

CITIZEN'S CHARTER

1. YOUR RIGHTS:

You are entitled to be an Elector in Assembly Constituency Photo Electoral Rolls if you are:

- a. Citizen of India;
- b. Ordinarily resident in a Constituency;
- c. 18 years or above of age as on the qualifying date, (generally 1st Jan. each year) and
- d. Not otherwise disqualified under the provisions of any law relating to corrupt practices and other offences in connection with elections.

Note:- No person shall be entitled to be registered in the electoral rolls for more than one constituency or more than once in any electoral roll for an Assembly Constituency.

2. INCLUSION, DELETION AND MODIFICATION OF NAME IN THE PHOTO ELECTORAL ROLLS:

Any person, whose name is not included in the Photo Electoral Roll of the Assembly Constituency under which his/her residence falls but satisfies the above-mentioned criteria, may apply in Form-6 (in duplicate) to the ERO (SDM) of the concerned Assembly Constituency for the inclusion of his/her name. Following other forms are also be available with the EROs (SDMs) and DEO offices for various election related activities: -

Form 7: Application for objecting to inclusion of name or seeking deletion in Photo Electoral Roll.

Form 8: Application for correction of any entry in the Photo Electoral Roll.

Form 8A: Application for transposition of entry in the Photo Electoral Roll.

Service Electors

As per Sub-Section (8) of Section 20 of the R.P. Act, 1950 service qualification means:-

- a) Being a member of the Armed Forces of the Union; or

- b) Being a member of a force to which provisions of the Army Act, 1950 (46 of 1950), have been made applicable whether with or without modification;
- c) Being a member of an Armed Police Force of a State, and serving outside that State; or
- d) Being a person who is employed under the Government of India, in a post outside India,

If any person having the above service qualifications desires to be registered in the last part of roll for the constituency in which he would have been ordinarily resident, he shall submit a statement in duplicate in one of the forms 2, 2A and 3, as may be applicable along with the "Declaration" to the Electoral Registration Officer (SDM) of the constituency through his record office.

Form-2: Statement as to place of ordinary residence by a member of the Armed Forces.

Form-2A: Statement as to place of ordinary residence by a member of an Armed Police Force of a State who is serving outside that State.

Form-3: Statement as to place of ordinary residence by a person employed under the Government of India in a post outside India.

The wife of service voter belonging to any of the four categories mentioned above and ordinarily residing with him is also eligible to be registered in the last part of Electoral Roll as an elector along with her husband.

However, if any service voter does not want the above facility of enrolment in his native place, he may get himself registered as an ordinary elector at the place of his service/posting at the time of house-to-house enumeration or by filling an application in Form-6.

The Forms No.2, 2A & 3 are uploaded on the website of Election Department to enable service personnel to download these.

CAUTION:- It may be noted that any person who furnishes false information can be prosecuted under section 31 of the Representation of the People Act, 1950, which prescribes imprisonment upto one year or fine or with both for such offence.

e-Registration :

Election Department has introduced e-registration facility for the new electors. Any eligible citizen who fulfills all the requirements as shown in Para-I can get himself/herself enrolled in photo-electoral roll by filling up Form-6 online on official website of Election Department i.e. ceohimachal.nic.in". Citizens can also fill Form-7, 8 & 8A online for deletions, corrections and transposition of his/her name respectively. The citizens can also download these forms from department's official website and submit them to the concerned Electoral Registration Officer (SDM) for inclusion, deletion, modification and transposition of his/her name as the case may be. Our e-mail address is 'election-hp@nic.in'.

Search Facility

Photo Electoral Rolls of all 68-Assembly Constituencies have been uploaded on the website of Election Department to enable general public to have access to it. Search facility has also been provided on the website for the citizens of Himachal Pradesh to search their names in the Electoral Rolls. There are two search facilities viz (a) Search by Voter Card No. (b) Search by Name. By entering Voter Identity Card No., a person can ascertain his/her name, relation name, A.C. name, Serial No. and Polling Station location. A person can ascertain his/her Elector Photo Identity Card (EPIC) No. by entering his/her name, name of his/her district & relatives name.

