



GOVERNMENT OF TRIPURA

URBAN DEVELOPMENT DEPARTMENT

THE TRIPURA MUNICIPALITIES

(REGISTRATION OF ELECTORS)

RULES, 1995.

**Published in the
EXTRAORDINARY ISSUE OF TRIPURA GAZETTE**

Agartala, Tuesday, October 31, 1995 A. D. Kartika 9, 1917 S. E.

**GOVERNMENT OF TRIPURA
URBAN DEVELOPMENT DEPARTMENT**

No.F.14(5)-UD/94

Dated, Agartala, the 31st October, 1995.

NOTIFICATION

In exercise of the powers conferred by Section 274 of the Tripura Municipal Act, 1994 the State Government hereby makes the following rules :—namely

CHAPTER—I

Preliminary

Short title and
commencement.

1. (1) These rules may be called the Tripura Municipalities (Registration of Electors) Rules, 1995 ;
- (2) They shall come into force at once.

DEFINITION

- (1) In these rules unless the context otherwise requires,
 - (a) "Act" means the Tripura Municipal Act , 1994 (Tripura Act No. 8 of 1994) ;
 - (b) "Election Commission" means the State Panchayat Election Commission Constituted under Article 243K of the Constitution of India read with section 176 of the Tripura Panchayat Act, 1993 (Act No. 7 of 1993).
 - (c) "Constituency" means a ward of a Municipality ;
 - (d) "District Municipal Election Officer" means an officer appointed under sub-rule (1) of rule-4.

- (e) "Elector" in relation to a Constituency means a person whose name is entered in the Electoral roll of that constituency for the time being in force according to these rules and who is entitled to vote at any election to Municipality.
- (f) "Election Authority" means an officer appointed under sub-section (1) of section 50 of the Tripura Municipal Act, 1994 and includes an Assistant Election Authority ;
- (g) "Electoral Roll" in relation to any election of Municipality means the list of electors maintained under Section 51 by the Election Authority for that Election ;
- (h) "roll" means the electoral roll for a Constituency of a Municipality,
- (i) "Electoral Roll number of a person" means
- (i) the serial number of the entry in the electoral roll in respect of that person ; and
 - (ii) the serial number of the sub part/part as the case may be of the such entry occurs ; and
 - (iii) the name of the Municipality to which the electoral roll relates ;
- (j) "Form" means a form appended to these rules and includes as manuscript, or type written or cyclostyled copy and also a translated copy in Bengali thereof ;
- (k) "Polling station" in relation to election of Municipality means the place fixed for taking poll of that election ;
- (l) "Qualifying date" means the date specified as such by the State election Commission by the Notification for the purpose of these rules ;
- (m) "Section" means a Section of the Act ;
- (2) The expression used in these rules and not otherwise defined shall have the meanings respectively assigned to them in the Tripura Municipal Act, 1994.

(3) The Tripura General Clauses Act 1956 shall apply for interpretation of these rules as it applies for the interpretation of an Act of the legislatures of the State of Tripura.

CHAPTER—II

Administrative Machinery For Preparation of Electoral Rolls.

Superintendence
Direction and
Control.

3. The superintendence, Direction and Control of the preparation of electoral rolls for all, elections to the Municipalities shall be vested in the Election Commission appointed by the State Government under article 243K read with Section 176 of the Tripura Panchayat Act, 1993.

Appointment
of District
Municipal
Election Officer.

4. (1) For each District the Election Commission shall, in consultation with the State Government, appoint a District Municipal Election Officer who shall be the District Magistrate of the District.

(2) Subject to the superintendence, direction and control of the Election Commission the District Municipal Election Officer shall supervise the preparation of all electoral roll within his jurisdictions under these rules.

(3) The District Municipal Election Officer shall perform such other functions as may be entrusted to him by the State Election Commission.

Appointment
of Election
Authority.

5. (1) For preparing electoral roll for each constituency of a Municipality the State Government shall appoint an Election Authority who shall be the Sub-Divisional Officer within whose territorial jurisdiction a Municipality or a part of the Municipality is situated. Provided that same officer may be appointed as Election Authority for more than one Municipality.

(2) The election authority may, subject to the approval of the Election Commission employ such persons as he thinks fit for the preparation of the electoral roll of a Municipal area.

Appointment
of Assistant
Election
Authority.

6. (1) The State Government may appoint one or more persons as Assistant Election Authority to assist the Election Authority in performance of his functions.

(2) Every Assistant Election Authority shall subject to the direction and control of the Election Authority, shall be competent to perform all or any of the functions of the Election Authority under the Act and Rules as the Election Authority may delegate in this behalf.

Polling Station.

7. The District Municipal Election Returning Officer shall with the previous permission of the Election Commission provide sufficient number of polling stations where poll will be held for election of Members of a Municipality and shall, not later than the last date for the withdrawal of the candidature appointed under these rules published a list showing the polling stations provide all the polling areas of group of voters for which they have respectively been provided.

CHAPTER—III

Electoral rolls
for every
constituency.

