

Electoral Rolls Rules, 2068 (2012)

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In exercise of the powers conferred by Section 44 of Electoral Act, 2063 (2007), the Election Commission has framed the following Rules.

Chapter-1

Preliminary

1. **Short title and commencement:** (1) These Rules may be called "Electoral Rolls Rules, 2068(2012)".
(2) These Rules shall come into force immediately.
2. **Definitions:** Unless the subject or the context otherwise requires, in these Rules,-
 - (a) "Act" means Electoral Act, 2063 (2007).
 - (b) "Programme" means a programme published by the Commission pursuant to these Rules to carry out acts, in the course of collecting and updating the Electoral Rolls, including to publish the Electoral Rolls existing for the time being, insert, correct names in the Electoral Rolls, remove names therefrom and make claims and objections, within the period as specified by the Commission.
 - (c) "Registration employee or Assistant Registration employee" means the employee who is appointed pursuant to rule 8.
 - (d) "Family" means an individual who lives in an undivided family and possesses the qualification to be a voter.
 - (e) "Voter Registration Book" means the voter Registration Book as

referred to in Rule 10.

- (f) “Enumerator” means a person designated or engaged pursuant to Rule 7.

Chapter-2

Provisions Relating to programme and Name Registration

Officer

3. **Publication of programme for collecting and updating Electoral**

Rolls: (1) The Commission shall, pursuant to subsection (1) of Section 3 of the Act, publish in the Nepal Gazette a programme for collecting and updating the Electoral Rolls of the Wards of Village Development Committees and Municipalities of within each Election Constituency.

(2) The Commission may, as per necessity, publish and broadcast the programme published pursuant to Sub-rule (1) through the communication media of national level.

4. **Designation of Chief Name Registration Officer:** (1) The

Commission may designate the District Election Officer as the Chief Name Registration Officer in each District for collecting and updating Electoral Rolls and doing all other necessary acts pertaining thereto.

(2) The office of Chief Name Registration Officer shall be situated in the District Election Office.

5. **Functions, duties and powers of Chief Name Registration Officer:**

In addition to the functions, duties and powers mentioned in the Act and elsewhere in these Rules, the functions, duties and powers of the Chief Name Registration Officer shall be as follows:

- (a) To coordinate, inspect and monitor the functions to be performed by the Assistant Name Registration Officer pursuant to the Act and

these Rules;

- (b) To settle problems if any arising in the course of preparing the Electoral Rolls and other details;
- (c) To make recommendation to the Commission for reward to the employee who has shown excellent performance, out of the employees involved in the collection and updating of Electoral Rolls;
- (d) To examine the complaints received in respect of the activities of the employees involved in the collection and updating of Electoral Rolls and make a request to the Commission for necessary action;
- (e) If it appears that any employee involved in the collection and updating of Electoral Rolls and other details of voters appears to have done act contrary to the Act and these Rules or acted recklessly, to make a request to the Commission to take departmental action against such employee;
- (f) To give instruction or direction in respect of the functions and duties to be performed by the Assistant Name Registration Officer pursuant to the Act, these Rules and manuals framed thereunder;
- (g) To prepare annual plans and programmes for the collection and updating of Electoral Rolls pursuant to the Act and these Rules and forward the same to the Commission;
- (h) To perform such other functions as may be prescribed by the Commission.

6. Appointment or designation of Assistant Name Registration

Officer: (1) The Commission may appoint or designate a required number of Assistant Name Registration Officers in Wards of each Village

Development Committee and Municipality for collecting and updating Electoral Rolls and doing all other necessary acts pertaining thereto.

(2) The office of Assistant Name Registration Officer shall be situated in the concerned Village Development Committee or concerned Ward of Municipality.

Provided that, where there is no Ward Office of any Municipality, the office of Assistant Name Registration Officer shall be situated in the Office of Municipality.

