ ਸਕੂਲ ਐਜੂਕੇਸ਼ਨ (ਸੈਕੰਡਰੀ), ਪੰਜਾਬ
ਐਟ ਪੰ.ਸ.ਸਿੱ.ਬੋਰਡ ਕੰਪਲੈਕਸ, ਫੇਜ਼-VIII, ਐਸ.ਏ.ਐਸ. ਨਗਰ।
(ਕੋਆਰਡੀਨੇਸ਼ਨ ਸ਼ਾਖਾ)

(email. dpise.coordination@punjabeducation.gov.in)

ਸੇਵਾ ਵਿਖੇ

ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈਸਿ/ਐਸਿ), ਲੁਧਿਆਣਾ।

ਮੀਮੋ ਨੰ. 282539/DPISE-Cord/12/2025/095 93-

ਮਿਤੀ: 25-4-2025

ਵਿਸ਼ਾ:-

Bye-elections in assembly constituencies-Special Summary Revision w.r.t. 01.04.2025 as the qualifying date- Posting of adequate staff to fill up vacancies and ban on transfers/posting of the officers/staff engaged with revision of roll of the ACs concerned-reg..

ਹਵਾਲਾ:-

ਪੰਜਾਬ ਸਰਕਾਰ, ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸਿੱਖਿਆ-6 ਸ਼ਾਖਾ) ਦਾ ਪੱਤਰ ਨੰ. SED-EDU6011/2024-5EDU6/1075882/2025 ਮਿਤੀ 15.04.2025.

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਦੀ ਕਾਪੀ ਆਪ ਨੂੰ ਭੇਜਕੇ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਪੱਤਰ ਵਿੱਚ ਦਰਜ ਹਦਾਇਤਾਂ ਦੀ ਪਾਲਣਾ ਕਰਨੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ।

ਨੱਥੀ: ਉਕਤ ਅਨੁਸਾਰ

25/4/2025

ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋਆਰਡੀਨੇਸ਼ਨ)

ਪਿ.ਅੰ. ਨੰ. ਉਕਤ 2025/109594-96

ਮਿਤੀ 25-4-2025

ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਪੀ.ਏ./ਡੀ.ਐਸ.ਈ. (ਐ), ਪੰਜਾਬ।
2. ਪੀ.ਏ./ਡੀ.ਜੀ.ਐਸ.ਈ. ਪੰਜਾਬ।
3. ਪੀ.ਏ./ਡਾਇਰੈਕਟ ਐਸ.ਸੀ.ਈ.ਆਰ.ਟੀ. ਪੰਜਾਬ।
4. ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਟ੍ਰਾਂਸਫਰ ਸੈੱਲ)

25/4/2025

ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋਆਰਡੀਨੇਸ਼ਨ)

Attached sent by sub 15/4/25

ਪੰਜਾਬ ਸਰਕਾਰ
ਸਿੱਖਿਆ ਵਿਭਾਗ
(ਸਿੱਖਿਆ-6 ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ

ਡਾਇਰੈਕਟਰ,
ਸਕੂਲ ਸਿੱਖਿਆ (ਸੈ.), ਪੰਜਾਬ,
ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ ਕੰਪਲੈਕਸ,
ਫੇਜ਼-8, ਐਸ.ਏ.ਐਸ ਨਗਰ।

ASE (Meeting)
16/4/25
ਸਬ (ਕੇ)

ਸੀਮੇ ਨੰ: SED-EDU6011/2024-5EDU6/1075882/2025
ਮਿਤੀ, ਦੰਡੀਗੜ੍ਹ 15.04.2025

Subject: Bye-elections in assembly constituencies-Special Summary Revision w.r.t. 01.04.2025 as the qualifying date-Posting of adequate staff to fill up vacancies and ban on transfers/posting of the officers/staff engaged with revision of roll of the ACs concerned-reg.

ਉਪਰਕੋਤ ਵਿਸ਼ੇ ਦੇ ਹਵਾਲੇ ਵਿੱਚ।

2. ਵਿਸ਼ਾ ਅੰਕਿਤ ਮਾਮਲੇ ਸਬੰਧੀ ਆਪ ਨੂੰ ਮੁੱਖ ਚੇਅਰ ਅਫਸਰ, ਪੰਜਾਬ ਵੱਲੋਂ ਪ੍ਰਾਪਤ ਅਰਧ ਸਰਕਾਰੀ ਪੱਤਰ ਨੰ: ਚੇਅ/2025-1637, ਮਿਤੀ 09.04.2025 ਦੀ ਕਾਪੀ ਸਮੇਤ ਸਹਿ ਪੱਤਰ ਭੇਜਦੇ ਹੋਏ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਇਸ ਮਾਮਲੇ ਸਬੰਧੀ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਕਰਦੇ ਹੋਇਆ ਸਰਕਾਰ ਨੂੰ ਵੀ ਸੂਚਿਤ ਕੀਤਾ ਜਾਵੇ।
3. ਇਸ ਨੂੰ ਪਰਮ ਅਗੇਤ ਦਿੱਤੀ ਜਾਵੇ।