8. (1) For every Municipal area there shall be prepared an electoral roll showing the names of the persons qualified to vote. The electoral roll shall be prepared in accordance with the provisions of the Act and these rules. The electoral roll shall be prepared under the superintendence, direction and control of the Election Commission.

(2) The Election Commission shall, in consultation with the State Government, draw up the programme for publication of electoral roll in draft, before its final publication and other matters relating to the preparation of electoral roll.

(3) The Election Commission shall in relation to the preparation, revision or correction of electoral roll, specify by a notification published in the official Gazette the qualifying date and shall, in addition to the said notification, specify the programme for intensive or summary revision, including the period or date as the case may be on the following :

- (a) period for completion of enumeration and preparation of manuscript of electoral roll i. e. house to house enumeration of electors and issue of electoral card for each house-hold. ;
- (b) date for publication of Electoral Roll in draft ;
- (c) last date for filing of claims and objection shall be within a period of 7th day of the date of publication of Electoral Roll in draft under clause (b) ;
- (d) period for disposal of claims and objections ; and
- (e) date of final publication of Electoral Roll ;

Provided that the Election Commission may if he considers it expedient so to do for sufficient reasons extend the period of house to house enumeration, lodging of claims and objections, period for disposal of claims and objections and may also make consequential changes with reference to the dates for publication of Electoral Roll in draft and final publication of the Electoral Roll.

**Manner of
preparation of
Electoral Roll.**

9. (1) The Election Authority appointed by State Government U/S 50 of the Act shall collect or cause to be collected information by house to house enumeration in Form-1 and shall prepare or cause to be prepared Electoral Roll of each constituency of a Municipality in Form-2 in Bengali or if so directed by the Election Commission in any other language. The Electoral roll shall contain the names of all persons who are qualified to vote under the provisions of the Act.

(2) The Election Authority may sub-divide the Electoral Roll of a Constituency in such manner or into such parts as it may deem expedient for the purpose of conduct of election and facilitating the publication of the Electoral Roll.

(3) When the Electoral Roll of a constituency are so sub-divided, the parts shall be serially numbered in Bengali alphabets.

(4) The names of electors in each part of the electoral roll shall be numbered as far as practicable consecutively with a separate series of numbers beginning with number one.

- Disquali-
fication for
Registration
10. (1) A person shall be disqualified for Registration in an Electoral Roll if he—
- a) is not a citizen of India ; or
 - b) is of unsound mind and stands so declared by a competent Court ; or
 - c) is for the time being disqualified from voting under the provision of any law relating to corrupt practices and other offence in connection with elections.
- (2) The name of any person who becomes so disqualified after registration shall forthwith be struck off from electoral roll in which it is included ;
- Provided that the name of any person struck off from the electoral roll of a constituency by reason of a disqualification under clause (c) of sub-rule (1) shall forthwith be reinstated in that roll if such disqualification is, during the period such roll is in force, removed under any law authorising such removal
- No person be
registered in
more than one
constituency.
11. No person shall be entitled to be registered in the electoral roll for more than one constituency in a Municipality.
- Condition of
Registration,
12. A person shall not be entitled to be registered in the electoral Registration roll of any constituency of a Municipality if he does not fulfil the conditions laid down in Section 52 of the Act.
- Appointment
of persons for
preparation of
electoral roll.
13. The State Government when so requested by the Election Commission shall make available the services of such staff of the State Government as may be necessary for preparing the electoral rolls in respect of any constituency or constituencies of a Municipal area.
- Information to
be supplied by
occupants of
dwelling house.
14. The Election Authority may, if he considers necessary for the purpose of preparing electoral rolls, send letter of request in Form 3 to the occupants of dwelling houses in a constituency or part thereof and every person receiving any such letter shall furnish the information called for therein to the best of his ability.
- Access to
certain Register
15. For purpose of deciding any claim or objection regarding certain Register entry in an electoral roll, the Election Authority or any person authorised by him shall have access to any admission register of any educational institution, ordinarily resident register maintained by any local or other authority and it shall be the duty of every person in-charge or any such register to give to the said officer or person such information and such extract from the said register as he may require.
- Preparation of
Electoral Roll
when Tripura
Legislative
Assembly
Electoral roll
is adopted.
16. (1) Notwithstanding anything contained in these rules if the Election Commission considers it expedient so to do for holding of election in Municipal Area may direct the Election Authorities to adopt the electoral roll of the Tripura Legislative Assembly so far as it relates to the Municipal Areas and on receipt of such instruction from

the Election Commission, the Election Authority shall adopt the electoral roll or the time being in force for the election of members of Tripura Legislative Assembly so far it relates to the areas comprised in the Municipalities.

(2) If the Election Authority adopts the electoral roll for the time being in force for the election of member of the Tripura Legislative Assembly in pursuance of sub-section (4) of Section 51 of the Act, then notwithstanding anything contained in these rules, so much of the electoral rolls of any Assembly Constituency or as the case may be, Assembly Constituencies for the time being in force as relates to the area comprised within the Municipality, shall be the preliminary or draft electoral roll for the election of members of the Municipal Area.

