

# FAQ ON ELECTORAL MATTERS

## Who can vote?

All citizens of India who are 18 years of age as on 1<sup>st</sup> January of the year for which the electoral roll is prepared are entitled to be registered as a voter in the constituency where he or she *ordinarily resides*. Only persons who are of unsound mind and have been declared so by a competent court or disqualified due to 'Corrupt Practices' or offences relating to elections are not entitled to be registered in the electoral rolls.

## What is an electoral roll?

An electoral roll is a list of all eligible citizens who are entitled to cast their vote in an election. The electoral rolls are prepared Assembly Constituency wise. An electoral roll for any Assembly Constituency is sub-divided into parts. Normally, one part will correspond with one polling booth. Each part consists of avg. 1000 electors.

## How to register in the Electoral Roll?

Registration is done through three processes. Details are in the table below :

Process	Procedure for Registration	Where to go for registration?
Intensive Revision	Electoral Roll is prepared afresh.  Held normally once in 5/10 yrs.  Done by house-to-house enumeration.	Election Officials visit every house of citizen for registration.  Due publicity of the Programme is given.
Summary Revision	Existing Roll is published as Draft and Left over electors are given a scope to apply for enrollment.  Also they can apply for deletion of names, correction of existing records as well as for transposition of names from one part of the electoral roll to other within the same constituency.  After disposal of the applications lists of additions, deletions and modifications are prepared and published as Supplement Electoral Roll.	Draft Roll is published in every Polling Booth and available for inspection for a specified period (not less than 15 days).  Applications in prescribed Forms are received at respective Polling Booths during that specified period.  Blank Forms are available from Polling Booth.  Due publicity of the Programme is given.
Continuous Updation	There is a scope for the Citizen to apply for enrollment any time during the year.	Applications are received at respective SDO/ERO Offices.

Is there any prescribed application formats? What Supportive documents are to be attached with the application forms?

Purpose of filing application	Form for application	Supporting documents to be attached
For first time enrollment in the electoral roll	Form 6	<ul style="list-style-type: none"> <li>• Proof of date of birth like copy of birth certificate, School Board Examination certificate/ Admit Card, Passport, PAN Card, etc.</li> <li>• Residence Proof like copy of Ration Card, Bank/Post Office Pass Book/Electricity Telephone Bills, <u>Letter received in this address through post etc.</u></li> <li>• Parent's (close blood relative's, in case parents are absent) Voter's ID Card (copy).</li> <li>• In case applicant is more than 22 years of age, a declaration in plain paper stating the reasons for non inclusion in the voter list</li> </ul>
For transfer of name from one assembly constituency to other	Form 6	<ul style="list-style-type: none"> <li>• Present residence proof document like copy of Ration Card, Bank/Post Office Pass Book, Electricity /Telephone Bills, etc.</li> <li>• Copy of Voter's ID Card.</li> </ul>
For change of residence from one polling area to the other within the same assembly constituency	Form 8A	<ul style="list-style-type: none"> <li>• Present residence proof document.</li> <li>• Copy of Voter's ID Card.</li> </ul>
For correction of name/relation's name, age, sex, EPIC No.	Form 8	<ul style="list-style-type: none"> <li>• Official document in support of the correction</li> </ul>
Photograph for some other person printed against the name of the voter (applying for removal for such wrong photograph)	Form 8	<ul style="list-style-type: none"> <li>• Photo bearing identity document, if any.</li> </ul>
Deletion of name from the Voter List	Form 7	<ul style="list-style-type: none"> <li>• Copy of Death Certificate in case the applicant is dead.</li> <li>• Documentary evidence, if any, to prove that the voter is shifted from the place where he/she is enrolled.</li> </ul>
To obtain EPIC (New/duplicate/Corrected)	Form-001C	<ul style="list-style-type: none"> <li>• Any Photo bearing official Identity Document like Passport, PAN Card, Photo bearing Service Identity Card, SC/ST Certificate, Driving Licence, Photo bearing Bank Pass Book, etc.</li> <li>• If the Photo-bearing document does not bear date of birth, Birth Certificate or School Final Examination Certificate/Admit Card as Date of Birth Proof.</li> </ul>

I have changed my residence. Am I to apply again for registration in the Electoral Roll?

Yes. Electoral Roll is prepared area-wise. If you shift your residence you have to apply again for registration in the electoral roll corresponding to your present residential address. If you are shifted to other Constituency you have to apply in Form-6. Full address of previous

residence as well as details of previous enrollment is to be noted in the specified space of Form 6. If you are already having EPIC, also note down the EPIC Number in the appropriate space. Attach proof of your present residence and copy of EPIC along with Form 6.

If you change your residence within the same constituency but in the different part, you have to submit application in Form 8A.

Application can be submitted in the Polling Booth pertaining to your present place of residence during the period of Summary Revision. If the period of Summary Revision is over, application has to be submitted in the ERO's Office.

I have submitted application for enrollment along with all documents at Polling Booth. I also attended hearing but my name is not registered in the Final Electoral Roll. What should I do?

You can make an appeal in plain paper to the District Election Officer (DEO) within 15 days from the date of final publication of the Electoral Roll. If the period for appeal is over apply afresh under Continuous Updation Process. Application should be submitted in the ERO's Office.

I am away from my native place for higher studies. Where should I apply for enrollment?

You can apply either at your native place or at the place where you reside at present for pursuing your studies. Wherever you apply, along with the application you have to submit a declaration in prescribed format countersigned by the Head of the Institution in which you are studying.

I am at present staying away from my native place in connection with service. Can I enroll my name at my native place?

No. You are eligible for enrollment only at the place where you ordinarily reside. Relaxation given to the students in this regard is not applicable for service holders or businessmen who reside away from their native places to pursue their professions.

