

Office of the Chief Electoral Officer,  
Jammu & Kashmir,  
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"Greater Participation for a Stronger Democracy"

**ELECTION  
URGENT**

The District Panchayat Election Officer,  
(Deputy Commissioner)  
Kupwara/Baramulla/Bandipora/Ganderbal/Srinagar/Budgam/  
Pulwama/Shopian/Kulgam/Anantnag/ Leh/ Kargil/Kishtwar/Doda/  
Ramban/Udhampur/Reasi/Kathua/Samba/Jammu/Rajouri/Poonch

No: 105/PE/ER/2010 - 11/1611-40

Dated: 22.02.2011

Sub: Instructions for computerisation of Supplements arising out of the Summary  
Revision of Panchayat Electoral Rolls 2011 - regarding

Sir,

In continuation to this office letter No: 105/PE/ER/2010/1217-40 dated 13.12.2010, I am directed to invite your attention towards the procedure to be adopted for the computerisation of supplements arising out of the Summary Revision of Panchayat Electoral Rolls -2011. In order to ensure fidelity of Panchayat Electoral Rolls, following steps should be strictly followed for the computerisation of Supplements of Addition , Deletion and Modification in uniform pattern through out the state:-

- 1 The Roll vendors shall print multiple sets of Mother rolls i.e. Draft Panchayat Electoral Rolls and hand over same to ACEO concerned for further distribution to DPEOs' by or before 25th February, 2011.
- 2 The hand written supplements shall be computerised by respective Roll vendors by or before 25th February, 2011 and pilot print outs of supplements for addition, deletion and modification shall be checked by respective DEOs' by or before 28th February 2011.
- 3 Final printing and handing over the multiple sets of supplements for addition, deletion and modification for each part shall be completed by respective Roll vendors by or before 2nd March, 2011.

*[Handwritten signatures and initials]*  
All DEOs & Roll  
Vendors

- 4 The DEO concerned shall constitute block wise teams for stitching/ stapling of supplements for addition, deletion and modification with mother rolls i.e. Draft Panchayat Electoral Rolls. This process should be completed by or before 5<sup>th</sup> March, 2011.
- 5 The deleted entries enlisted in supplements for deletion of each part shall be marked off by hand by a horizontal line with red ink in the mother /draft roll by the person authorized by ERO, who shall put his initials against each deleted entry.
- 6 Similarly, against the entries corrected supplement for correction, a hash sign (#) shall be put on the left hand side of the mother/ draft roll.
- 7 The Electoral Registration Officer shall maintain register showing names and designation of officials authorized to carry out the above stated deletions and corrections. Similarly, record of authorized officials should be prepared for officials engaged in stitching/ stapling of supplements of addition, deletion and modification with mother /draft roll. ERO should ensure that official engaged for the purpose must be sincere and fully devoted to their duties.
- 8 Since, notification for forthcoming Panchayat Elections is scheduled to be published in second week of March, 2011. So, the procedure explained above must be followed in true letter and spirit and there shall be no room for complacency. If there will be any delay on part of vendor regarding completion of assigned task in time bound manner, DEO concerned will go ahead with completing whole exercise of photocopying of hand written supplement without waiting for nod from this office.

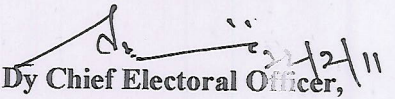
#### **Final Certificate**

**This is to certify that the Panchayat Electoral Roll of ward No \_\_\_ of No. \_\_\_  
Halqua Panchayat of Block \_\_\_\_\_ of Distt \_\_\_\_\_ has been prepared as**

per instructions given by Election Authority. There is no discrepancy in Electoral Roll with respect to 1<sup>st</sup> of January 2011 as reference date. The complete electoral rolls contains a total \_\_\_\_ No. of pages (From 1 to \_\_\_\_ ) including supplements for addition, deletion and modification with S.No of voters from 1 to \_\_\_\_ having total No voters as \_\_\_\_.

**Electoral Registration Officer**  
(Seal and signature)

Yours faithfully,

  
Dy Chief Electoral Officer,

Jammu & Kashmir,

Jammu.

Copy for kind inf and n/a to the:-

- 1 Director Rural development Jammu/ Kashmir for kind inf and n/a.
- 2 Asstt. Chief Electoral officer Jammu/ Kashmir.
- 3 Comtech inf Soultions Srg Baramulla vendor for Kupwara, Bandipora, Leh and Kargil with direction to print 20 sets in Urdu of Panchayat E. Rolls as per scheme explained in letter.
- 4 Master Computer vendor for Ganderbal, Srinagar and Bugdam with direction to print 20 sets in Urdu of Panchayat E. Rolls as per scheme explained in letter.
- 5 Trouble shooter Sgr vendor for Pulwama and Shopian with direction to print 20 sets in Urdu of Panchayat E. Rolls as per scheme explained in letter.
- 6 Saif Technologies Rangreth Srg vendor for Kulgam and Anantnag with direction to print 20 sets in Urdu of Panchayat E. Rolls as per scheme explained in letter.
- 7 TJ Enterprises Darya gang New dehli vendor for All distts of Jammu Division with direction to print 15 sets of Hindi and Urdu Panchayat E.Rolls for blocks falling in 24 ACs and 20 sets in Urdu for rest over blocks as per scheme explained in letter.