(3) So much of the electoral rolls for any Assembly Constituency or as the case may be, Assembly Constituencies for the time being in force as relates to the area comprised within a Constituency provided in Rule 3 and 3A of the Tripura Municipal (Delimitation of Constituencies) Rules, 1994, shall be draft electoral roll for the election of members of the Municipality from that constituency.

(4) The electoral roll for each constituency of a Municipal area shall be prepared by the Election Authority appointed for that constituency by the State Government U/S 50 of the Act.

(5) For the purpose of preparing the electoral roll of each constituency of a Municipality. Electoral Rolls of any Assembly Constituency or as the case may be Assembly Constituencies may be split up as the election authority may consider fit, proper and necessary.

(6) The Electoral Rolls of each constituency of a Municipality may be sub-divided into convenient sub-parts. Each sub-part shall be numbered consecutively and shall be prepared in Form 2 in Bengali.

Provided that whenever necessary the split-up rolls referred to in sub-rule (5) may be consolidated and in such event the serial number of the electors may be renumbered starting from serial Number one so as to ensure consecutive serial numbers of the electors of each sub-part.

Publication
of Electoral
roll in draft.

17. (1) The Election Authority shall publish the electoral roll prepared under rule 8 to 15 or as the case may be under rule 15 for a constituency or as the case may be constituencies of a Municipal area in draft in the following manner or in any other manner as the thinks fit and give it wide publicity by affixing for public inspection a complete copy of the electoral roll in the office of the—

(a) Election Authority ; (b) concerned -Municipality ; (c) District Magistrate in whose jurisdiction Municipal Area is situated,

(2) As soon as the electoral roll has been published in draft the Election Authority shall give wide publicity within the Municipal area in Form 4 as widely as possible to the effect that the electoral roll has been published in draft and may be inspected at the office of the Election Authority or at the Office of the concerned Municipality or at the office of the concerned District Magistrate within whose jurisdiction the Municipality is situated on working days and during office hour. The Election Authority shall specify in the notice, the place at which the period within which and manner in which a claim for being included in the electoral roll or any objection to the inclusion of any name or any objection to any particulars in any entry in the electoral roll shall be preferred.

(3) The electoral roll required to be published in draft under sub rule (1) may be printed or cyclostyled or photocopied or typed or be in manuscript form.

(4) The Election Authority shall supply free of cost two copies of each separate part of the roll to every political party for which a symbol has been exclusively reserved in the state by Election Commission.

Period for
lodging
claim and
objection.

18. (1) Every claim for inclusion of a name in the Electoral Roll of a Municipal area Constituency and every objection to an entry in the roll shall be lodged within seven days from the date of publication of the Electoral Roll in draft ;

Provided that the Election Commission may by Notification in the Official Gazette, extend the period for lodging claim and objection in respect of Constituency as a whole or in respect of any part thereof.

(2) Every claim for inclusion of name in the Electoral Roll shall be ;

(a) in Form--5 ;

(b) signed by the person desiring his name to be included in the Electoral Roll ;

(c) countersigned by another person whose name is already included in that part in the Electoral Roll in which the claimant desires to be included.

Provided that when assembly rolls are adopted for draft publication under Rule 16 no claim for inclusion of a name in the electoral roll of a constituency shall be entertained except on the ground that the name of the person appears as an elector in that part of the electoral roll of the Assembly Constituency which relates to the constituency of a Municipal Area.

(3) Every objection to the inclusion of a name in the roll shall be :

(a) in Form 6 :

(b) Preferred only by a person whose name is already included in that Roll ; and

(c) countersigned by another person whose name is already included in the Roll in which the name objected to appear.

Provided that when Assembly rolls are adopted for that publication under Rule 16 no objection for exclusion of any name from the electoral rolls shall be entertained except on the ground that such name has been included in the electoral roll of a constituency of a Municipal Area, though such name does not appear in the related electoral roll of the Assembly Constituency.

(4) Every objection to a particular or particulars in an entry in the Roll shall be ;

(a) in Form—7. and

(b) Preferred only by the person to whom that entry relates.

(5) Every claim or objection shall—

(a) either be presented to the Election Authority concerned or to such other officer as may be authorised by him in this behalf ; or (b) be sent by registered post to the Election Authority ;

Provided that any claims or objection which may be sent by registered post shall be rejected by the Election Authority unless it is received by him on or before the last date specified for the purpose by Notification.

Procedure
of Authorised
Officer.

19. (1) Every Officer authorised under Rule 18 shall

(a) maintain in duplicate a list of claims in Form--8, a list of objection to the inclusion of names in Form-9 and a list of objection to particulars in entries in Form -10 ; and

(b) keep exhibited one copy of each such lists on a Notice Board in his office.

(2) Where a claim or objection is preferred to him, he shall comply with the requirement of sub-Rule (1), forward it with such remarks, if any, as he considers proper to the Election Authority.

Procedure
for Election
Authority.

