



राज्य निर्वाचन आयोग हिमाचल प्रदेश

STATE ELECTION COMMISSION HIMACHAL PRADESH

आर्मजडेल मिला -171002 Armsdale, Shimla-171002 Tel. 0177-2620152,2620159,2620154, secysec-hp@nic.in
No. SEC (F) 1-40/2023-Vol-I-2634-48 dated the 01st August, 2025

To

1. All the District Election Officer-cum-Deputy Commissioners, Himachal Pradesh.
2. The Additional Deputy Commissioner Kaza, District Lahaul & Spiti, Himachal Pradesh.
3. The Resident Commissioner Pangi, District Chamba, Himachal Pradesh

Subject: Preparation of Electoral Rolls of PRIs and Municipalities.

Madam / Sir,

I am directed to inform you that in view of the forthcoming General Elections to ULBs and PRIs, the State Election Commission has decided to prepare the Electoral Roll of Panchayati Raj Institutions and Urban Local Bodies in Himachal Pradesh. The Commission has procured Assembly Constituency wise database from the Chief Electoral Officer, Himachal Pradesh. In order to review the electoral rolls and remove the dead/transferred/duplicate electors, the Commission has decided to prepare draft on the basis of the latest ECI electoral database. This data has been displayed in the Electoral Roll Management System (ERMS) application in Part-II and there will be no data in the Part-I as stated above.

The Commission has fixed following timeline for the completion of different activities to generate draft electoral rolls of PRIs and ULBs:-

Sr. No.	Name of Activity	Date of Completion
1.	Mapping of Polling Station by District User	Upto 14.08.2025
2.	Mapping of Section by Block User	Upto 22.08.2025
3.	Verification of electors of Part-II	Upto 08.09.2025
4.	Mapping of electors of Part-II	Upto 17.09.2025
5.	Print of preview copy of draft electoral roll	Upto 19.09.2025
6.	Convening of special meeting of Gram Sabha/Municipal House	20.09.2025 to 26.09.2025
7.	Shifting of stage from working to draft.	27.09.2025

The electors who are enrolled with ECI will appear in the draft stage, however, any leftout but otherwise eligible persons will be able to request for inclusion of their names in the electoral roll of the Commission after publication of the draft, by following due process.

The Commission has already imparted training to various officials of your District/ULB's on the ERMS application. Besides, the Commission recently organized a training programme for all the Development Block and ULB officials to create a pool of resource personnel who will be used for training/guidance of all other officials working on the ERMS. A user manual on functioning of the ERMS is also available on the website of the Commission for ready reference of all the stakeholders. All the SDO(C) and BDOs will ensure imparting of training to all the Panchayat Secretaries/ULB officials involved in updation of electoral rolls through the resource persons already trained on ERMS software at PRTI Mashobra. This training shall be completed well before 10th of August, 2025 positively. The respective SDO(C) (in case of ULBs officials) and BDO (in case of PRIs officials) will ensure his/her presence in the said training and importance of this exercise will be conveyed to the officials.

In order to accomplish this task in a smooth manner, following instructions are hereby issued for your guidance:-

1. The data in the ERMS Software shall be available in Working Roll Part-II. The electors in this part will appear in the relevant Section/ Revenue Village. These electors are to be segregated into wards in respect of Gram Panchayats, Nagar Panchayats and Municipal Councils. As far as Municipal Corporations are concerned, the electors will be segregated into polling station of the respective ward.

2. Exercise to be undertaken at the District Level

1. Before undertaking any exercise on the ERMS Software, the Deputy Commissioner concerned will ensure that all the Sub-Divisional Officer(C)-cum-Electoral Registration Officer and BDO-cum-Assistant Electoral Registration Officer are apprised of the importance of this work as Commission intends to achieve maximum accuracy in preparation of electoral rolls with the active involvement of concerned Sub-Divisional Officer (C) as they are also the Electoral Registration Officers for the Assembly Constituencies.

II. There will be separate District User for Panchayats and ULBs. The Deputy Commissioner will ensure that both the District Users work in tandem at one place so that no ECI Polling Station remains unmapped to the concerned Block/ Municipality.

