

# Electoral Rolls, Rule 2052 (1996)

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## Amendments

Electoral rolls ( First Amendment) Rules 2057

2057/12/13

In exercise of the powers conferred by Section 33 of the Electoral Roll Act, 2052 (1996), the Election Commission has framed the following Rules.

## **Chapter - 1**

### **Preliminary**

1. Short Title and Commencement : (1) These Rules may be called the "Electoral Roll, 2052 (1996)".

(2) These Rules shall come into force immediately.

2. Definitions: Unless the subject or the context otherwise requires, in these Rules,-

(a) "Act" means the Electoral Roll Act, 2052 (1995).

(b) "Year" means the period from the first day of the month of *Baisakh* (about 13 April) to the last day of the month of *Chaitra* (about 12 April) of the *Bikram* Era.

(c) "Commission" means the Election Commission referred to in Article 103 of the Constitution of the Kingdom of Nepal, 2047 (1990).

- (d) "Electoral Roll" means the roll and other details of voters/voters collected pursuant to the Act and these Rules for the election of the member to the House of Representatives, that of the Chairman, Deputy Chairman and member to the Village Development Committee, that of the Mayor, Deputy Mayor and member to the Municipality.

## Chapter - 2

### **Provision relating to Electoral Roll**

3. Appointment of Name Registration Official, and Preparation of Electoral Roll : (1) There shall be one Chief Name Registration Official and name registration officials as required in each administrative District to collect the names and other details of voters, prepare the Electoral Roll, update the Electoral Roll and carry out all other acts pertaining thereto.
- (2) There shall be one Assistant Name Registration Official, as an enumerator, in each Village Development Committee and Assistant Name Registration Officials in the required number in the case of the Municipality in each District for the purpose of collecting the names of voters and publishing the Electoral Roll and carrying out other acts pertaining thereto.
- (3) There may be other employees as assistant of the Assistant Name Registration Official for the purpose of collecting the names and other details of the voters within each Ward of each Village Development Committee or Municipality.
- (4) The enumerator shall, while collecting or updating the names of voters each year as prescribed by the Election Commission upon a

notification published in the Nepal Gazette for the purpose of preparing the Electoral Roll, collect the names and other details of voters from the beginning of the month of *Baisakh* (about 13 April) to the last day of that month (about 13 May) each year in a manner that each Ward of the Village Development Committee or Municipality shall have separate rolls.

(5) The enumerator may, as per necessity, enter the house and compound of a voter to collect Electoral Roll.

(6) <sup>1</sup>While updating the Electoral Rolls Pursuant to Sub-section (1) of Section 9 of Act by the Commission; the enumerator shall write down the names and other details of the persons who have possessed the qualification to cast the vote and are residing in the territory within his/her working scope in the Electoral Roll Collection Form as referred to in Form No. 1, and get the person providing the details of the voter to sign that Form.

<sup>2</sup>(6A) Notwithstanding anything contained in Sub-rule (6), collection of electoral rolls in district or Constituency as prescribed by the Commission pursuant to Sub-section (1) of Section 9 of the Act, the Enumerator has to write the name of voter who is qualified and has been settled in area with including the details as referred to the form in 1A and cause to make signature who have given details of Voters in such form.

<sup>3</sup>(6B) While updating the electoral rolls in district or Constituency form No. 1A shall be used form it No. 1A is has been used to collect the voter's name pursuant to Sub-rule (6A).

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<sup>1</sup> Inserted by First Amendment.

<sup>2</sup> Inserted by First Amendment.

<sup>3</sup> Inserted by First Amendment.

(7) It shall be the duty of the concerned person to have recorded the name and other details of the person having possessed the qualification to be a voter.

(8) <sup>4</sup>.....While updating the Electoral Roll, the names of voters on the following conditions mentioned in the former Electoral Roll shall be separately mentioned in Form No. 2 for the purpose of Section 17 of the Act and Rule 12:

- (a) Having died;
- (b) Having migrated, leaving the habitation in the concerned constituency in a permanent manner; or
- (c) Having ceased to possess the qualification to be a voter as referred to in Section 5 of the Act.

(9) The Assistant Name Registration Official may, for the purpose of collecting the roll of voters, inspect the voter's citizenship certificate, land ownership registration certificate, identity card issued by an organization having governmental ownership or by an educational institute, recommendation letter given by the Village Development Committee or Municipality or similar other deed. The name of the person who cannot show the evidence intended to be so inspected shall not be included in the Electoral Roll.

(10) The enumerator shall mention name, surname and designation in and make signature in the Forms as referred to in Sub-rules (6) and (8) and in counterfoils as well, and the counterfoils of the Forms referred to in Sub-rule (6) shall be given to the person providing the details of the voter.

(11) The Assistant Name Registration Official shall, on the basis of the Forms prepared in collecting and updating the names of voters, prepare the Electoral Roll of the voters in the Ward of the Village Development Committee or Municipality falling within his/her working scope, as per Form No. 3, and make his/her signature in each page of the Electoral Roll.

4. Publication of Electoral Roll : (1) The Assistant Name Registration Official shall, no later than the last day of the month of *Jestha* (14 June) of each year, publish the Electoral Roll of each Ward of the concerned Village Development Committee at the office of the concerned Village Development Committee or the Electoral Roll of the concerned Ward of the Municipality at the concerned Ward Office, as referred to in Rule 3, and prepare a notice thereof in the format referred to in Form No. 4 and post the notice at his/her office in a manner conspicuous to all.

(2) The following matters shall be mentioned in the notice referred to in sub-section (1):-

(a) The date, time and place for making a claim application by any person having possessed the qualification to become a voter for inclusion of his/her name in the Electoral Roll in cases where his/her name has been left out of the Roll.

(b) The date, time and place for making an application to have correction in the name, surname, birth-date etc. details of any voter mentioned in the Electoral Roll, in cases where such details have to be corrected.

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<sup>4</sup> Inserted by First Amendment.

- (c) The date, time and place for publishing the amended Electoral Roll after holding inquiries into the applications made pursuant to Clauses (a) and (b).
- (d) The date, time and place for making a complaint objection to a voter.
- (e) The date, time and place for holding inquiries into the complaints.
- (f) The date, time and place for giving a notice to delete the name of a voter whose name has been Repeated.
- (g) The date, time and place for giving a notice to delete the name of the voter who has ceased to possess the qualification to be the elector.
- (h) The date, time and place for holding inquiries into the notice referred to in Clause (g).
- (i) The date, time and place for publishing the final Electoral Roll.