20. (1) The Election Authority shall also—

(a) maintain in duplicate the three lists in Form-8, 9, 10 entering thereon the particulars of every claim or objections as and when it is received by him whether directly under Rule 8 or being forwarded under Rule 9 ; and

(b) keep exhibited one copy of each such list in the Notice Board in his office.

Rejection
of certain
claims and
objection.

21. Any claim or objection which is not lodged within the period, or in the form and manner, herein specified, shall be rejected by the Election Authority.

Acceptance
of claims
and object
ions.

22. If the Election Authority is satisfied as to the validity of any claim or objection, he may allow it without further enquiry after the expiry of three days from the date on which it is entered in the list exhibited by him under clause (b) of Rule 10;

Provided that where before any such claim or objection has been allowed a demand for inquiry has been made in writing to the Election Authority by any person, it shall not be allowed without further inquiry

Notice of
hearing
claims and
objections.

23. (1) Where a claim or objection is not disposed of under Rule 11 or under Rule 12, the Registration Officer shall—

(a) Specify in the list exhibited by him under clause (b) of Rule --10 the date, time and place of hearing of the claim or objection ;
and

(b) give notice of the hearing—

(i) in the case of a claim, to the claimant in Form--11 :

(ii) in the case of an objection to the inclusion of a name, to the objector in Form-12 and to the person objected to in Form-13 and

(iii) in the case of an objection to a particular or particulars in an entry, to the objector in Form-14.

(2) [A notice under this Rule may be given either personally or by registered post or by affixing a copy thereof in some conspicuous part of the persons house, if any, in which such person is known to have last resided within the Municipal Area.

Enquiry in-
to claims and
objections.

24. (1) The Election Authority shall hold a summary inquiry into every claim or objection in respect of which notice has been given under Rule --17 and shall record his decision thereon.

(2) At the hearing, the claimant or, as the case may be the objector and the person objected to and any other person, who, in the opinion of the Election Authority, is likely to be of assistance to him, shall be entitled to appear and be heard.

(3) The Election Authority may in his discretion.

(a) require any claimant, objector or person objected to, to appear in person before him ;

(b) require that the evidence tendered by any person shall be given on oath and administer oath for the purpose.

Inclusion of
names omitted
inadvertently.

25. If it appears to the Election Authority that owing to inadvertence or error during preparation, the names of any electors have been left out of the roll and that remedial action should be taken under this Rules, the Election Authority shall—

(a) prepare a list of the names and other details of such electors ;

(b) exhibit on the Notice Board of his office a copy of the list together with a notice as to the date, time and place at which the inclusion of these names in the roll will be considered, and also publish the list and the notice in such manner as he may think fit, and

(c) after considering any verbal or written objections that may be preferred, decide whether all or any of the names should be included in the electoral roll.

Deletion of
Names.

26. If it appears to the Election Authority at any time before final publication of the roll that owing to inadvertence or error or otherwise, the name of dead persons or of persons who cease to be or are not, ordinarily residents in the constituency or of person who are otherwise not entitled to be registered in that roll, have been included in that electoral roll and that remedial action should be taken under this rule, the Election Authority shall—

(a) prepare a list of the names and other details of such electors ;

(b) exhibit on the Notice Board of his office a copy of the list together with a notice as to the dates time and place at which the deletion of these names in the roll will be considered and also publish the list and the notice in such nanner as he may think fit ; and

(c) after considering any verbal or written objections that may be preferred, decide whether all or any of the names should be deleted from the roll.

Provided that before taking any action under this rules in respect of any person on the ground that he ceased to be, or is not, ordinarily resident in the constituency, the Election Authority shall take every endeavour to give him a reasonable opportunity to show cause why the action proposed should not be taken in relation to him.

Final Pub-
lication of the
Electoral Roll.

27. (1) The Election Authority shall thereafter—

(a) prepere a list of amendments or erratas as the case may be, of the Electoral Roll to carry out his decision under Rules 12, 14, 15, and 16 and to correct any clerical or printing errors or other inaccuracies subsequently discovered in the roll and

(b) publish the roll, to gether with the list of amendments, and a errata by making complete copy thereof available for inspectio and displaying a notice in Form-15 at his office ; and

(c) on such publication, the Electoral roll together with the li of amendments and or errata shall be Electoral Roll for the N Municipal Area. the roll ;

(2) Subject to such general or special directions as may be given by Election Commission, the Election Authority shall supply, free of cost, one copy of the roll, as finally published, with the list of amendments, if any, to all recognised political parties in the State of Tripura for which a symbol has been exclusively reserved by Election Commission of India.

Special Provision for Preparation of roll on redelimitation of constituencies

28. (1) If any constituency is delimited anew in accordance with the law and it is necessary urgently to prepare the roll for such constituency, the Election commission may direct that it shall be prepared—

- (a) by putting together the roll of such of the existing constituencies or part thereof as are comprised within the new constituency ; and
- (b) by making appropriate alterations in the arrangement, serial numbering and headings of the rolls so compiled.