The District User will map ECI Polling Station to the relevant Development Blocks/ Municipalities / wards of the Municipal Corporations.

If any Polling Station remains unmapped the ERMS Software will not allow users to proceed further. While mapping the ECI Polling Stations to a Block /Municipality, the presence of official(s) of the Urban Development Branch dealing with Municipalities shall be ensured. For the accurate mapping of ECI Polling Station to a Block /Municipality, the Districts User will also take help of the field functionaries like Panchayat Inspector/Sub-Inspector/Election Kanungo/Patwaris/Booth Level Officer etc.

III. In case any ECI Polling Station (part) is broken into two Development Blocks/ Municipalities, in such cases the District User will map that Polling Station (part) to both Development Blocks/ Municipalities as the case may be. Thereafter, the end user of both the concerned Blocks/ Municipalities will be in a position to see these electors at both places.

IV. The District User (Panchayats) will create one Block User for every Block and the District User (Municipalities) will create one Municipal user for each ULB. However, you may continue with earlier Block/Municipal Users, if found functional.

3. Exercise to be undertaken at the Sub-Divisional /Block Level

I. At this level, there will be separate user for Panchayats and Municipalities. The Sub-Divisional Officer(C)/BDO will ensure that both the users work in tandem, so that no Section (Revenue Village) of an ECI Polling Station remains unmapped to Panchayat / Municipality. **If any Section (Revenue Village) remains unmapped the ERMS Software will not allow the Panchayat user/ Municipal user to proceed further.**

The Block/ Municipal user, as the case may be, will map Section (Revenue Village) to a Panchayat/Municipality/Polling Station of Municipal Corporation. In case of Municipal bodies, before mapping Section (Revenue Village) to the Ward/Polling Station, the Municipal Commissioner/Executive Officer/Secretary Nagar Panchayat, as the case may be, shall supply a list of sections pertaining to the concerned Municipality to the concerned ERO/SDO(C).

- II. In case any Section (Revenue Village) is broken into two Gram Sabhas/ Municipal Wards/Polling Station, in such cases the Block User/ Municipal User will map that Section (Revenue Village) to both Gram Sabhas and ULBs, as the case may be, so that these electors may appear at both the places i.e. Panchayats as well as ULBs relating to that Polling station/Part/Section/ Revenue Village in order to map these electors to their relevant ward of the Municipality/ Panchayat as the case may be.
- III. The Block user will create **only one** Panchayat user for all the Panchayats falling within the jurisdiction of the respective Block. **The work of the Panchayat user will be done by the Panchayat Inspector/Sub-Inspector or any other official appointed by the BDO/AERO.** In case of ULBs, District user will create **only one** end user for all the municipalities of the District.

4. Exercise to be undertaken in Part-II

- I. The SDO (Civil) / Assistant Electoral Roll Registration Officer (BDO) will **download Part-II** of the electoral rolls of each Municipal Corporation/Municipality / Gram Panchayat and provide them to the respective EO/Secretary Nagar Panchayat /Panchayat Secretaries/BLO, as the case may be, on the same day in hard/soft copies.
- II. The list of voters appearing in part-II will have two blank columns to enter ward Number/Polling Station and name of Panchayat /ULB (In case the elector is appearing in incorrect Panchayat /ULB).
- III. The Municipal User/ Block User will get the verification of electors appearing in Part-II done through the concerned ERO/ Panchayat Secretary/ EO / Secretary Nagar Panchayat/BLO. They will insert the ward number/Polling Station of each elector so that the electors could be mapped in wards/polling stations through ERMS.
- IV. If names of dead electors or electors whose residence is shifted due to marriage or any other reason are appearing in the electoral rolls, an entry to this effect shall be made in the blank column by the verifying person under his signatures. To ensure fairness and accuracy, such electors shall not be mapped to any ward/polling station.
- V. The verifying official will prepare list of unverified/un-mapped electors on the following format.