(3) The Electoral Roll published pursuant to Sub-rule (1) shall be made available so that all the persons concerned may inspect it.

(4) A recognizance (*muchulka*) deed of the publication of the Electoral Roll pursuant to Sub-rule (1) shall be executed or caused to be executed as per Form No. 5

5. Application for Inclusion of Name in Electoral Roll : (1) In cases where the name of any person having possessed the qualification to be a voter has been left out of the Electoral Roll published pursuant to Rule 4, such a person shall have to make application in the format as referred to in Form No. 6 to the Assistant Name Registration Official within the

15th day of the month of *Ashadh* (about 29 June) each year, thereby making a claim to get his/her name included in the Electoral Roll.

(2) The application referred to in Sub-rule (1) shall have to be accompanied by the citizenship certificate, identity card issued by an organisation having governmental ownership or by an educational institute, land ownership registration certificate or migration certificate in the event of migration, or marriage registration certificate in cases where a women has come there upon getting married, or recommendation letter issued by the Village Development Committee or Municipality.

(3) If an application is made pursuant to Sub-rule (1), the Assistant Name Registration Official shall register the application in the registration book referred to in Form No. 7 and give a receipt thereof as referred to in Form No. 8.

(4) A person making an application to get his/her name included in the Electoral Roll pursuant to Sub-rule (1) shall have to make an application only on his/her own behalf. Provided that if any one member of a family comes to register an application of more than one member of that family, the Assistant Name Registration Official shall have to register such application.

Provided that, if the application referred to in Sub-rule (1) is not accompanied by the evidence referred to in Sub-rule (2), no action shall be taken on that application.

6. Application for Correction in Name, Surname, Birth-date, Age etc.

Details : (1) If there appears any error or mistake or change in the name, surname, birth-date, age or similar other details of any voter whose name has been included in the Electoral Roll published pursuant to Rule 4, the voter may make an application to the Assistant Name

Registration Official in the format referred to in Form No. 9 to have such correction of such error or mistake within the 15th day of the month of *Ashadh* (about 29 June) of each year.

(2) In the case of any voter whose name has been included in the Electoral Roll, his/her guardian may make an application for the purpose of Sub-rule (1).

(3) If an application referred to in Sub-rule (1) or (2) is made, the Assistant Name Registration Official shall register the application in the registration book referred to in Form No. 10 and give a receipt thereof as referred to in Form No. 8.

7. Holding Inquiries into Application: (1) If any application is registered pursuant to Rule 5 or 6, the Assistant Name Registration Official shall hold inquiries into such an application.

(2) If, in holding inquiries pursuant to Sub-rule (1), it appears necessary to hear anything or ask for additional evidence from the applicant, the receipt to be issued to the applicant or the concerned person pursuant to Sub-rule (3) of Rule 6 shall also indicate the date and time for making presence at the office.

(3) If such person fails to be present or to submit the information or evidence sought within the time-limit referred to in Sub-rule (2), or despite the submission thereof, if it appears that the name is to be included or the name and details of the voter mentioned in the published Electoral Roll are not to be corrected, a decision may be made not to include the name of such person in the Electoral Roll or not to correct the name or details.

(4) If, while holding inquiries pursuant to Sub-rule (1), the Assistant Name Registration Official is satisfied with the evidence



attached with the application and the statement made in the application, a decision shall have to be made to include the name and other details of the applicant in the Electoral Roll or to correct the name and other details mentioned in the Electoral Roll.

**8. Publication of the Amended Electoral Roll:** (1) After holding inquiries pursuant to Rule 7, the Assistant Name Registration Official shall prepare the amended Electoral Roll by including in Form No. 11 the name of any voter whose name has to be included in the Electoral Roll and by correcting the name and other details of any voter whose such matter has to be corrected by mentioning the list thereof in Form No. 12.

(2) The Assistant Name Registration Official shall publish the amended Electoral Roll and the list of correct details as referred to in sub-section (1) at the office of the concerned Village Development Committee or the Ward Office of the Municipality in a manner conspicuous to all no later than the last day of the month of *Ashadh* (about 15 July).

(3) A notice referred to in Form No. 13 indicating the publication of the amended Electoral Roll and list of correct the details as referred to in Sub-rule (1) shall be published at the office of the concerned Village Development Committee or the Ward Office of the Municipality, and a *muchulka* deed too shall be executed or caused to be executed in the format referred to in Form No. 5.

**9. Application for Making Objection to Voter :** (1) Any voter in a constituency may, within the 15th day of the month of *Shrawan* (about 30 July) of each year, make an application to the Assistant Name Registration Official in the format as referred to in Form No. 14, setting out appropriate reasons for making objection that the name of any voter

in that constituency whose name has been included in the amended Electoral Roll published pursuant to Rule 8 cannot be included pursuant to the Act.

(2) If any application referred to in Sub-rule (1) is made, the Assistant Name Registration Official shall have to register the application in the registration book referred to in Form No. 15 and issue a receipt in the format as referred to in Form No. 8.

(3) After the expiry of the time for making an application as referred to in Sub-rule (1), the Assistant Name Registration Official shall have to prepare a list in the format referred to in Form No. 16 along with the statements of the applications registered pursuant to Sub-rule (2), and publish a copy of the list at the office of the Village Development Committee or the Ward Office of the Municipality.

**10. Making Decisions Upon Holding Inquiries into Applications for Objection :** (1) If an application is registered pursuant to Rule 9, the Assistant Name Registration Official shall have to prepare Five copies of the notice in the format referred to in Form No. 17.

(2) A copy of the notice referred to in Sub-rule (1) shall have to be issued to the applicant immediately and a copy thereof published at his/her office.

(3) A copy of the notice referred to in Sub-rule (1) shall have to be issued to the opponent elector. The server of the notice shall have to deliver the notice to the concerned opponent voter or post it at his/her house door in presence of Two witnesses and shall also have to make his/her signature in the other copy of the notice, indicating therein the statement and date of the delivery or posting of the notice, and submit it to the Assistant Name Registration Official within One day of such service of the notice.