(2) The rolls so prepared shall be published in the manner specified in rule-17 and shall, on such publication be the electoral roll for the new constituency.

Correction of entries and inclusion of names in roll after final publication.

29. (1) Every application for correction of entries in roll duplicate in Forms-5 to 7 or 16 as may be appropriate.

(2) Every application referred to in sub-rule (1) shall be presented to the Election Authority.

(3) Every application for inclusion of name in the roll to be presented to the Election Authority under sub-rule (2), shall be countersigned, where necessary, by another person whose name is already included in the roll in which the claimant desires his name to be included.

(4) The Election Authority shall, immediately on receipt of such application, direct that one copy thereof be posted in some conspicuous place in his office together with a notice inviting objections to such applications within a period of three days from the date of such posting.

(5) The Election Authority shall as soon as may be, after the expiry of the period specified in sub-rule (3), consider the application and the objection, thereto, if any, received by him and shall, if satisfied, direct the inclusion, deletion, correction or transposition of entries in the roll, as may be necessary.

Provided that when an application is rejected by the Election Authority, he shall record in writing a brief statement of his reasons for such rejection.

(6) No amendment by way of inclusion of name in the electoral roll shall be made under this rule and no direction for inclusion of name in the roll of a Municipal Area shall be allowed after the last date of making nominations for an election in the constituency and before completion of that election.

Appeal

30. (1) An appeal under section 54 against the order or decision of the Election Authority shall lie to the District Municipal Election Officer.
- (2) Every appeal under Section 54 shall be, (a) in the form of memorandum signed by the applicant ; (ib) accompanied by a copy of the order appealed from ; and (c) fee of Rs. 5/- to be—
- (i) Paid by means of non-judicial stamp ;
 - (ii) deposited in a Government Treasury in favour of the Election Authority.
 - (iii) paid in such manner as may be directed by the State Election Commission.
- (c) presented to the Appellate Authority specified sub-rule (1) ;
- (3) Where the fee is deposited under sub-clause (ii) of clause (c) of sub-rule (1), the applicant shall enclose with memorandum of appeal a Government Treasury receipt in proof of the fee having been deposited.
- (4) For the purpose of sub-rule (1) an appeal shall be deemed to have been presented to the Appellate Authority, when the Memorandum of appeal is delivered by or on behalf of, the appellant to the Appellate Authority, or to any other officer appointed by him in this behalf.
- (5) The presentation of a appeal under this rule shall not have the effect of staying or postponing any action to be taken by the Election Authority under these rules.
- (6) Every decision of the District Municipal Election Officer shall be final, but insofar as it reverses or modifies the decision of the Election Authority, shall take effect only from the date of decision in appeal.
- (7) The Election Authority shall cause such amendment to be made in the rule as may be necessary to give effect to the decision of the District Municipal Election Officer under these rules.

Revision
of Electoral
Roll.

31. The revision of Electoral Roll under sub-section (3) of Section 51 shall be made either intensively or summarily or partly intensively or partly summarily as the Election Commission may direct.

Procedure
for revision of
Electoral Roll.

32. The Electoral Roll for Municipal Area shall, unless otherwise directed by the Election Commission for reason to be recorded in writing be revised from time to time with reference to the qualifying date.

- (i) before each general election of the Municipality ;
- (ii) before each by-election to fill a casual vacancy.

Provided that if the Electoral Roll is not revised as aforesaid the validity of continued operation of the said electoral roll shall not thereby be affected.

Preservation
and custody
of Electoral
Rolls and
connected
papers.

33. After Electoral Rolls for Municipal Areas have been finally published the following papers shall be kept in the office of the Election Authority or in such other place as the Election Commission may, by order, specify until expiration of one year after the completion of the next intensive revision of that roll :—

- (a) one complete copy of the roll ;
- (b) statement submitted to the Election Commission ;
- (c) statement submitted to the Election Authority ;
- (d) register of enumeration forms ;
- (e) application in regard to the preparation of the roll ;
- (f) manuscript parts prepared by enumerating agencies and use for compiling the roll ;
- (g) papers relating to claims, objections and appeals ;

(2) One complete copy of the roll for each constituency duly authenticated by the Election Authority shall be kept in such place as the Election Commission may specify.

Inspection
of Electoral
rolls and other
connected
papers.

34. Every person shall have the right to inspect the Election paper referred to in Rule 23 and to get attested copies thereof on repayment of such fee as may be fixed by the Election Commission.

Disposal of
electoral roll
and other con-
nected papers.

35. (1) The papers referred to in Rule 23 shall be disposed of in such manner on expiry of the period specified therein and subject to such general or special direction, if any, as may be given by the Election Commission in this behalf.

(2) Copies of the Electoral Roll for any constituency in excess of the number required for deposit under rule 23 and for any other public purpose shall be disposed of at such time and such manner as the Election Commission may direct and until such disposal attested copies shall be made available for sale to the public.

Removal
of difficulties if
any by the
Government.