ਸੁਪਰਡੈਂਟ

ਪੰਜਾਬ ਸਰਕਾਰ
ਸਿੱਖਿਆ ਵਿਭਾਗ
(ਸਿੱਖਿਆ-6 ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ

ਡਾਇਰੈਕਟਰ,
ਸਕੂਲ ਸਿੱਖਿਆ (ਸੈ.), ਪੰਜਾਬ,
ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ ਕੰਪਲੈਕਸ,
ਫੇਜ਼-8, ਐਸ.ਏ.ਐਸ ਨਗਰ।

ਮੀਮੋ ਨੰ: SED-EDU6011/2024-5EDU6/1075882/2025
ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 15.04.2025

Subject: Bye-elections in assembly constituencies-Special Summary Revision w.r.t. 01.04.2025 as the qualifying date-Posting of adequate staff to fill up vacancies and ban on transfers/posting of the officers/staff engaged with revision of roll of the ACs concerned-reg.

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਹਵਾਲੇ ਵਿੱਚ।

2. ਵਿਸ਼ਾ ਅੰਕਿਤ ਮਾਮਲੇ ਸਬੰਧੀ ਆਪ ਨੂੰ ਮੁੱਖ ਚੋਣ ਅਫਸਰ, ਪੰਜਾਬ ਵੱਲੋਂ ਪ੍ਰਾਪਤ ਆਰਥ ਸਰਕਾਰੀ ਪੱਤਰ ਨੰ: ਚੋਣ/2025-1637, ਮਿਤੀ 09.04.2025 ਦੀ ਕਾਪੀ ਸਮੇਤ ਸਹਿ ਪੱਤਰ ਭੇਜਦੇ ਹੋਏ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਇਸ ਮਾਮਲੇ ਸਬੰਧੀ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਕਰਦੇ ਹੋਇਆ ਸਰਕਾਰ ਨੂੰ ਵੀ ਸੂਚਿਤ ਕੀਤਾ ਜਾਵੇ।
3. ਇਸ ਨੂੰ ਪਰਮ ਅਗਤ ਦਿੱਤੀ ਜਾਵੇ।


ਸੁਪਰਡੰਟ

ਪੰਜਾਬ ਸਰਕਾਰ
ਆਮ ਰਾਜ ਪ੍ਰਬੰਧ ਵਿਭਾਗ
(ਆਮ ਤਾਲਮੇਲ ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ,

ਸਮੂਹ ਵਿਸ਼ੇਸ਼ ਮੁੱਖ ਸਕੱਤਰ, ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ,
ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।
ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀ,
ਸਮੂਹ ਬੋਰਡ ਕਾਰਪੋਰੇਸ਼ਨਾਂ ਦੇ ਚੇਅਰਮੈਨ ਅਤੇ ਮੈਨੇਜਿੰਗ ਡਾਇਰੈਕਟਰ ਅਤੇ ਅਥਾਰਟੀਜ਼
ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰਜ਼/ ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼।

ਮੀਮੋ ਨੰ 03/194/2024-ਜੀ.ਸੀ.5/ਸਪੈਸ਼ਲ-1

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 10.04.2025

Subject:- Bye-elections in assembly constituencies-Special Summary Revision w.r.t. 01.04.2025 as the qualifying date-Posting of adequate staff to fill up vacancies and ban on transfers/posting of the officers/staff engaged with revision of roll of the ACs concerned-reg.

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ।

2. ਵਿਸ਼ਾ ਅੰਕਿਤ ਮਾਮਲੇ ਸਬੰਧੀ ਮੁੱਖ ਚੋਣ ਅਫ਼ਸਰ ਪੰਜਾਬ ਵੱਲੋਂ ਪ੍ਰਾਪਤ ਅਰਧ ਸਰਕਾਰੀ ਪੱਤਰ ਨੰ ਚੋਣ/2025-1637 ਮਿਤੀ 09.04.2025 ਸਮੇਤ ਸਹਿ ਪੱਤਰਾਂ ਦੀ ਕਾਪੀ ਆਪ ਨੂੰ ਇੰਨ ਬਿੰਨ ਪਾਲਣਾ ਹਿੱਤ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