(4) If the concerned parties appear on the date and at the time mentioned in the notice as referred to in Sub-rule (1), the Assistant Name Registration Official may inquire them and request for necessary evidence from them.

(5) If the concerned parties do not appear on the date and at the time mentioned in the notice referred to in Sub-rule (1) or they do not submit such evidence as requested pursuant to Sub-rule 4, the Assistant Name Registration Official shall have to make necessary decision, taking into account the reasons mentioned in the application or the evidence submitted.

(6) The notice of any decision made pursuant to this Rule shall have to be prepared as per Form No. 18 and posted at the notice-board of his/her office for the information to all.

**11. Deletion of repeated Names of Voters :** (1) Following the publication of the amended Electoral Roll pursuant to Rule 8, the voter whose name is included in the Electoral Rolls in more than one constituency or more than one place in the same constituency shall have to give information in writing to the Assistant Name Registration Official to maintain his/her name only in the Electoral Roll of one constituency or place of his/her choice.

(2) If the Commission receives information that the name of any voter is included in the Electoral Rolls of Two or more than Two election constituencies or places, the Commission may order the concerned Chief Name Registration Official to maintain the name of such voter in the Electoral Roll of the constituency or place where the said voter is permanently residing and delete the name of the voter from the Electoral Roll of other constituency or place.

(3) If it is received information in writing pursuant to Sub-rule (1) or ordered as referred to in Sub-rule (2) or the Chief Name Registration Official or Assistant Name Registration Official receives information thereof on his/her own, the Chief Name Registration Official or Assistant Name Registration Official shall maintain the name of the said voter included in the Electoral Roll of the constituency or place of which he/she is a permanent resident and delete his/her name from the Electoral Roll of other constituency and place.

(4) While deleting the duplicated name of a voter pursuant to Sub-rule (3), a decision shall be made to that effect, also setting out the reasons for such deletion of the duplicated name.

(5) A list of the voters whose names are deleted from the Electoral Roll pursuant to Sub-rule (3) shall be prepared in the Format referred to in Form No. 19 and the list shall be published at his/her office.

**12. Deletion of Names of Voters :** (1) Any other voter may, no later than the 15th. day of the month of *Shrawan* (about 30 July) each year, give a written notice in the format referred to in Form No. 20 to the Chief Name Registration Official to delete the name of any voter referred to in sub-section (1) of Section 17 of the Act from the Electoral Roll.

(2) The Chief Name Registration Official shall have to inquire to the family member of the concerned voter or the Ward Committee of the Village Development Committee or Municipality where the concerned voter is residing or any person or body about the statement set down in the notice referred to in Sub-rule (1) or obtain necessary evidence in that regard.

(3) In holding inquiries referred to in Sub-rule (3), if it appears that the name of any voter is to be deleted from the Electoral Roll and

there is a situation that he/she may furnish his/her own explanation, a notice referred to in Form No. 21 shall have to be published in the name of such a voter and posted at his/her office.

(4) If, in holding inquiries by the Chief Name Registration Official pursuant to Rule (2) or (3) about the matter mentioned in the notice referred to in Sub-rule (1), the matter appears to be correct, he/she shall have to make a decision to delete the name of the voter mentioned in the notice from the Electoral Roll.

(5) In cases where any decision is made to delete the names of any voters from the Electoral Roll pursuant to Sub-rule (4), he/she shall have to prepare a list of the voters whose names are so deleted as per Form No. 19 and publish it at his/her office.

**13. Preparation of the Final Electoral Roll :** (1) The Assistant Name Registration Official shall, upon the completion of the procedures referred to in this Chapter, have to hand over the Electoral Roll and the documents concerned to the Chief Name Registration Official within the 25th day of the month of *Shrawan* (about 9 August). The Assistant Name Registration Official shall have to certify the Electoral Roll so handed over by signing each page thereof.

(2) The Electoral Rolls received pursuant to Sub-rule (1) shall have to be compiled and the final Electoral Roll of the concerned constituency shall be prepared.

(3) After the final Electoral Roll referred to in Sub-rule (2) has been prepared, the Chief Name Registration Official shall certify the Electoral Roll by signing each page of the Roll.

**14. Publication of Final Electoral Roll :** (1) The Chief Name Registration Official shall, no later than the last day of the month of *Shrawan* (about

16 August) each year, publish the final Electoral Roll referred to in Rule 13 at his/her office in a manner conspicuous to all.

(2) The notice referred to in Form No. 22 on publishing the final Electoral Roll pursuant to Sub-rule (1) shall have to be published at his/her office in a manner conspicuous to all and a *muchulka* deed shall have to be executed or caused to be executed in the format as referred to in Form No. 5.

**15. To Forward the Final Electoral Roll :** (1) After the final Electoral Roll has been published pursuant to Rule (4), a copy of such Electoral Roll shall have to be safely kept at the office of the Chief Name Registration Official.

(2) The Chief Name Registration Official shall have to forward one copy of the final Electoral Roll published pursuant to Rule 14 to the Commission no later than the 15th day of the month of *Bhadra* (Aug/Sept) each year.

**16. Preparation of Necessary Copies of the Electoral Roll :** Considering the final Electoral Roll provided by the Chief Name Registration Official to the Commission as the original Electoral Roll, the Commission shall prepare necessary copies of the Electoral Roll.

**17. To Allow to Inspect and Copy the Electoral Roll :** If a voter or candidate intends to inspect or copy the Electoral Roll, the Commission or the office designated by the Commission shall allow the Electoral Roll to be inspected or copied in a manner that it shall not be torn, defaced or disfigured. In cases where any candidate or concerned person gets a copy of the Electoral Roll by getting it copied on his/her own, no fees shall be charged.

18. **Settlement of Disputes** : In cases where a dispute arises in connection with the Electoral Roll, the dispute shall be settled on the basis of the Electoral Roll certified pursuant to Rule 14.
19. **Sale of Electoral Roll** : If a person or organization comes to buy the Electoral Roll, the Commission or the office designated by the Commission may sell the Electoral Roll at the price specified by the Commission to the extent of availability.
20. **Issuance of Order vis-a-vis Collection or Updating of the Electoral Roll** : The Commission shall issue orders for the purpose of collecting the names of voters or updating the Electoral Roll pursuant to the Act and these Rules.