Sr. No	Name of elector	Name of Father/Mother/Husband	Name of Revenue Village	Sr. No. of elector in Part-II	Reason for not being mapped.
--------	-----------------	-------------------------------	-------------------------	-------------------------------	------------------------------

This list shall be pasted on the Notice Board of the Gram Panchayat/Municipal Office/ward of Municipal Corporation and also be supplied to the SDO(C)/BDO for information. The list will also be placed before the Gram Sabha/Municipal House.

- VI. If there are any unused electors with a Panchayat user, he will share the details of unused electors with the Block user and simultaneously publish a list of unused electors on the Notice Board of Gram Panchayat. The Block user may ascertain from the adjoining Panchayat about these unused electors. If any unused unverified elector(s) is verified after publication of said list on the Notice Board or by the Block headquarter, such electors shall be mapped in the respective ward/Polling Station. Otherwise these electors will be retained in the list of unused electors.
- VII. Before shifting the stage of Panchayats/ULBs to draft, it will be **mandatory to generate preview copy of draft roll.** Without generating the preview copy of the draft roll, the ERMS will not allow the user to proceed further. A print of the preview of draft roll of each Panchayat/ULB shall be taken by Panchayat/Municipal User.
- VIII. The preview copy of the draft so printed alongwith a list of unused/unmapped electors will be placed in a special meeting of the Gram Sabha/House of local body, as the case may be. The Commission will request the Govt. to convene the special meeting of Gram Sabha/ Municipal House in the State during the dates mentioned at Sr. No. 6 of the timeline given herein above. It will be mandatory for the Panchayat Secretaries/Municipal Commissioner/EO/Secretary Nagar Panchayat to remain present in the said meeting and record the proceedings of the meeting. If any discrepancies are noticed in the Gram Sabh/House meeting, same will be recorded in the proceedings clearly indicating the name(s) of electors alongwith ward No./Polling Station alongwith brief description of the discrepancy. Such discrepancies will be corrected after following due process.
- IX. The ERO/AERO will give a certificate that preview of the draft electoral roll have been generated and checked thereafter the stage will be shifted to draft.
- X. The Commission shall notify a separate program for publication of draft electoral roll and subsequent exercises as required under relevant Rules.
- XI. Addition/deletion/modification of electors at working stage will not be allowed.

All the Deputy Commissioners are requested to ensure completion of the updation work within the specified time. A special meeting of ERO/ AERO may be convened for this purpose in each District. The SDO (C)-cum- ERO may be directed to co-ordinate with the Block User and Municipal User within their jurisdiction to ensure timely completion of the updation work.

Due publicity for the exercise be done through all possible means so that there is awareness amongst the voters about the verification exercise. All steps of the preparation of electoral rolls as well as publicity campaigns should be properly documented and placed in office records for future reference

Yours faithfully,

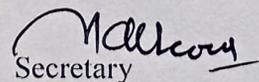


(Surjeet Singh Rathore)
Secretary
State Election Commission
Himachal Pradesh

No. SEC (F) 1-40/2023-Vol-I-2649-2915 dated the 01st August, 2025

Copy to the following through e-mail for information & necessary action please:-

- I. The Chief Secretary to the Govt. of Himachal Pradesh.
- II. The Principal Secretary (UD) to the Govt. of Himachal Pradesh.
- III. The Secretary (PR) to the Govt. of Himachal Pradesh.
- IV. The Director, Panchayati Raj Department Himachal Pradesh.
- V. The Director, Urban Development Department Himachal Pradesh.
- VI. The SIO-cum-Deputy Director General, NIC. Himachal Pradesh.
- VII. All the Municipal Commissioners of Municipal Corporation in Himachal Pradesh.
- VIII. All the Electoral Registration Officers-cum-Sub-Divisional Officers (Civil) Himachal Pradesh.
- IX. All the Assistant District Election Officers-cum-District Panchayat Officers, Himachal Pradesh.
- X. All the Block Development Officers, Himachal Pradesh.
- XI. All the Executive Officers / Secretary Nagar Panchayats, Himachal Pradesh.
- XII. Website.
- XIII. Guard file.



Secretary
State Election Commission
Himachal Pradesh