3. TIME-BOUND DISPOSAL OF APPLICATIONS:

Citizens can lodge applications for inclusion, deletion, transposition and modifications of entries in the photo electoral rolls at any time under Continuous Updation process of Electoral Rolls and ordinarily the applications received in a calendar month will be disposed off during next month and the

manuscript got prepared for every part separately, in duplicate, by hand, by 25th of that month. At the end of every calendar month and by 7th of the following month, one copy of the manuscripts will be transferred to the District Election Officer for data entry in the computerized working copy of the photo electoral rolls. However, no applications will be disposed off in the period from the last date of filing nominations for any election till the conclusion of the election process. Whenever, a revision programme is announced by the Election Commission of India, the entire process of disposing claims and objections will be as per the approved programme.

4. ELECTOR'S PHOTO IDENTITY CARD (EPIC):

After your name is registered in the Photo Electoral Roll of the concerned Assembly Constituency, you become eligible for issue of Elector's Photo Identity Card (EPIC). Every citizen can submit two passport size photographs for obtaining Elector Photo Identity Card. Initially the card is issued free of cost. In case, the EPIC is lost or mutilated or if the elector himself desires any modification of particulars, elector can get it prepared again by paying a sum of Rs.25/- for a duplicate card. The photo-identity cards so prepared will be distributed among the electors within 15 days through the BLOs.

5. ISSUE OF CERTIFIED COPIES OF ENTRY IN THE PHOTO ELECTORAL ROLL & PERMISSION FOR INSPECTION OF ENTRIES IN PHOTO ELECTORAL ROLL:

The following norms have been fixed for the issue of certified copies of Photo Electoral Rolls and inspection thereof: -

FEE:

1. Inspection fee of Photo Electoral Rolls: Rs. 1/-for the first hour and thereafter Rs.0.50 for the subsequent hours or part thereof.
2. Extract of Photo Electoral Rolls: Rs. 2/- for the first 25 entries or less and thereafter Rs.1/- for subsequent 50 entries or part thereof.

3. Additional urgent fee: Rs. 2/-per applicant
4. The Photo Electoral Rolls Data in Hindi are also available in the office of CEO, Himachal Pradesh, Block No. 38-SDA Complex, Shimla-9 in the form of CDs. The rate for one District is Rs. 100/- each.

All the above mentioned Election related services except CDs are available to the public at the offices of ERO (SDMs)/DEOs. For submission of all types of applications and collection of certificate/Photo I-Cards etc. any citizen can contact the office between 10 AM to 5 PM on all the working days. Except for the certified copies of entry and inspection of electoral rolls, duplicate EPICs, all election related services are available free of cost.

6. QUALIFICATIONS FOR MEMEBERSHIP OF PARLIAMENT AND OF THE STATE LEGISLATIVE ASSEMBLY:

A person shall be qualified to be chosen to fill a seat in Parliament or State Legislative Assembly if he:-

- (1) is a citizen of India
- (2) is not less than twenty five years of age, in case of House of People/State Assembly, and not less than thirty years of age for Rajya Sabha.
- (3) is not otherwise disqualified under the relevant laws.

A candidate not set up by a Recognized Political Party shall get his nomination paper subscribed by 10 proposers, being electors of that constituency. For a Parliamentary Constituency, the amount of security deposit is Rs. 10,000/- (Rs. 5,000/- for SC/ST). In case of Assembly Constituency and Rajya Sabha these amounts are Rs. 5,000/- and Rs. 2,500/- respectively.

7. QUALIFICATIONS FOR ELECTION AS PRESIDENT & VICE PRESIDENT:

No person shall be eligible for election as President/Vice President unless he:-

- (a) is a citizen of India;
- (b) has completed the age of 35 years;
- (c) is qualified for election as member of the House of the People and for Vice President, as a member of the Council of States.