### **Chapter-3**

#### **Functions, Duties and Powers of Name**

##### **Registration Officials**

21. **Functions, Duties and Powers of Chief Name Registration Official** : In addition to the functions and matters mentioned elsewhere in the Act and these Rules, the functions, duties and powers of the Chief Name Registration Official shall be as follows:
- (a) To inspect and monitor the functions required to be carried out by the name registration official and the Assistant Name Registration Official pursuant to the Act and these Rules.
  - (b) To resolve problems, if any, arisen in the act of preparation of the Electoral Roll and other details.

- (c) If any employee involved in the preparation of the Electoral Roll and other details of voters does not carry out the functions as set forth in the Act and these Rules or carries out the functions recklessly, to send own opinion to the Commission for departmental action against him.
- (d) To hear complaints in respect of the functions and activities of the name registration official or Assistant Name Registration Official.
- (e) To prescribe the functions to be carried out by the name registration official or his/her area so as to carry out the functions in a effective manner, by operating and monitoring the act of collection of the names of voters and monitoring the acts of collection of the names of voters or updating the Electoral Roll.
- (f) To give trainings or directions in regard to the functions and duties to be carried out by the name registration official and Assistant Name Registration Official pursuant to the Act, Rules and Manuals.
- (g) To carry out such other functions as may be prescribed by the Commission.

**22. Functions, Duties and Powers of the Name Registration Official :**

The name registration official shall have to carry out the functions as per the direction of the Chief Name Registration Official and being under the Chief Name Registration Official pursuant to the Act and these Rules.

**Chapter-4**

**Miscellaneous**



23. **Certification of Voters** : (1) If any voter whose name is registered in the Electoral Roll of any constituency intends to have certification of his/her being a voter of that constituency, he/she shall have to make an application in the format referred to in Form No. 23 to the official authorized by the Commission for that constituency or to the office of the Commission.

(2) If an application referred to in Sub-rule (1) is received, the Commission or the official authorized by the Commission shall have to certify as per Form No. 24 that such an applicant is a voter as his/her name is included in the Electoral Roll.

(3) In making an application pursuant to Sub-rule (1), a fee of Rs. 10/- shall be charged.

24. **To Safely Keep Documents**: The official designated by the Commission shall have to safely keep at his/her office the Electoral Roll and all the documents related with the Electoral Roll.

25. **Power to Seek Assistance**: In the course of preparing the Electoral Roll, the Chief Name Registration Official, Assistant Name Registration Official and name registration official may, as per necessity, seek assistance from the offices of His/her Majesty's Government and corporations, political parties, local authorities and social organizations and other bodies. It shall be the duty of all the concerned to render assistance if so sought.

26. **Power to Make Additions and Deletions or Alterations in Forms**: The Commission may, upon a Notification published in the Nepal Gazette, make necessary additions and deletions or alterations in the Forms.

27. **Saving:** The matters set down in these Rules in regard to the preparation of the Electoral Roll for the purposes of holding elections of members to the Village Development Committee, Municipality or the House of Representatives shall be governed by these Rules and other matters by the prevailing law.

NEPAL LAW COMMISSION

Form No. 1

**(Relating to Sub-rule (6) of Rule 3)**

Election Commission

Electoral Rolls Collection Form

(Only the person who has attained the age of Eighteen years before the last day of the month of *Chaitra* of the year .....)

District ..... Constituency No. .... VDC/Municipality  
 ..... Ward No. .... Goun/Tole .....  
 House No. .... Family Member No. .... Permanent

S. N.	Full name of Voter	Sur name	Sex	Date of Birth			Name of Father/Husband	Sur name	Relation
				Years	Month	Date			
01									
02									

Above details are true and correct. In case it is found false, I am agree to be as per the law.

Signature of person who have given details .....  
 Name / Surname .....  
 Date .....  
 .....

Signature of Assistant Name  
 Registration Officer .....  
 Name/Surname .....  
 Date :  
 :

Form No. 1

**(Relating to Sub-rule (6) of Rule 3)**

Election Commission

Electoral Rolls Collection Form

District ..... Constituency No. ....

VDC/Municipality ..... Ward No. ....

Village/Tole ..... Permanent

House No. ....

S.N.	Name/Surname of Voters
01	
02	
03	
04	

Signature of Assistant Name Registration

Officer .....

Name/Surname .....

Date : .....

<sup>5</sup>Form No. 1A

**(Relating to Sub-rule (6) of Rule 3)**

Election Commission

Name Collection of Voter/Updated Form

**(Relating to Sub-rule (6A) and (6B) of Rule 3)**

The Assistant Name Registration Officer,

.....

District, Constituency No. ....

..... Village Development Committee / Municipality

Ward No. ....

House No. ....

Family No. ....

Sir,

It is requested to include the following names and details of family member who are eligible to be voters for being the citizens of Nepal and settled here permanently.

**Details of family member who are eligible to be voter**

S. N.	Voter No.	Name/ Surname	Sex	Date of birth	Father or husband's name, surname	Relation	Voter identity card taken / not taken	Remarks
1.								
2.								
3.								
4.								

<sup>5</sup> Inserted by First Amendment.

5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								

**Receipt Form given to include the name in the Electoral Rolls.**

Name / Surname	Name of Officer recording the details		
District : .....	1. ....	8. ....	Name, Surname .....
Constituency ....	2. ....	9. ....	Signature .....
VDC/Municipality .....	3. ....	10. ....	Designation.....
Ward No. ....	4. ....	11. ....	Date .....
Tole .....	5. ....	12. ....	Official Seal .....
	6. ....	13. ....	
	7. ....	14. ....	

**Note :** This receipt is only the evidence of application form submitted to be voter. Please check out whether your name is included in Electoral Rolls or not as your request and in case your name is not included, claim within the time frame.

Details of family members who are not eligible to be the voters.

S.N.	Name, Surname	Gender	Date of Birth	Name and Surname of Father or Husband	Relation	Remarks
1.						
2.						

3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

Included Evidence / grounds:

- 1.
- 2.
- 3.

Above details are true and correct. If the details are found false, I agree to be according to the law.