ਜੀ.ਸੀ. 5
ਸੁਪਰਡੈਂਟ

ਉਪਰੋਕਤ ਦਾ ਇੱਕ ਉਤਾਰਾ ਹੇ ਲਿਖਿਆ ਨੂੰ ਸੂਚਨਾਂ ਅਤੇ ਅਗਲੇਰੀ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

1. ਵਿਸ਼ੇਸ਼ ਮੁੱਖ ਸਕੱਤਰ/ਮੁੱਖ ਮੰਤਰੀ,
2. ਸਕੱਤਰ/ਸਪੀਕਰ/ਡਿਪਟੀ ਸਪੀਕਰ, ਪੰਜਾਬ ਵਿਧਾਨ ਸਭਾ,
3. ਮੁੱਖ ਚੋਣ ਅਫ਼ਸਰ, ਪੰਜਾਬ।
4. ਓ.ਐਸ.ਡੀ./ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

ਜੀ.ਸੀ. 5
ਸੁਪਰਡੈਂਟ

Sibin CIAS
Chief Electoral Officer
-cum-
Secretary to Government of Punjab
ਮੁੱਖ ਚੋਣ ਅਫ਼ਸਰ ਅਤੇ ਸਕੱਤਰ,
ਪੰਜਾਬ ਸਰਕਾਰ



Department of Elections,
Government of Punjab
ਚੋਣ ਵਿਭਾਗ, ਪੰਜਾਬ
Telephone No. : 0172-2724038
Email : Ceo_punjab@eci.gov.in
D.O. No. ਚੋਣ/2025-1637
Dated, Chd. 09.04.2025

Respected Sir,

ਮੈਂ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਦਿਵਾਉਣਾ ਚਾਹੁੰਦਾ ਹਾਂ ਕਿ ਭਾਰਤ ਚੋਣ ਕਮਿਸ਼ਨ, ਨਵੀਂ ਦਿੱਲੀ ਵੱਲੋਂ ਜਾਰੀ ਪੱਤਰ ਨੰ. 23/2024-ERS, dated 26.03.2025 ਰਾਹੀਂ ਯੋਗਤਾ ਮਿਤੀ 01.04.2025 (ਕਾਪੀ ਨੰਬਰ) ਦੇ ਆਧਾਰ ਤੇ ਉਪ ਚੋਣ ਵਿਧਾਨ ਸਭਾ ਚੋਣ ਹਲਕਾ-64 ਲੁਧਿਆਣਾ ਪੱਛਮੀ ਦੀ ਫੋਟੋ ਵੋਟਰ ਸੂਚੀ ਦੀ ਤਿਆਰੀ ਦੇ ਸਬੰਧ ਵਿੱਚ ਪ੍ਰਾਪਤ ਪ੍ਰੋਗਰਾਮ ਅਤੇ ਪੱਤਰ ਨੰ. 23/2025-ERS/4729, ਮਿਤੀ: 03 ਅਪ੍ਰੈਲ, 2025 (ਕਾਪੀ ਨੰਬਰ) ਰਾਹੀਂ ਯੋਗਤਾ ਮਿਤੀ 01.04.2025 ਦੇ ਆਧਾਰ ਤੇ ਉਪ ਚੋਣ ਵਿਧਾਨ ਸਭਾ ਚੋਣ ਹਲਕਾ-64 ਲੁਧਿਆਣਾ ਪੱਛਮੀ ਦੀ ਫੋਟੋ ਵੋਟਰ ਸੂਚੀਆਂ/ਤੈਨਾਤੀਆਂ ਤੇ ਰੋਕ ਲਗਾਉਣ ਦੇ ਸਬੰਧ ਵਿੱਚ ਜਾਰੀ ਕੀਤੀ ਹਦਾਇਤਾਂ ਦੀ ਕਾਪੀ ਭੇਜਕੇ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਭਾਰਤ ਚੋਣ ਕਮਿਸ਼ਨ, ਨਵੀਂ ਦਿੱਲੀ ਦੀਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਸਾਰੇ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰਾਂ, ਪ੍ਰਮੁੱਖ ਸਕੱਤਰਾਂ, ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰਾਂ, ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ, ਬੋਰਡਾਂ ਅਤੇ ਕਾਰਪੋਰੇਸ਼ਨਾਂ ਦੇ ਮੈਨੇਜਿੰਗ ਡਾਇਰੈਕਟਰਾਂ ਨੂੰ ਹਦਾਇਤਾਂ ਜਾਰੀ ਕੀਤੀਆਂ ਜਾਣ ਅਤੇ ਇਸ ਦੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਕਰਨੀ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