36. (1) The State Government may issue such general or special direction as may, in its opinion, be necessary for the purpose of giving effect to these rules, or holding any election under the Act.

(2) If any difficulty arises in giving effect to the provisions of these rules, or in preparation revision and correction of Electoral Roll, the State Government, if occasion requires, may by order, do anything not inconsistent with the provisions of the Act and these rules, which appears to be necessary for the purpose of removing the difficulties.

By order of the Governor,
Sd/-LALVOHLIANA
Secretary
Government of Tripura.

FORM—I

(See Rule 9(1))

(Electoral card)

District :

Tripura, Sub-Division

Municipal Area

Sub-Part No. Constituency No.
 of Municipal Area.

PART No.

| SL. No. | Name of Elector | Name of father/ mother/husband. | Male/ Female | Approximate age (as on) |
|------------|--------------------|------------------------------------|-----------------|-------------------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |

Total number of electors in the family

The above statement are true to my knowledge.

Signature/thumb impression of the
 Head of the family or adult member
 of the family.

Signature of the Enumerator

Dated

FORM—2

(See Rule 9(1))

Electoral Roll Municipal Area
 Constituency No. Sub-Part No.
 District Tripura, Sub-Division
 of Municipal Area
 Area/Para Part No. /Sub-Part No.
 Serial No. of electors

| SL. No. | Name of Electors. | Name of father/ mother/husband of the elector. | Male/ Female. | Age (Approx.) as on |
|------------|----------------------|--|------------------|--------------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

FORM—3

(See Rule 14)

(Letter of request)

Place

Date

To

The Occupant of

... ..

Sir Madam,

The preparation of the electoral roll for the constituency in which you are residing has been taken in hand. It will greatly facilitate my work if you will kindly complete the statement below after reading the attached instructions and hand it over to my assistant who will call for it.

Election Authority

Constituency No.

Municipal Area

STATEMENT

Name and particulars of Adult Citizens ordinarily residing in the above premises.

| Name of persons | Particulars as to father or husband. | Age on the qualifying date i. e. |
|-----------------|--------------------------------------|---------------------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |

Signature.....

Date.....

Instructions.

1. Enter the names of all persons who have completed 18 years of age on or before the qualifying date and who are ordinarily residing in the premises.

2. Only the names of those who are citizens of India should be entered.
3. Enter against serial No. 1 in the first column the name of the head or other senior member of the family, provided he or she has the qualifications mentioned in instructions 1 and 2 above.
4. Ordinarily residing does not mean that the persons should be actually in the house you are filling in the Form. The persons who normally live in the house should be included even though he may be temporarily absent e, g, on a journey or on business or in hospital. On the other hand, a guest or visitor who normally lives elsewhere but happens to be in the house at the time should not be included.
5. All ordinarily residents of the house should be included, whether they are members of the family or not.
6. In the case of every male citizen, enter in the second column the name of his father preceeded by the words "son of".
7. In the case of every female citizen, enter in the second column (i) the name of husband preceeded by the words "wife of" if she be married, (ii) the name of the late husband preceeded by the word "widow of" if she be a widow and (iii) the name of the father preceeded by the words "daugther of" if she be un-married.
8. In the third column, enter the age of the citizen as accurately as possible, giving only the number of completed years and ignoring the months.

FORM—4
(See Rule 17(2))

Notice of publication of electoral roll in draft.

To

The Elector... .. Constituency,

No... .. Sub-Part No... .. of
Municipal Area.

Notice is hereby given that the electoral roll for constituency No. (S)... ..
of Municipal Area has been prepared in accordance with the Tripura
Municipal (Registration of Elector) Rules, 1995 and that a copy there of is available for inspection at the
office of the.....during office hours.

The qualifying date for the preperation of the Electoral Roll is... ..

If, with referenc to the above qualifying date, there be any claim for the including of a name in the roll
or any objection to the inclusion of a name or any objection to particulars in any entry, it should be lodged
on or before the... ..in from No. 5, 6, or 7 as may be appropriate.

Every such claim or objection should either be presented in my office or to... ..
or sent by post to the address given below so as to reach me not later than the aforesaid date.

Date... ..

Election Authority
Address :

FORM-5

(See Rule 18(2))

Claim application for inclusion of name.

To

The Election Authority,

... .. Constituency No... .. of
Municipal Area.

I request that my name be included in the electoral roll in the above Constituency in sub-part No... .. relating to Municipal Area.

My name (in full)

My father's Mother's/husband's name

Particulars of my place of residence are... ..

House No... .. if any

Para Sub Village... ..

Mouza

Post Office... ..

Police Station... ..

Municipal Area Sub-Division

Pin Code

I hereby declare to the best of my knowledge and belief :

(i) that I am a Citizen of India.

(ii) that my age on qualifying date,

is

(iii) that I am ordinarily resident at the Address given above ;

(iv) that I have not applied for the inclusion of my name in the electoral roll for any other constituency Municipal Area.

(v) that my name has not been included in the electoral roll for any other constituency of Municipal Area.