Signature of householder or member who has given details,—

Name ..... Signature ..... Date .....

Name of official who collected the details .....

Signature .....

Date .....

Seal of Office .....

**Note :**

1. Only the Name of family members shall be included in the Electoral Rolls who are eligible to be voter.

2. Reason for inclusion of name shall be mentioned clearly in remark column as due to obtaining the age, or migration or marriage or any other reasons.
3. The column of voter No. and taken or no taken for the voter identity card shall not be filled by voter whose name is newly included.

Form No. 2

**(Relating to Sub-rule (8) of Rule 3)**

Election Commission

**Name Collection Form of Voter Pursuant to Section 17 of Act and**

**Rule 12**

**(..... years, last day of Chaitra)**

District ..... Constituency No. ....

VDC/Municipality ..... Ward No. ....

Tole ..... House No. ....

House No.	S.N.	Details of Voters										Father or Husband of Elector			Cause of Collectors Name			Signature of who gives information	Remarks
		Full Name	Sur name	Sex	Date of birth			Name	Sur name	Relation	Death	Migration	Pursuant to Section 5 of Act						
					Year	Month	Date												



Signature of Assistant Name Registration Officer .....

Name/Surname .....

Date .....

NEPAL LAW COMMISSION

Form No. 3

**(Relating to Sub-rule (11) of Rule 3)**

Election Commission

Electoral Rolls

**Obtained the age of Eighteen years before last day of the  
month of Chaitra, 2051 (1994)**

District .....

Constituency No. ....

VDC/Municipality .....

Ward No. ....

S. N.	House No.	F. No.	F. S. N.	Village Tole	Details of elector					Father/ husband of elector		Remarks
					Voter No.	Name, Surname	Sex	Date of birth	age	Name, Surname	Relation	

Signature of Chief/Assistant Registration Officer .....

Name .....

Surname .....

Date .....

Form No. 4

**(Relating to Sub-rule (1) of Rule 4)**

Election Commission

.....District, Constituency No. ....

.....VDC/Municipality, Ward No. ....

**Notice on the Publication of the Electoral Rolls**

The voters who have completed the age of 18 years pursuant to law on or before the last day of the month of *Chaitra* of the year ..... of Ward No. .... Village Development Committee/Municipality under the Constituency No. .... of ..... District of Electoral Rolls has been published for the purpose of Rule-9 of the Sub-rule (1) of Rule 4 of Electoral Rolls Rule, 2052. The Electoral Rolls is available the aforementioned.

It is informed that any voter whose name is omitted from above Electoral Rolls as having completed the qualification to be a voter, to include name in Electoral Rolls, or to correct any name, surname, date of birth etc. of voter's whose name is included in this Electoral Rolls, or to remove the name of voters from Electoral Rolls whose name is included, shall make an application in following date, time and place.

S.N.	Programme	Date		Time		Place
		From	To	From	To	
1.	Application by person whose name is omitted from Electoral Rolls.					
2.	Application by voters for correction of the name whose name is included					

	in Electoral Rolls.					
3.	To conduct an inquiry into application for correction of name and to include the name.					
4.	Publication of the amended Electoral Rolls.					
5.	Application made objecting voter whose name is included in Electoral Rolls					
6.	To conduct an inquiry in application objecting the voter.					
7.	To give information to remove repeated name from Electoral Rolls					
8.	To give information to remove name from Electoral Rolls who has relinquished the eligibility to be a voter.					
9.	To conduct an inquiry on the information given to remove the name of the voter.					
10.	Publication of final Electoral Rolls.					

Signature of Assistant Name Registration Official .....

From No. 5

**(Relating to Sub-rule (4) of Rule 4**

**Sub-rule (3) of Rule 8**

**Sub-rule (2) of Rule 14)**

Election Commission

..... District Constituency No. ....

..... Village Development Committee / Municipality

Ward No. ....

**Muchulka Deed on Publication of the Electoral Roll/Amended  
Electoral Roll/Final Electoral Roll.**

We, the following persons, hereby make this *Muchulka* deed to the effect that it is true and correct that the Electoral Rolls/Amended Electoral Rolls/Final Electoral Rolls. of the voters who have completed the age of 18 years on or before the last day of the month of *Chaitra* of the year ..... (about 12 April) of Ward No. ...., Village Development Committee / Municipality, under constituency No. .... of ..... District has been published today at ..... hours dated ..... in our presence.

1. Mr./Mrs. ...., aged ....., a resident of Ward No. ...., V.D.C./ Municipality..... District.
1. Mr./Mrs. ...., aged ....., a resident of Ward No. ...., V.D.C./ Municipality..... District.
1. Mr./Mrs. ...., aged ....., a resident of Ward No. ...., V.D.C./ Municipality..... District.

*Muchulka* deed conveyancing

employee's -

Signature:-

Designation:-

Date:-

From No. 6

**(Relating to Sub-rule (1) of Rule 5)**

**Claim Application for Inclusion of Name**

The Assistant Name Registration Official,

..... District Constituency No. ....

..... Village Development Committee / Municipality.

Sir,

I request to include my name in the Electoral Roll of Ward No. ....  
... .. Village Development Committee / Municipality under ... .. District  
constituency No. ... My name, address and other details are as follows:

1. Name, surname:-
2. Date of Birth:-
3. Sex : Male / Female:
4. Address: Village / Tole ... .., Ward No. ... .., Village Development  
Committee / Municipality ... ..
5. Name, surname of father / husband ... ..

I, hereby, submit the following details showing that I have  
possessed the qualification to become a voter pursuant to the prevailing  
law:

1. I am a citizen of Nepal.
2. I have attained the age of ... years ... months on the ... .. day of the  
month of ... .. of the year...
3. I am a permanent resident of the above-mentioned place.
4. My name is not included in the Electoral Roll of any other constituency  
or of any other Village Development Committee / Municipality of this  
constituency, nor have I made an application for including my name.

The evidence certifying my age as I have mentioned above is as mentioned below, a copy of that evidence is attached herewith.

Evidence attached:

1. ....
2. ....
3. ....

I have appeared in person to get this application registered / being unable to appear in person, I have sent Mr./Mrs. ... .., who is my ... .. by relation and a member of my joint family.

Signature:.....