ਮੈਂ ਆਸ ਕਰਦਾ ਹਾਂ ਕਿ ਆਪ ਜੀ ਵੱਲੋਂ ਸਬੰਧਤ ਵਿਭਾਗਾਂ ਨੂੰ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹਦਾਇਤਾਂ ਨੂੰ ਕਾਪੀ ਭਾਰਤ ਚੋਣ ਕਮਿਸ਼ਨ, ਨਵੀਂ ਦਿੱਲੀ ਅਤੇ ਇਸ ਦਫ਼ਤਰ ਨੂੰ ਭੇਜਣ ਦੀ ਕ੍ਰਿਪਾਲਤਾ ਕਰੇਗੀ ਜੀ।

ਹਿੱਤੁ

ਪ੍ਰਿਯੰਕਾ ਸਿੰਘ

(ਸਿਬਿਨ ਸੀ)

ਸ੍ਰੀ ਕੇ.ਏ.ਪੀ. ਸਿਨਹਾ, ਆਈ.ਏ.ਐਸ.
ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ

Office : SCO 29-32, Sector 17-E, Chandigarh,



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ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 23/2025-ERS

Dated: 3rd April, 2025

To.

The Chief Secretaries/Lt. Governor of

1. Gujarat
2. West Bengal
3. Manipur
4. Kerala
5. Punjab
6. Jammu & Kashmir

Subject: Bye-elections in assembly constituencies – Special Summary Revision w.r.t. 01.04.2025 as the qualifying date – Posting of adequate staff to fill up vacancies and ban on transfers/postings of the officers/staff engaged with revision of roll of the ACs concerned – regarding.

Sir/Madam,

I am directed to convey that the schedule for Special Summary Revision (SSR) with reference to 01.04.2025 as the qualifying date has already been announced vide Commission's letter dated 26.03.2025, in the following assembly constituencies where bye-elections are due:

Sl. No.	Assembly Constituencies
1	24-Kadi (SC) AC, Gujarat
2	87-Visavadar AC, Gujarat
3	80-Kaliganj AC, WB
4	49-Tadubi (ST) AC, Manipur
5	35-Nilambur AC, Kerala
6	64-Ludhiana West AC, Punjab
7	77-Nagrota AC, J&K
8	27-Budgam AC, J&K

2. A copy of the Commission's letter No. 23/2024-ERS (Vol.-IV), dated 26th March, 2025, inter-alia containing approved schedule for the Summary Revision of Photo Electoral Rolls with reference to 01.04.2025 as the qualifying date is enclosed for your reference. The CEO shall bring to your notice immediately; in case any change is made in the schedule of Special Summary Revision.

3. It is requested that the following may be ensured for smooth and meaningful conduct of Special Summary Revision of electoral roll in your State/UT

(a) Provision of adequate staff

(i) All existing vacancies of posts relating to electoral rolls work, like DEOs, EROs and AEROs, if any, should be filled up immediately. The CEO of the concerned State/UT is being directed to bring to your notice the list of vacancies.

(ii) The Commission has already issued several instructions for strengthening of infrastructure and deployment of manpower in office of DEOs/EROs and CEO. In view of forthcoming revision, provision of additional staff and infrastructure wherever required, may be made in office of the above officers.

(b) Posting of substitute officers

If it becomes absolutely essential to transfer any officer like DEOs/EROs etc., a reference, giving full justification, should be made by State Government in consultation with and through the State CEO for consideration of the Commission. The transfer of AEROs and below level officers/officials including BLOs can be decided by the CEO at his level. This applies to filling up the vacant posts of these categories also. The CEO shall also invariably be consulted while posting substitute officer. The CEO should consult the Commission, where felt necessary.

(c) Restriction on deployment of certain officials.

No officer/official (i) against whom the Commission has recommended any disciplinary action and the same is pending, or (ii) to whom major penalty has been given as a result of said disciplinary proceeding, or (iii) against whom a serious criminal case is pending in any court of law, or (iv) who was transferred out during any previous revision of rolls or conduct of election for inefficiency or willfully violating the Commission directions shall be associated with work relating to revision of rolls. In case of doubt, the CEO should decide the matter in consultation with the Commission, wherever felt necessary.

(d) Provision of adequate fund.

Adequate fund for carrying out the revision work should be made available to the CEO.