Are Indian Citizens residing abroad in connection with studies, service or business eligible for registration in the electoral roll?

So long they are residing outside India they are not eligible, except for a person who is employed under the Govt. of India, in a post outside India.

## Where can I see the Electoral Roll?

Part-wise Electoral Roll is available for public inspection at Polling Booth during the period of Summary Revision, which normally held once in a year under due publicity. Besides, Electoral Roll for the entire state is available in our official website ([www.ceowestbengal.nic.in](http://www.ceowestbengal.nic.in)).

## Wherefrom I get electoral roll related information?

During Summary Revision- From Polling Booth.

In other times – From BDO Office, SDO Office or DM Office.

Electoral Registration Officer who is the authority in regard to preparation and publication of Electoral Roll normally sits in DM Office or SDO Office.

## What is an EPIC?

Elector's Photo Identity Card (EPIC) is a photo bearing Identity Document which is issued to the electors once they are registered in the Electoral Roll.

Elector has to produce the EPIC at the time of casting vote to prove his/her identity. The EPIC is issued free of cost by the ERO of the Assembly Constituency in which the elector is first enrolled.

The EPIC issued once is valid for the lifetime. Even if an elector shifts his residence and gets enrolled in another constituency, EPIC issued from previous constituency is valid in the new constituency for casting vote. However, elector may apply for change of address in the EPIC on payment of Rs, 25/-. In case of loss/damage, duplicate EPIC can also be obtained on payment of Rs. 25/-. However, duplicate/corrected EPIC bears the same EPIC number. EPIC number is unique for elector throughout his lifetime.

## How can I obtain EPIC?

If you are not enrolled in the electoral roll, first apply for enrollment. If you apply during summary revision, you can submit your photograph along with your application for enrollment. Fill up Form-001C and affix two copies of your passport sized colour photographs (one signed across and the other unsigned). Attach any other photo-bearing identity documents like Passport, PAN Card, Photo bearing Service Identity Card, SC/ST Certificate, Driving Licence, Photo bearing Bank Pass Book, etc. If the Photo-bearing document does not bear date of birth, Birth Certificate or School Final Examination Certificate/Admit Card should be furnished as a proof of date of birth. Form-001C and the supportive documents may be submitted along with application for enrollment (Form 6).

What, if I fail to submit photographs along with application for enrollment (Form 6)?

If your application (Form 6) is accepted, you will be given a scope to appear for being photographed at govt. expense. Such Photo-taking programmes are usually arranged immediately after your application for enrollment is accepted. You have to attend such Photo-taking programme along with any of the aforesaid Photo bearing documents. If you do not have such photo bearing document take any of your family members who is enrolled in the electoral roll of the same Electoral Roll Part in which you have enrolled and who has EPIC for identification.

I am already enrolled in the electoral roll. Now I am applying in Form 8A for transposition of my name to another Part within the same constituency. I was not issued EPIC before. Can I submit my photographs in Form-001C along with Form 8A.

Yes. You can submit your photographs in Form-001C along with Form 8A.

My name is enrolled in the Electoral Roll but I was not issued EPIC. How can I obtain EPIC?

Photo-taking campaign for issuance of EPIC are normally arranged at least once in a year under due publicity. You can avail of that facility. You can also attend Permanent EPIC Centre which remains open almost round the year. While attending Photo –taking programme you have to submit any of the aforesaid photo bearing identity documents for identification. If you do not have such photo bearing document take any of your family members who is enrolled in the electoral roll of the same Electoral Roll Part in which you have enrolled and who has EPIC for identification.

I am registered in the Electoral Roll. Also I have EPIC but my photograph is not available in the Electoral Roll. What Should I do?

Photo-taking campaign are normally arranged at least once in a year under due publicity. You can avail of that facility. You can also attend Permanent EPIC Centre which remains open almost round the year. You can also submit your photographs through Form-001C at Polling Booth (along with Form-8) during the period of Summary Revision.

I do not know my exact date of birth. How can I fill up date of birth column in Form-001C?

You can leave it blank. But in case you mention date of birth, you have to attach prescribed date of birth proof document along with the form. If date of birth is not given, EPIC issued

will bear year of birth only which will be calculated on the basis of age recorded in the Electoral Roll.

I have submitted my photographs for EPIC but I am yet to receive the Card.

Please contact your ERO.

I have lost my EPIC. What is the procedure of getting a duplicate EPIC.

First, lodge a diary with police station for your lost EPIC. Then appear personally at Permanent EPIC Centre (PEC) along with receipted copy of GD entry and identification document. Apply for duplicate in Form-001C along with date of birth proof document and Photo bearing Identity document. Also you have to pay Rs. 25/-.

I have got my EPIC but it is full of mistakes.

You can get it corrected from Permanent EPIC Centre (PEC). If the mistake is not in our part you have to pay for the correction.

If the mistakes are also there in the Electoral Roll, Form 8 should also be submitted along with applications for obtaining EPIC ( Form-001C).

Where are Permanent EPIC Centres (PEC) located ?

In case of districts Permanent EPIC Centres (PEC) are located at each sub-divisional HQs.

For Kolkata the locations are as follows:-

<b>Assembly Constituencies</b>	<b>Place</b>
158-Kolkata Port, 159-Bhavanipur, 160-Rashbehari, 161-Ballyganj	Survey Building, 35, Gopal Nagar Road, Kolkata-27
164- Belehata, 168-Kashipur Belgachia, 167-Maniktala	2, Church Lane, Kolkata-1
162-Chowranghee, 163-Entaly, 165-Jorasanko, 166-Shyampukur	Jessop Building, 63, NS Road, Kolkata-1

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