Applicant

(To be filled up by the Assistant Name Registration Official)

This application has been submitted to my office at ... .. o'clock on (date).

Signature .....

Assistant Name Registration Official

---

### **Decision**

This application has been examined pursuant to the Rules relating to the Electoral Roll, 2052 (1996) and the following decision has been made :

Details of the decision : .....

Date:- .....

Time:- .....

Signature: .....

Place:- .....

Assistant Name Registration Official

---

Note:- The person who makes an application for registration of name with false the details shall be punished with a fine of up to Two Thousands Rupees or with an imprisonment for up to One month or with both.

NEPAL LAW COMMISSION



From No. 7

**(Relating to Sub-rule (3) of Rule 5)**

Election Commission

..... District Constituency No. ....

..... Village Development Committee / Municipality.

Ward No. ....

**Registration Book of application given for including the name  
in Electoral Rolls.**

Sir,

Date	Signature No.	Name, Surname	Address	Time of Application Registration	Remarks

Seal of Office

Signature of Assistant Name Registration  
Official .....

Name, Surname .....

Designation .....

Date .....

Form No. 8

**(Relating to Sub-rule (3) of Rule 5,**

**Sub-rule (3) of Rule 6,**

**sub Rule(2) of Rule 8)**

Election Commission

..... District Constituency No. ....

..... Village Development Committee/Municipality

Ward No. ....

**Receipt**

Application Registration No. ....

The application made by Mr. .... (name, surname)  
..... (address), for inclusion of name in/correction of the details  
included in/removal of the name included in, the Electoral Roll of Ward No.  
..... of ..... V.D.C./Municipality under ..... District  
constituency No. .... has been registered at this office on .....  
o'clock dated ..... As it is required to hear additional matter in respect of  
the application, you are hereby required to appear in person at this office along  
with evidence, if any, at ..... o'clock on ..... (date).

Seal of the office

Signature:- .....

Name, surname:- .....

Designation:- .....

**(Relating to Sub-rule (1) of Rule 6)**

**Application for Correction in Details in the Electoral Roll**

**The Assistant Name Registration Official,**

..... District, constituency No. ....

..... V.D.C./Municipality

Sir,

Being incorrect the details of mine/ Mr./Mrs./Ms .....  
.....who is my  
..... by relation and living in the joint family at S.N. ....  
in the Electoral Roll of Village/Tole ..... Ward No. .... of  
..... Village Development Committee/Municipality under constituency  
No. .... of ..... District, published on ..... (date), I,  
hereby, request that the details be corrected as follows.

<u>Serial Number</u>	<u>Details contained in</u> <u>the Electoral Roll</u>	<u>The Details to be corrected</u> <u>and set</u>
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

Applicant

Signature :- .....

Date:- .....

Name, surname:- .....

---

**Decision**

This application has been examined pursuant to the Rules relating to the Electoral Roll, 2052 (1996) and the following decision has been made:

Details of the decision : .....

.....

Date:- .....

Time:- .....

Signature .....

Place:- .....

Assistant Name Registration Official

NEPAL LAW COMMISSION

Form No. 10

**(Relating to Sub-rule (3) of Rule 6)**

Election Commission

..... District Constituency No. ....

..... Village Development Committee/Municipality

Ward No. ....

**Registration book of application to correct the name and details which is included in Electoral Rolls**

Date	application No.	Name and surname of person who apply to correct the details	Address	Application Registration time	Remarks

Seal of Office

Signature of Assistant Name Registration Official .....

Name, Surname .....

Designation .....

Date .....

Form No. 11

**(Relating to Sub-rule (1) of Rule 8)**

Election Commission

District ..... Constituency No. ....

Village Development Committee/Municipality.....

Ward No. ....

**Electoral Rolls of voters Added on**

This notice is published as per the decision to include their name in Electoral Rolls after inquiry upon the application which is made to claim to register name in Electoral Rolls whose name was not included in the notice published on ..... (date)

S. N.	House No.	House No. or Village	Details of Elector				Father/Husband of voter			Re marks
			Full Name	Sur name	Date of birth	Sex	Name	Sur name	Relation	

Signature of Assistant Name Registration Official .....

Name, Surname .....

Date .....

Form No. 12

**(Relating to Sub-rule (1) of Rule 8)**

Election Commission

District ..... Constituency No. ....

Village Development Committee/Municipality.....

Ward No. ....

**List of Voters whose of Details are corrected in the Electoral  
Rolls**

The following details of List has been corrected in Electoral Rolls as per the request of the application to demand of application which is published on ..... date in Electoral Rolls of Ward No. .... VDC/Municipality for information of all concerned that who has given application to correct details.

S. N.	House No.	House No. or Village	Details of Voter					Details of Correction						Re marks	
			Full Name	Sur name	Date of birth	Sex	Name of father / husband	Relation	Details of Voter						
									Full Name	Sur name	Date of birth	Sex	Name of father / husband		Relation

Signature of Assistant Name Registration Official .....

Name, Surname .....

Date .....

NEPAL LAW COMMISSION



Form No. 13

**(Relating to Sub-rule (3) of Rule 8)**

**Election Commission**

..... District Constituency No. ....

..... Village Development Committee/Municipality

Ward No. ....

**Notice on the Publication of the Amended Electoral Roll**

Upon holding inquiries, as per the law, into the applications made by the persons for inclusion of names in the Electoral Roll of Ward No. ...., ..... Village Development Committee/Municipality under constituency No. ....of ..... District, published on (date) and for making amendments to and corrections in the names and others details of the voters whose names have been included in the said Electoral Roll, and upon making amendment to the Electoral Roll as per the decision, the amended Electoral Roll has been published for the purpose of Rule 9 of the Rules relating to Electoral Roll, 2052 (1996).

It is informed that any voter who intends to make a complaint objecting to any voter whose name is included in this Electoral Roll and is not qualified to become a voter according to law may make an application as referred to in form No. 14 from ..... (date) to ..... (date).

Date-.....

Signature:- .....

Assistant Name Registration Official

Form No. 14

**(Relating to Sub-rule (1) of Rule 9)**

**Application**

Assistant Name Registration Official,

..... District Constituency No. ....