4. Ban on transfers of officers and staff engaged with revision of roll during revision period (i.e. from date of draft publication to final publication):-

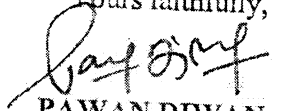
Under the provision of the section 13CC of the Representation of the People Act, 1950, any officer or staff employed in connection with the preparation, revision and correction of the electoral rolls shall be deemed to be on deputation to the Election Commission for the period during which they are so employed and such officer and staff shall, during that period, be subject to the control, superintendence and discipline of the Election Commission. Transfer of officials engaged in roll-revision work during the period of revision adversely affects the work and the quality of revision process. Hence, the Commission has directed that no officials connected with the exercise of revision of electoral rolls like the District Election Officers, Deputy District Election Officers, the Electoral

Registration Officers and the Assistant Electoral Registration Officers etc. should be transferred from their places of posting without the prior concurrence of the Election Commission during the period of Special Summary Revision in the State/UT. It is to clarify that during the current round of revision of electoral rolls such ban on transfer and posting would be effective from the date of draft publication of electoral roll to the date of final publication of electoral roll in your State/UT.

5. Full co-operation of the State Government, as has been extended in the past, is solicited for the present round of Special Summary Revision of Electoral Roll in your State/UT.

6. It is requested that copies of the instructions issued by you to the concerned authorities in the State in this regard may kindly be sent to the Commission, for its information and record.

Yours faithfully,


PAWAN DIWAN
(SECRETARY)

Copy to: Chief Electoral Officers of States/UTs (namely Gujarat, West Bengal, Manipur, Kerala, Punjab, Jammu & Kashmir).

Election Commission of India
Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.23/2024-ERS (Vol.IV)

Dated: 26th March, 2025

To,

1. CEO, Gujarat
2. CEO, West Bengal
3. CEO, Manipur
4. CEO, Kerala
5. CEO, Punjab
6. CEO, Jammu & Kashmir

Sub: Bye-elections in assembly constituencies – Special Summary Revision w.r.t. 01.04.2025 as the qualifying date – regarding.

Sir/Madam,

1. I am directed to convey that the Commission has directed a Special Summary Revision (SSR) u/s 21 of the Representation of the Peoples Act 1950, with reference to 01.04.2025 as the qualifying date, in the following assembly constituencies where bye-elections are due shortly:

Sl. No.	Assembly Constituencies
1	24-Kadi (SC) AC, Gujarat
2	87-Visavadar AC, Gujarat
3	80-Kaliganj AC, WB
4	49-Tadubi (ST) AC, Manipur
5	35-Nilambur AC, Kerala
6	64-Ludhiana West AC, Punjab
7	77-Nagrota AC, J&K
8	27-Budgam AC, J&K

2. The schedule of Special Summary Revision is as follows:

Rationalization of polling stations	By 04.04.2025 (Friday)
Publication of Integrated draft electoral roll on 08.04.2025 (Tuesday)	
Period for filing claims & objections	From 08.04.2025 (Tuesday) to 24.04.2025 (Thursday)
Disposal of claims and objections	By 02.05.2025 (Friday)
Final publication of electoral roll on 05.05.2025 (Monday)	

3. **Elector:** ERO of the concerned Assembly Constituency shall be responsible for ensuring that no eligible citizen is left out while no ineligible person gets included in the Electoral Roll. During the SSR, CEO/DEO/ERO will ensure that every eligible person, as per Article 326 of the Constitution of India and Section 16 and 19 of the Representative of Peoples Act, 1950, is enrolled as Elector. Any person is entitled to be an Elector and to be registered in the electoral roll for that constituency if that person is:

- a. *Citizen of India;*
- b. *Not less than 18 years of age as on 01.04.2025;*
- c. *Ordinary resident of the constituency;*
- d. *Not disqualified under any law; and*
- e. *Not of unsound mind.*

As regards voting by Kashmiri migrants the scheme notified vide the Commission letter No. 3/J&K -LA/2024 dated 22.08.2024 will be applicable.

4. **Rationalization of Polling Stations and Formation of sections**

- a. Polling stations, having more than 1200 electors, shall preferably be rationalized to the extent feasible as per the given schedule before the draft publication of electoral rolls, in accordance with instructions contained in Manual on Polling Station, 2020. However, the maximum limit of electors at a polling station shall not exceed 1500 in any case.
- a. The electors will be arranged in the roll in a sequence, according to the House no. (and Floor no. of the building).
- b. While creating a new polling station or re-organizing the existing polling stations by creating/merging/ attaching sections to the adjacent polling stations, the fulfillment of following conditions should be ensured:
 - i. No family is broken and all the family members are kept in the same section and at the same place,
 - ii. Electors residing in a building are enrolled in the same part,
 - iii. As far as possible electors residing in a Street are enrolled in the same part, and
 - iv. The electors of so merged/attached polling stations are not required to travel for more than two Kilometer distance and to cross any natural barriers.