8. MAXIMUM LIMIT OF ELECTION EXPENSES IN ANY ONE:

Parliamentary Constituency	=	Rs. 25, 00, 000
Assembly Constituency	=	Rs. 7, 00, 000

9. YOUR DUTIES:

To be an ideal, vigilant citizen of Indian democracy:

- (1) Get yourself enrolled as an elector and take part in polls, if you satisfy all the necessary conditions.
- (2) Do inform the Electoral Registration Officer (SDM) concerned on the prescribed proforma:
 - (a) On changing your residence.
 - (b) On noticing in the Photo Electoral Roll the names of members of family of your neighbors who have shifted to some other place to reside.
 - (c) On noticing the name of a dead person in the Photo Electoral Roll,
 - (d) On coming across duplicate entries in Photo Electoral Roll,

10. GRIEVANCE REDRESSAL MECHANISM:

The Election Department has on line grievance redressal facility known as “**e-Samadhan**”. Any grievance pertaining to the department can be entered in e-samadhan by logging on to <http://admis.hp.nic.in/esamadhan>. The Election Department has also constituted a Grievance Redressal Mechanism at State as well as District/Sub-Division level as under:

Office Level.	District.	Location of the offices that will deal with the Grievance (Name & Address).	Nodal Officer Designation.	Nodal Official e-mail Address.	Tele- phone No.
1	2	3	4	5	6
State Head-quarter.	Shimla.	Chief Electoral Officer, Himachal Pradesh.	Additional Chief Electoral Officer, Himachal Pradesh.	election-hp@nic.in	0177-2621551
District level.	Shimla.	District Election Office, Shimla.	ADC, Shimla.	elect-shi-hp@nic.in	0177-2653436, 2657005

Kangra.	District Election Office, Kangra at Dharamshala.	ADM, Kangra at Dharamshala.	elect-kanhp@nic.in	01892-223321
Hamirpur.	District Election Office, Hamirpur.	ADM, Hamirpur.	elect-hamhp@nic.in	01972-224324
Mandi.	District Election Office, Mandi.	DEO (DC), Mandi.	elect-manhp@nic.in	01905-225201
Una.	District Election Office, Una.	ADM, Una.	elect-una-hp@nic.in	01975-225800
Chamba.	District Election Office, Chamba.	ADM, Chamba.	elect-cha-hp@nic.in	01899-222540
Bilaspur.	District Election Office, Bilaspur.	ADM, Bilaspur.	elect-blph@nic.in	01978-224155
Kullu.	District Election Office, Kullu.	Tehsildar (Election), Kullu.	elect-kulhp@nic.in	01902-222536
Lahaul & Spiti.	District Election Office, Keylong.	Tehsildar (Election), Keylong.	elect-lahhp@nic.in	01900-222225
Solan.	District Election Office, Solan.	ADM, Solan.	elect-solhp@nic.in	01792-223705
Sirmour.	District Election Office, Nahan.	Tehsildar (Election), Nahan.	elect-sirhp@nic.in	01702-222620
Kinnaur.	District Election Office, Reckongpeo.	Tehsildar (Election), Reckongpeo.	elect-kinhp@nic.in	01786-222051

Sub Divisional Level.	Kangra.	SDEO, Dharamshala.	ERO (SDM), Dharamshala.	<a href="mailto:sdm-dha-
hp@nic.in">sdm-dha- hp@nic.in	01892- 223315
		SDEO, Kangra.	ERO (SDM), Kangra.		01892- 265024
		SDEO, Palampur.	ERO (SDM), Palampur.	-	01894- 230595
		SDEO, Bajjnath.	ERO (SDM), Bajjnath.	-	01894- 263656
		SDEO, Jaisinghpur.	ERO (SDM), Jaisinghpur.	-	01894- 228111
		SDEO, Dehra.	ERO (SDM), Dehra.	-	01970- 233102
		SDEO, Jawali.	ERO (SDM), Jawali.	-	01893- 264310
		SDEO, Nurpur.	ERO (SDM), Nurpur.	-	01893- 220024
Sub Divisional Level.	Bilaspur.	SDEO, Sadar Bilaspur.	ERO (SDM), Sadar Bilaspur.	-	01978- 224798
		SDEO, Ghumarwin.	1. AERO (Tehsildar), Jhandutta for 46- Jhandutta (SC) AC.	-	01978- 255227
			2. AERO (Tehsildar), Ghumarwin for 47- Ghumarwin (AC).	-	01978- 255227
Sub Divisional Level.	Una.	SDEO, Una.	ERO (SDM), Una.	-	01975- 223621
		SDEO, Amb.	ERO (SDM), Amb.	-	01976- 261203
Sub Divisional	Solan.	SDEO, Solan.	ERO (SDM), Solan.	-	01792- 223707

