

Manual -4

NORMS SET FOR THE DISCHARGE OF FUNCTIONS

[Section 4(1)(b)(iv)]

The office of the Electoral Registration officer, after receiving of any application for inclusion of names in Form-6, objection to any existing entry in the Electoral Roll in Form-7, modification in any existing entry in the Electoral Roll in Form-8 and transposition of any existing entry within same Assembly Constituency will issue a receipt to the applicant.

Thereafter, the application will be posted at the Notice board at the office of Electoral Registration Officer together with a notice inviting objections, if any to the inclusion of the applicant's name within a period of 7 days from the date of such posting. Every objection to the inclusion of a name should be submitted in Form-7 only by a person whose name is already included in the Electoral Roll. An application for correction of particular of entries in a roll can be submitted in form-8 only by the person to whom that entry relates.

Thereafter, the Electoral Registration Officer would take necessary action on the application for verification of the contents through field visit and/or through documents presented before him and pass appropriate orders on the application within 21 days (maximum period).

ELECTOR'S PHOTO IDENTITY CARD (EPIC):

After the inclusion of name in the Electoral Roll of the concerned Assembly Constituency, the elector will be eligible for issue of Photo Identity Card. For the first time, provided other formalities are completed, the Card will be issued Free of cost on the same day. For issue of Identity Card, in case of loss or mutilated, the duplicate card can be obtained on furnishing a copy of the FIR with Police and deposit of Rs. 25/- after due verification, of 8th day of the date of submission of application by elector.

ISSUE OF CERTIFIED COPIES OF ENTRY IN THE ELECTORAL ROLL & PERMISSION FOR INSPECTION OF ENTRIES IN ELECTORAL ROLL

A certificate of an entry of the name of person/persons in the current Electoral Roll will be issued on the same day, whereas for the entry in the roll of previous years, at the most, on the 4th day to the applicant electors on payment of fee in the form of Court Fee stamp.

CONDUCT OF ELECTIONS TO ASSEMBLY CONSTITUENCY OR PARLIAMENTARY CONSTITUENCY IN NCT OF DELHI

For conduct of elections to any seat or seats of Delhi Legislative Assembly or Parliament in NCT of Delhi, the Returning Officer will discharge their function according to the norms set under the Conduct of Elections rules 1961 and narrated in the Handbook of Returning Officers and other instructions on schedules etc as provided by Election Commission of India.