5. **Integration and publication of roll:**

- a. at the time of publication of draft roll (mother roll) w.r.t. 01.04.2025 as the qualifying date:
 - i. ERO will integrate and amalgamate the updated electoral roll with reference to 01.01.2025 (01.07.2024 in case of two assembly constituencies of Jammu & Kashmir) as the qualifying date plus supplements, if any, prepared up to publication of mother (draft) electoral roll.
 - ii. ERO will re-serialize all the entries after removal of deleted entries and bringing the entries of family members together.
- b. At the time of final publication w.r.t 01.04.2025 as the qualifying date:

- i. ERO will ensure that the final roll is a single updated roll, in which all the addition entries will come with Sl. No. in continuation after the last entry of the mother roll and all the modifications and deletions during special summary revision will be reflected in the mother roll itself, as per the Commission's existing instructions.
 - ii. No separate addition, deletion and modification lists will be printed and given to the political parties, though the EROs will generate these lists from ERO-Net and keep them only for future reference.
- c. Preparation of electoral roll for election:
- i. At the time of preparation of electoral roll on the last date of nominations to be given to contesting candidates of recognized political parties and for preparation of marked copy/working copy ERO will ensure that the electoral roll will be a single updated one, however, there will be no bundling of the family members and re-serialization.
 - ii. All the additions made during continuous updation from the final publication date till the last date of making nominations will be put in chronological order giving continuous Sl. No. starting with next Sl. No. of last entry in final roll, with all deletions & modifications be marked in last final roll as per Commission's existing instructions.
 - iii. No separate addition, deletion and modification lists will be printed and given to the political parties, though the EROs will generate these lists from ERO-Net and keep them only for future reference.
- d. There is a complete restriction on deletion of names of electors and correction of existing entries in the electoral roll after 10th day of the announcement of election programme, however for applications received in Form-8 for shifting of residence, action should be taken in accordance with the Commission instruction dated 11th August, 2023 (para 7 (iii) & (iv) *ibid*).
- e. All the modified entries, correction and deletion made during the period of revision will be reflected in a single updated roll itself with the signages (as per Commission's letter No. 23/INST/2023-ERS dated 16.03.2023) to indicate that the entry has been modified. Modification carried out shall be reflected in single updated roll and the list of modifications (to be kept with ERO for future reference) shall contain old entries, on which modifications have been carried out, for tracking the changes whenever required
6. **Forms of Claims and Objections**
- a. Every claim for inclusion of name in the roll as new elector shall be in Form-6.
 - b. Every objection to the proposed inclusion of name or application for deletion of name in existing roll shall be in Form-7 and preferred by a person whose name is in such roll.
 - c. Application for shifting of residence within the constituency or outside the constituency, correction or updation of entries, replacement of EPIC and marking of PwD, shall be in Form-8 and shall be preferred by the person to whom that entry relates.

- d. Flagging of Persons with Disabilities (PwDs) in Electoral Database:
 - i. Form-6 for enrolment in electoral roll as well as Form-8 for existing electors has an optional field for giving information about disabilities.
 - ii. PWD electors who have given such information in Form 6 or form-8 should be flagged in the electoral database along with the category of disability so that they can be provided necessary facilities at the polling station at the time of poll. In this regard, a provision for mentioning the percentage of disability has also been made in the revised forms.
 - iii. **It is made amply clear that such information of disability should not be reflected in the electoral roll in any way.**
- e. Furnishing of Aadhaar Number: -

The applicant can voluntarily furnish his/her Aadhaar Number in Form-6 and Form-8. However, no application for inclusion of name in electoral roll shall be denied and no entries in electoral roll shall be deleted for inability of an individual to furnish or intimate Aadhaar Number.

7. Display of list of claims and objections

- a. ERO shall prepare lists of claims and objections in Form 9, 10, 11 and 11A and 11B and exhibit one copy of such lists on a notice board in his office, as per rule 16 of the Registration of Electors Rules, 1960.
- b. The list of all claims and objections received should be put up on the website of the CEO so that citizens are able to see the list and lodge objections with the concerned ERO.
- c. CEO to give adequate publicity to the fact that a list of claims and objections is available on CEO's website and objections can be raised before the EROs based on this list. This should also be informed to the political parties by holding meetings with them and sending written communication to them.
- d. ERO to share the list of claims and objections with the political parties on a weekly basis. The list should be incremental instead of cumulative.
- e. For this purpose, the ERO should call a meeting of all political parties on a regular interval and personally handover a list of claims and objections to them and obtain acknowledgement. It is to be added that the list should be incremental instead of cumulative.

8. Decisions on Claims and Objections should be taken only after all of the following conditions are complied with:

- a. At least seven clear days' period has passed after list of claims and objections has been published on all of the following:
 - i. Website of CEO, as clickable lists for each polling station
 - ii. Notice board of ERO (In Forms 9, 10, 11, 11A and 11B of RERs 1960)
 - iii. Notice board of polling station (In Forms 9, 10, 11, 11A and 11B of RERs 1960)
 - iv. A personal notice has been served on the person whose name is proposed to be deleted in cases other than death cases.