Or

That my name has been included in the electoral roll in constituency No... .. of Municipal Area and I request that the name may be excluded from that electoral roll,

Place

Date

Signatures or Thumb impression
of the claimant.

I am an elector included in the same part of the electoral roll in which the claimant has applied for inclusion viz part No. of Constituency No. of ... Municipal Area. My serial number therein is ... I support this claim and countersign it.

Signature of the elector
(Name in full)

Note : Any person who makes a statement or declaration which he either known or believes to be false or does not believe to be true is punishable under Section 55 of the Tripura Municipal Act, 1994

Perforation

Intimation of Action taken

The application in Form 5 of Shri/Shrimati/
Kumari... address ...
has been ...

- a) accepted and his/her name has been included in the electoral roll vide Sl. No. ...
Part No. ...
- b) rejected for the reason... ..

Date

Election Authority
(Address)

Perforation

Receipt for application

Received the application in form No. 5 from
Shri/Shrimati/Kumari ...
address ...

Election Authority.
Address... ..

FORM—6

(See Rule 18 (3))

Objection to inclusion of name

To
The Election Authority,
... .. Constituency No. ...
Municipal Area.

S I

I object to the inclusion of the name of
at serial No. in part No. of the Electoral Roll for the
following reasons (a).

... ..
... ..
... ..

I hereby declare that the facts mentioned above are true to the best of my knowledge and belief.

My name has been included in the electoral roll for this constituency as follows —

Name in full
Father's/Mother's/Husband's name
Serial No.
Part No.
Constituency No.

Date

Signature/thumb impression of
objector (full postal address).

I am an elector and my name has been included in part No.
of constituency No. of the electoral roll under serial No.
I support this objection and countersign it.

Signature of the elector
(Name in full)

Note :— Any person who makes a statement or declaration which he either knows or believes to be false
or does not believe to be true is punishable under Section 55 of Tripura Municipal Act, 1994.

FORM-7

(See Rule 18(4))

Objection to particulars in any entry ;

To

The Election Authority,

... Constituency No. ... of

Municipal Area.

Sir,

I submit that the entry relating to myself which appears at serial No. ... in part ... of Constituency No. ... of the electoral roll as ... is not correct. It should be corrected to read as follows :—

Place ...

Date ...

...
Signature or thumb impression of the
elector.

Note : Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true is punishable under section 55 of the Tripura Municipal Act, 1994.

Perforation

INTIMATION OF ACTION TAKEN

The objection in form 7 lodged by

The objection in form 7 lodged by Shri/Smti/Kumari ... address... has been ...

(a) accepted and the relevant entry has been corrected to read as follows :—

...
...
...

(b) reject for the reason...

...
...
...

Date ...

Election Authority.
Address... ..

Receipt for application.

Received the application in form 7 from Shri/Smti/Kumari

Date

Election Authority

Address

FORM—8

(See Rule 19)

List of claims

| Date of Receipt. | Sl. No. | Name of claimant | Name of father/mother/husband | Place of residence. | Date, time & place of hearing. |
|------------------|---------|------------------|-------------------------------|---------------------|--------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |

Signature of the Election
Authority/Authorised Officer.Constituency No. ...
Municipal Area.

FORM—9

(See Rule 19)

List of objection for inclusion of names

| Date of Receipt. | Sl. No. | Full name of objector's | Particulars objected to name in full. | Reasons in brief for objection. | Date, time & Place of hearing. |
|------------------|---------|-------------------------|---------------------------------------|---------------------------------|--------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |

Signature of the Election
Authority/Authorised Officer.Constituency No. ...
Municipal Area ...

FORM-10

(See Rule 19)

List of objection to particulars in entries,

| Date of receipt | Sl. No. | Name in full of the elector objecting. | Part No. & Serial No... of entry. | Nature of objection. | Date, time and place of hearing. |
|-----------------|---------|--|-----------------------------------|----------------------|----------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |

Signature of the Election
Authority/Authorised Officer
Constituency No... ..
Municipal Area.

ORIGINAL

FORM-11
(See Rule 23(1))To be served on the
claimant.

Notice of hearing of claim

To

... ..
... ..

Reference: Claim No.

Take notice that your claim for the inclusion of your name in the electoral roll will be heard at ...
... .. (Place) at 0' Clock on the
day of 199

You are directed to be present at the hearing with such evidence as you may like to adduce.

Place

Election Authority

Date

Constituency No.

Municipal Area... ..

Address.

... ..

Certificate of Service of notice

Received notice of the date of hearing

Date Signature of claimant.

Certified that the notice on the claimant has been duly served by this

... .. day of on (name)

... .. personally/by affixation on residence.

Place.

Date.

Signature of Serving Officer.

... ..

N.B. If this notice is served by post, attach the receipt here.

DUPLICATE OFFICE COPY.

FORM NO. 11.
(See Rule 23 (1))
Notice of hearing of claim

To:
Full Name and address of claimant)
... ..
... ..
Reference : Claim No.
Take notice that your claim for the inclusion of your name in the electoral roll will be heard at... ..
... .. (Place) at... .. O Clock on the
day of 19... ..
You are directed to be present at the hearing with such evidence as you may like to adduce.
Election Authority
Place... .. Constituency No.
Date... .. Municipal Area.