..... Village Development Committee/Municipality

Sir,

Since the voter referred at the below-mentioned serial number of the amended Electoral Roll of Ward No. ...., .....Village Development Committee /Municipality under constituency No. .... of ..... District published on ..... (date) is not qualified to become a voter by virtue of the following reason, I have made this application for deletion of his/her name from the Electoral Roll.

**Details of Elector**

Serial voter's name, surname      Father/husband's name, surname

Reasons for disqualification :

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

The above-mentioned facts are true and correct. My name is included at serial No. .... of the Electoral Roll of Ward No. ...., ..... Village Development Committee/Municipality of this constituency.

Attached evidences:

1. ....

2. ....

3. ....

Signature of the Applicant:- .....

Name,

Surname:-

.....

---

### **Decision**

This application has been examined pursuant to Electoral Roll Rules, 2052 (1996) and the following decision has been made.

### **Details of the decision :**

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

Date:- .....

Time:- .....

Signature:- .....

Place:- .....

Assistant Name Registration Official

Form No. 15

(Relating to Sub-rule (2) of Rule 9)

**Registration book of application form for claim and objection  
of Voter**

**Election Commission**

.....District, Constituency No.....

.....village Development Committee/ Municipality

ward No.....

Date	Signature No.	Applicant's		Objected voter's		Signature	Remarks
		Name, Surname	Address	Name, Surname	Address	Time of Registration	

Seal of Office

Signature of Assistant Name Registration Official .....

Name, Surname .....

Date .....

Form No. 16

**(Relating to Sub-rule (3) of Rule 9)**

**The Election Commission**

..... District Constituency No. ....

..... Village Development Committee/Municipality

Ward No. ....

**List of complain and person objecting the Voters**

List of complain and person objecting the voters whose name is included in amending Electoral Rolls of Ward No. .... Village Development Committee/Municipality ..... under the constituency of district ..... published on ..... (date), has been published for purpose of Sub-rule (3) of Rule 9 of the Rule relating to Electoral Rolls 2052.

It, hereby, is informed to the voter mentioned in this list to appear at this office along with necessary evidence on the date and time mentioned in the notice upon considering this list as a Notice.

It is hereby informed that if one does not appear on the specified date it shall be decided as per the prevailing law.

Application Registration Date	Application Registration No.	Details of Applicant			Details of object voters			Summary of objection	Attending	
		Name, Sur name	Voter S.N.	VDC/ Municipality	Name, Sur name	Voter S.N.	VDC/ Municipality		Date	Time

Signature of Assistant Name Registration Official .....

Name, Surname .....

Date .....

NEPAL LAW COMMISSION

Form No. 17

**(Relating to Sub-rule (1) of Rule 10)**

Election Commission

..... District Constituency No. ....

..... Village Development Committee/Municipality

Ward No. ....

**Notice of Application Objecting to Voter**

To,

Mr./Mrs. ....

.....

.....

As ..... who is a voter mentioned at serial No. .... has made an application, registration number ....., objecting to you ....., a voter mentioned at serial No. .... of the Electoral Roll of Ward No. ...., ..... Village Development Committee/Municipality under constituency No. .... of ..... District, published on ..... (date), you are hereby informed to appear at this office along with such evidence as you may have within ..... o'clock ..... on ..... (date) to express your matter in this regard.

Date:- .....

Signature:- .....

Assistant Name Registration Official

Form No. 18

**(Relating to Sub-rule (6) of Rule 10)**

Election Commission

..... District Constituency No. ....

..... Village Development Committee/Municipality

Ward No. ....

**Notice of decision of application objecting to Voter**

The decision has been made according to law upon hold of an inquiry into the application objecting qualification of voters whose is included in amending Electoral Rolls of Ward No. .... Village Development Committee/ Municipality under the constituency of district, published on ..... (date), Such decision has been published for public notice.

Application No.	Applicant's Name, Surname	Name, Surname objecting of Voter	Voter S. N.	VDC/ Municipality	Summary of Decision

Seal of Office

Signature of Assistant Name Registration Official .....

Name, Surname .....

Designation .....



Date:- .....

Form No. 19

**(Relating to Sub-rule (5) of Rule 11 and Sub-rule (5) of Rule 12)**

Election Commission

..... District Constituency No. ....

..... Village Development Committee/Municipality

Ward No. ....

**List of Voters upon Removal of Name from Electoral Rolls**

Electoral list has been published for information of all the concerned, whose name is removed from Electoral Rolls which was published in Electoral Roll of Ward No. .... Village Development Committee/Municipality ..... Tole ..... under the constituency ..... district on published on ..... (date) pursuant to Rule 11, 12 of Rule relating to Electoral Rolls, 2052.

S. N.	House No.	House No. or Village	Details of Voter				Father/Husband of voter			Re marks
			Full Name	Sur name	Date of birth	Sex	Name	Sur name	Relation	

Signature of Assistant Name Registration Official .....

Name, Surname .....

Date .....

NEPAL LAW COMMISSION

**(Relating to Sub-rule (1) of Rule 12)**

**Notice to Remove the name of the Elector**

Chief Name Registration Official,

..... District

.....

This notice is, hereby, published for removing the following names of the voter from Electoral Rolls for being disqualified due to following reason according to law in the electoral Rolls of following voters from Electoral Rolls of Ward No. .... Village Development Committee/Municipality .....

Ward No.	S.N.	Name, surname of Voters	Name, Surname of Father/ Husband	Reason of Removal
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

My name is included serial No. .... of Electoral Rolls of ..... district ..... constituency Area under Village Development/ Municipality ..... Ward No. ....

Applicant's

Signature:- .....

Name, Surname .....

Date:- .....

Form No. 21

**(Relating to Sub-rule (3) of Rule 12)**

The Election Commission

..... District Constituency No. ....

..... Village Development Committee/Municipality

Ward No. ....

**Notice on Making Appearance to Furnish Explanation**

Mr./Mrs. ....

.....

.....

As the voter of serial No. ... has made a written notice, registration No. ... , for the deletion of your name ... , a voter of serial No. ... whose name is included in the Electoral Roll of Ward No. ... , ... Village Development Committee/ Municipality under constituency No. ... of ... .. District published on ... .. (date), I hereby inform to appear at this office with such evidence as you may have within Seven days of the date hereof.

Date:-

Signature:- .....