- v. At least a period of seven clear days has passed after furnishing the list of claims and objections to political parties.
9. Appeals under Section 24 of the Representation of People Act, 1950: an appeal shall lie from any decision of the ERO to the District Magistrate u/s 24(a) of the RP Act, 1950, and a second appeal under Section 24(b) against the decision of the first Appellate authority shall lie to the CEO, in the manner prescribed under Rule 27 of the Registration of Electors Rules, 1960.
10. Safeguards against wrongful deletions: Following safeguards are prescribed to prevent wrongful deletions of electors from electoral roll:
 - a. In case of registered death, deletion shall be made only after proper verification/production of death certificate etc.
 - b. To avoid wrongful deletions, deletions on the ground of death (other than production of death certificates) and shifting will be made only when Form-7 is received.
 - c. While making field verification, BLOs shall give specific remarks in report on the status of shifting/death as the case may be.
 - d. For deletion on the ground on shifting, Form- 8 from the concerned elector will be taken. Before addition at the new place, the ERO will confirm that the elector was actually enrolled at the previous address and he bears the same name as given in Form -8.
 - e. BLO report will be necessary for deletion.
 - f. For all cases of proposed deletions, instruction laid down vide Commission's letter no. 23/INST/2023-ERS dated 11th August, 2023 shall be followed scrupulously.
 - g. All cases of deletions must be cross verified personally by ERO, if they fall in any of the following category: -
 - i. Deletions in polling stations where the number of deletions exceed 2% of the total electors in the voters' list of the polling stations.
 - ii. Deletions where the same person is the objector in more than 5 cases.
 - h. Cases of deletions other than those made on the ground of death should be cross verified by Supervisors, AEROs and EROs before passing the orders, 10% of total deletion (randomly picked by system) should be verified by field visits.
 - i. ERO shall ensure that the name of MP/MLA/MLC, holders of declared offices and personalities from fields of arts, culture, journalism, sports, members of judiciary and public services etc. are properly flagged in the electoral database. And before the draft publication, these names are there in the proposed draft electoral roll.
11. Supervision and Checks: ERO, after digitization of claims & objections received by him, deputed BLO concerned to make field verification in connection with the claim or objection. The BLO after on spot verification submits his report to the ERO. The following supervisory checks and verification are prescribed.
 - a. The BLO Supervisor who normally has 10 Booth Level Officers under his charge shall verify 5% of each of the Booth Level Officer's verification work under him.

- b. Each AERO should verify 1% of the BLO's verification work, randomly selected from different parts under him. Additionally, AERO shall do a field verification for:
 - i. the households that have more than 10 electors;
 - ii. abnormal gender ratio, and
 - iii. 20 polling stations with the highest number of additions or deletions, under his charge.
 - iv. AERO should also separately field check 1% of the additions and deletions, giving focus on such part of electoral rolls where proposed addition of electors is 4% over previous electoral roll. Both, accepted as well as rejected cases, should also be checked in those cases.
- c. ERO is responsible for delivering an error free roll.
- d. ERO shall test check the quality of disposal of claims & objections by AEROs. ERO:
 - i. ERO shall check 10% of the Forms disposed of by AERO, field verification should be carried out, where felt necessary.
 - ii. ERO shall hold regular monitoring meetings with AEROs, Supervisors and BLOs and ensure that the work done is not superficial. Delinquent officials should be taken to task and corrective measures taken swiftly.
- e. **DEO/Roll Observer/CEO will do Super-checking during revision period:**
 - i. **DEO:** Verification of 50 Forms (20 additions + 20 deletions + 10 modifications) in the district covering all ACs under his jurisdiction (or) at least 10 Forms (4 additions + 4 deletions + 2 modifications) in each of the ACs of the district, by a tabletop exercise. Out of these verified Forms, field verification must be done for a minimum 10 Forms
 - ii. **Roll Observers:** Verification of 250 Forms (100 additions + 100 deletions + 50 modifications) in the assigned districts or at least 10 Forms (4 additions + 4 deletions + 2 modifications) in each of the assigned districts, by tabletop exercise. Out of these verified Forms, field verification must be done in a minimum 20 Forms.
 - iii. **CEO:** Verification of 250 Forms (100 additions + 100 deletions + 50 modifications) in the state covering all districts or at least 10 Forms (4 additions + 4 deletions + 2 modifications) in each district, by tabletop exercise. Out of these verified Forms, field verification must be done in a minimum 20 Forms.
- f. Additionally, any sub-standing influx of Forms-6, 7, 8 in any AC shall be flagged up by DEO to the CEO to review the situation on a weekly basis for course correction, if required.
- g. The Commission/CEO may depute any other observers/ECL officers/roll auditors to check, audit and supervise the revision process. Hence, ERO to keep updated records on reports of progress on revision and lists of the locations where field operations are in progress.