Level.		SDEO, Arki.	ERO (SDM), Arki.	-	01796- 220666
		SDEO, Nalagarh.	ERO (SDM), Nalagarh.	-	01795- 223024
Sub Divisional Level.	Mandi	SDEO, Sadar Mandi.	ERO (SDM), Sadar Mandi.	-	01905- 225207
		SDEO, Sarkaghat.	ERO (SDM), Sarkaghat.	-	01905- 230042
		SDEO, Sundernagar.	ERO (SDM), Sundarnagar.	-	01907- 266001
		SDEO, Karsog	ERO (SDM), Karsog	-	01907- 222236
		SDEO, Chachiot at Gohar.	ERO (SDM), Chachiot at Gohar.	-	01909- 250262
		SDEO, Joginder- nagar.	ERO (SDM), Joginder- nagar.	-	01908- 222095
Sub Divisional Level.	Kullu.	SDEO, Kullu.	ERO (SDM), Kullu.	-	01902- 222696
		SDEO, Anni.	ERO (SDM), Anni.	-	01904- 253387
		SDEO, Banjar.	ERO (SDM), Banjar.	-	01903- 222253
		SDEO, Manali.	ERO (SDM), Manali.	-	01902- 254100
Sub Divisional Level.	Sirmour.	SDEO, Rajgarh.	ERO (SDM), Rajgarh.	-	01799- 221034
		SDEO, Paonta.	ERO (SDM), Paonta.	-	01704- 224100
		SDEO, Nahan.	ERO (SDM), Nahan.	-	01702- 222239
Sub Divisional Level.	Chamba.	SDEO, Bhatiyat.	ERO (SDM), Bhatiya.	-	01899- 266455
		SDEO, Dalhousie.	ERO (SDM), Dalhousie.	-	01899- 242122

		SDEO, Churah.	ERO (SDM), Churah.	-	01896- 227033
		SDEO, Chamba.	ERO (SDM), Chamba.	-	01899- 222278
		SDEO, Bharmour.	ERO (ADM), Bharmour.	-	01895- 225027
Sub Divisional Level.	Hamirpur.	SDEO, Hamirpur.	ERO (SDM), Hamirpur.	-	01972- 224304
		SDEO, Nadaun.	ERO (SDM), Nadaun.	-	01972- 232511
		SDEO, Bhoranj.	ERO (SDM), Bhoranj.	-	01972- 266928
		SDEO, Barsar	ERO (SDM), Barsar	-	01972- 288045
Sub Divisional Level.	Shimla	SDEO, Rampur.	ERO (SDM), Rampur.	-	01782- 233002
		SDEO, Rohroo.	ERO (SDM), Rohroo.	-	01781- 240009
		SDEO, Chopal.	ERO (SDM), Chopal.	-	01783- 260014
		SDEO, Theog.	ERO (SDM), Theog.	-	01783- 238502
		SDEO, Shimla (U).	ERO (SDM), Shimla (U).	-	0177- 2657013
		SDEO, Shimla (R).	ERO (SDM), Shimla (R).	-	0177- 2657007

In case, you want to seek clarification about any of the services or wish to convey any grievance, please contact any of the offices/ officers listed above.

**Chief Electoral Officer,
Himachal Pradesh,
Block No. 38, SDA Complex,
Kasumpti, Shimla-171009.**