Chief      Name      Registration  
Official

Form No. 22

**(Relating to Sub-rule (2) of Rule 14)**

**Election Commission**

..... District Constituency No.. ..

..... Village Development Committee/Municipality

Ward No. ....

**Notice on the Publication of the Final Electoral Roll**

The final Electoral Roll of the voters having been set upon completion of the proceedings referred to in Sections 14 and 17 of the Electoral Roll Act, 2052 (1996) in respect of the amended Electoral Roll of Ward No. ... .. of Village Development Committee/Municipality under constituency No. ... .. of .. .. District published on ... .. (date) has been published for the purpose of Sub-rule (2) of Rule 14 of the Electoral Roll Rules, 2052 (1996).

Chief Came Registration Official's: .. ..

Signature :- .. ..

Name, surname:- .. ..

Date:- .. ..

Form No. 23

(Relating to Sub-rule (1) of Rule 23)

**Application for Certification of a Voter**

Mr./Mrs. ....

.....

.....

I, the applicant, ....., am a voter whose name is included in the Electoral Roll of Ward No. .... Village Development Committee/Municipality, under constituency No. .... of ... District. I hereby request for certification, for the purpose of election, upon inspecting the said Electoral Roll that I am a voter.

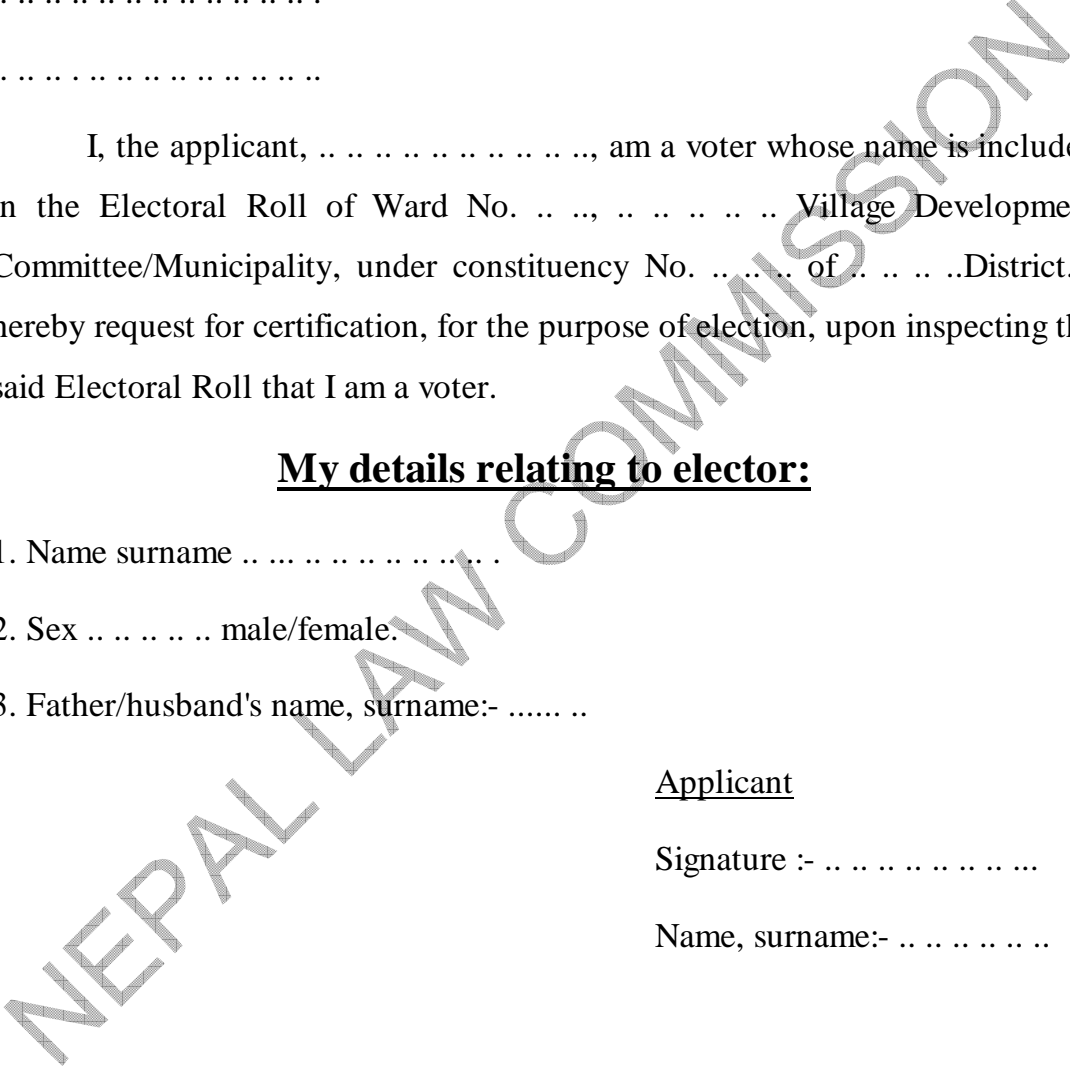
**My details relating to elector:**

- 1. Name surname .....
- 2. Sex ..... male/female.
- 3. Father/husband's name, surname:- .....

Applicant

Signature :- .....

Name, surname:- .....



Form No. 24

**(Relating to Sub-rule (2) of Rule 23)**

(Name of office)

**Certification of Elector**

As per the application made by Mr./Mrs./Ms. . . . . for certification of his/her being a voter, I hereby certify upon inspecting the Electoral Roll of Ward No. . . . , . . . . Village Development Committee/Municipality, under constituency No. . . . . of . . . . District that, his/her name and other details are found to be mentioned as follows on page . . . of the Electoral Roll of Ward No. . . . , . . . . Village Development Committee/Municipality, under constituency No. . . . of . . . . District.

**Details of the Voter**

1. Voter serial number:- . . . . .
2. Home number :- . . . . .
3. Family number :- . . . . .
4. Name, surname:- . . . . .
5. Birth-date :- . . . . .
6. Sex:- . . . . Male/Female.-
7. Father/husband's name, surname:- . . . . .
8. Others:- . . . . .

Signature :- . . . . .

Name, surname:- . . . . .

Designation:- . . . . .

Date:- . . . . .

Seal of the office.

NEPAL LAW COMMISSION