12. Engagement with Political Parties and sharing of electoral rolls:

a. By DEO:

- i. DEO shall get the revision schedule properly disseminated to media, political parties and social organizations/RWAs and reach out to electors/eligible population extensively well before the date of draft publication of electoral rolls.
- ii. The DEO shall hold a periodic meeting with all recognized National and State level political parties (to every political party for which a symbol has been exclusively reserved in the State by the Election Commission) during rationalization of polling stations, before draft publication and during revision period and inform them the important points of the law and procedures and seek their cooperation.

b. By ERO:

- i. ERO shall share a list of claims and objections to all political parties on a weekly basis.
- ii. ERO, immediately after draft and final publication, shall supply free of cost two copies of each separate part of the roll to every political party for which a symbol has been exclusively reserved in the State by the Election Commission, in accordance with the provisions of rule 11(c) and 22 (c) of Registration of Electors Rules, 1960.

c. By BLOs:

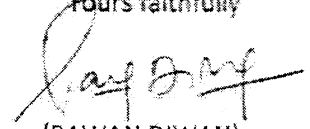
- i. The BLOs will go through the draft electoral roll with BLAs of recognized political parties in the State concerned and identify the corrections to be carried out. It is pertinent to mention that BLA once appointed from a recognized political party will continue as BLA, unless his/her appointment is rescinded /revoked by the political party concerned.
- ii. With a view to ensure more involvement of political parties, the Commission has allowed BLAs of recognized political parties to file applications in bulk, subject to the condition that a BLA shall not submit more than 10 Forms to BLO at one time/in one day.
- iii. If a BLA files more than 30 Applications/Forms during the entire period of filing claims and objections, then the cross verification must be done by ERO/AERO themselves. Further, the BLA will also submit a list of application forms with a declaration that he has personally verified the particulars of the application forms and is satisfied that they are correct.

13. Awareness Measures: CEO/DEO/ERO shall take special measures to enhance the visibility of the Electoral Roll revision exercise by engaging political parties and media for public awareness about the electoral processes as established by the law. Regular press releases, in simple language, alongwith photos shall be issued explaining the legal process and participatory nature of the revision exercise. Additionally, advertisements in local newspapers should be issued to enhance the public participation in the revision exercise.

14. For the Commission's approval for Final Publication, CEO will send the request to the Commission, along with

- a. Formats 1-8 generated through ERO-Net.
 - b. a memorandum explaining as to how the roll revision process achieved the targets fixed and suggesting a strategy to address shortfalls, if any, during continuous updation.
 - c. a certificate that all the cases of Dead/Shifted/Registered death and un-enrolled electors have been taken into account and disposed of by the ERO concerned, all logical errors have been removed and 100% EPIC and 100% coverage of photographs in Photo Electoral Rolls have been achieved.
15. A copy of this letter should also be circulated to concerned DEOs/EROs in the State for taking immediate appropriate necessary action.
16. Please acknowledge receipt of this letter.

Yours faithfully



(PAWAN DIWAN)

SECRETARY



भारत निर्वाचन आयोग
ELECTION COMMISSION OF INDIA

By E-mail/Speed Post

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No.23/2025-ERS

Dated: 1st April, 2025

To,

The Chief Electoral Officer,
Punjab,
Chandigarh.

Reference: - (i) Commission's letter No.23/2024-ERS (Vol. IV), dated 26.03.2025, and
(ii) Your office letter No. Elec-2025/P-1367, dated 27.03.2025.

Subject: - Special Summary Revision in 8 ACs – Proposal for change in draft publication date in 64-Ludhiana West AC, Punjab- regarding.

Sir,

I am directed to refer to your letter wherein it has been proposed to change date of draft publication of Special Summary revision of Electoral Roll w.r.t 01.04.2025 for the 64-Ludhiana West AC, Punjab.

2. In this connection it is to state that the proposal for change of date of draft publication from 08.04.2025 (Tuesday) to 09.04.2025 (Wednesday) has been acceded to.
3. All the officials/officers concerned shall be informed of the Commission's above directions and wide publicity to the modified schedule of SSR, 2025 shall be made through all available media. Political Parties shall also be informed of the modified schedule in writing.

Yours faithfully,

Sandeep Kumar
(SANDEEP KUMAR)
UNDER SECRETARY