ORIGINAL

To be served on the objector.

FORM—12
(See Rule 23(1))

Notice to the objector on the hearing of an objection against the inclusion of a name.

To
(Full name and address of objector)
... ..
Reference : Objection No... ..
Take notice that your objection to the inclusion of the name of... .. will be
heard at (Place) at O Clock
on the day of 19... ..
You are directed to be present at the hearing with such evidence as you may like to adduce.
Place... .. Election Authority
Date... .. Constituency No... ..
Municipal Area.

Certificate of Service of Notice

Received Notice of the date of hearing

Date... .. Signature of Objector
Certified that the Notice on the objector has been duly served by me this
day of on (name) personally/by a fixation on
residence.
Place... .. Signature of Serving Officer.
Date... ..

N. B. If this notice is served by post, attach the receipt here.

DUPLICATE
OFFICE COPY

FORM—12
(See Rule 23(1))

Notice the objector on the hearing of an objection against the inclusion of name.
To

(Full name and address of claimant)...
...
...

Reference : Claim No. ...

Take notice that your objection to the inclusion of the name of ... will be
heard at ... (place) at ...
O' Clock on the ... day of ... 19 ...

you are directed to be present at the hearing with such evidence as you may like to adduce.

Place ...
Date... ..

Election Authority
Constituency No. ...
Municipal Area.

ORIGINAL

To be served on the person
objected to

FORM—13
(See Rule 23(1))

Notice to the person objected to on the hearing of an objection against the inclusion of his name.

To

(Full name and address of person objected to)...
...
...

Reference : objection No. ...

Take notice that the objection to the inclusion of your name at serial No. in part No...
of the electoral roll for Constituency No... of Municipal Area by (full name and
address of objector) ... will be heard at... (place)
at... O, Clock on the... day of... 19...

You are directed to be present at the hearing with such evidence as you may like to adduce.

The Ground of objection (in brief) are—

- (a)
- (b)
- (c)

Date... ..

Election Authority
Constituency No...
Municipal Area.
Address.

Certificate of service of Notice

Received Notice of the date of hearing

Date... ..

Signature of person objected to

Certified that the notice on the person, the entry relating to whose name has been objected to, has been
duly served by me this... day of... on (name)... date.

Place... ..

Date... ..

Signature of Serving Officer.

N.B. If this notice is served by post, attach the receipt here.

DUPLICATE
OFFICE COPY

FORM-13
(See Rule 23(1))

Notice to the person objected to on hearing of an objection against the inclusion of his name.

To

(Full name and address of person objected to...
...
...

Reference : Objection No. ...

Take notice that the objection to the inclusion of your name at Sl. No. ...
in part No. ... of the electoral roll for the Constituency No. ...
of ... Municipal Area filled by (Full name and address of objector) ...
... will be heard at ... (place) at ...
O. Clock on the ... day of ... 19...

You are directed to be present at the hearing with such evidence as you may like to adduce. The grounds of objection (in brief) are...

(a)

(b)

(c)

Place... ..

Date... ..

Election Authority

Constituency No. ...

Municipal Area

ORIGINAL

To be served on the
objector.

FROM—

(See Rule 23 (1))

Notice of hearing of an objection to particulars in any entry

To

(Full name and address of objector) ...

Reference : Objection No. ...

Take notice that your objection to certain particulars in the entry relating to you will be heard at
... (place) at ... O'Clock on the
... day of ... 19...

You are directed to be present at the hearing with such evidence as you may like to adduce.

Date

Place

Election Authority

Constituency No. ...

Municipal Area.

Address.

Certificate of service of Notice

Received Notice of the date of hearing

Date Signature of Person of Objector.

Certified that the notice on the objector has been duly served by this ...

day of on

(name) personally/by affixation on residence.

Place

Signature of Serving Officer.

Date

DUPLICATE
OFFICE COPY

FORM—14
(See Rule 23 (1))

Notice of hearing on an objection to particulars in any entry

To

(Full name and Address of objector)... ..
... ..
... ..

Reference : Objection No.

Take notice that your objection to certain particulars in the entry relating to you will be heard at
... .. (Place)... ..
... .. O'Clock on the... ..
... .. day of 19

You are directed to be present at the hearing with such evidence as you may like to adduce.

Place... ..

Election Authority.

Date... ..

Constituency No.

Municipal Area.

Address.

FORM—15
(See Rule 27 (1))

Notice of final publication of Electoral Roll.

It is hereby notified for public information that list of amendments and/or errata to the draft electoral roll for... .. Constituency No. of Municipal Area has been prepared in accordance with the Tripura Municipal Registration of Election Rules, 1995 and a copy of the said roll together with the said list of amendments has been published and will be available for inspection at my office.

Place

Date

Election Authority

Constituency No.... ..

Municipal Area.

Address