7. **Power to depute or engage Enumerator:** The Commission may depute, to the extent of availability, any employees of the Government of Nepal or organizations owned or controlled by the Government of Nepal or organizations operated with grants of the Government of Nepal or local bodies or members of the community school as Enumerators to assist the Assistant Name Registration Officer in collecting and updating Electoral Rolls..
8. **Employee may appoint:** Commission may appoint Registration Employee and Assistant Registration Employee for the function to take photography, to collect the finger print and to entry the name and details of voters in the computer by registering in the registration book for the collecting and updating the Electoral Rolls as mentioned in the programme.
9. **Programme and electoral rolls shall publish:** (1) Following the publication of a programme pursuant to rule 3, the Chief Name Registration Officer shall publish the collecting and updating the Electoral Rolls programme in his/her office considering under the direction of commission which is conducted in his/her district in a format as referred to in schedule 1.

(2) The Chief Name Registration Office shall make the Assistant

Name Registration Officer to Post the Programme as mentioned Sub-rule (1) in the concerned ward office of the concerned Village Development Committee or Municipality.

(3) The Assistant Name Registration Officer, shall publish the programme along with the programme as referred to in Sub-rules prepared by the commission along with the photograph of a person who is eligible to enter his/her name in the electoral rolls pursuant to Section 5 of the Act collected from the words of the village Development committee and Municipality in a format as referred to in Schedule 2 at the time of commencement of these Rules for the purpose of first time use after the commencement of these rules and the existing electoral rolls with photograph based on the aforesaid electoral rolls in his/her office

(4) The Assistant Name Registration Officer shall be posted a notice in a format as referred to in schedule 3, while publishing the Electoral Rolls pursuant to Sub-rule 3.

(5) While posting the programme pursuant to Sub-rule (1) by the Chief Name Registration Officer and pursuant to Sub-rule (2) by the Assistant Name Registration Officer and while publishing the electoral Rolls pursuant to Sub-rule (3) by the Assistant Name Registration Officer shall prepare a recognizance deed (*sarjameen muchulka*) in a format as referred to in schedule 4.

(6) The Chief Name Registration Officer or the Assistant Name Registration Officer shall, as far as possible, publish and broadcast the programme through any means of communication at the local level.

(7) The Chief Name Registration Officer shall forward information on the posting of the programme pursuant to Sub-rule (1) and a copy of the programme to the offices of all political parties available in the District.

Explanation: For the purposes of this Sub-rule , “political parties” means the political parties representing to the Legislature-Parliament, and this term also includes such other political parties as specified by the Commission.

(8) The Assistant Name Registration Officer shall forward information on the posting of the programme pursuant to Sub-rule (1) and a copy of the programme to the members of the Assisting Committee formed in the ward of Village Development Committee or Municipality pursuant to Section 41 of the Act.

Chapter-3

Provision Relating to collection and updating of electoral rolls

10. Collection and Registration of names : (1) After a Electoral Rolls has been published in pursuant to rule 9 in accordance with the programme the Enumerator shall collect details in the format as referred to in schedule-5 including the names and other details of those persons who are eligible to be voters pursuant to Section 5 of the Act of the concerned Village Development Committee or Municipality.

(2) The enumerator shall had once the names and other details collected pursuant to Sub-rule (1) to the Assistant Registration officer as referred to in the programme.

(3) After receiving the names and other details pursuant to Sub-rule (2), Assistant Registration Officer shall provide such name and details to the registration employee by registrating if in the Electoral Rolls registration book in a format as referred to in schedule-6 of those person who are eligible to be voters pursuant to Section 5 of Act.

(4) After receiving name and details pursuant to Sub-rule (3), registration employee shall collect finger print of such person and graph of such person finger print and photograph in the computer as specified by the commission and enter name other details.

11. To collect details to remove or transfer names: (1) While collecting and updating the Electoral Rolls pursuant to these Rules, where the name of a voter has to be removed from Electoral Rolls published pursuant to Sub-rule (3) of Rule 9 by the reason that any member of the family of the voter has died or has permanently migrated or has migrated after getting married or ceased to possess the eligibility to retain his or her name in the Electoral Rolls, the Enumerator shall collect details thereof in the format as referred to in Schedule-7 within the time mentioned in the programme.

(2) If any voter name has to removed from the existing Electoral Rolls ward of VDC or municipality permanently by the reason the he/she has been migrated or married and if such persons name has to be transferred in the place of electoral rolls where he/she has been migrated or married, the enumerator shall collect such details from the place as specified by the commission in a format as referred to in schedule- 8.

12. Collection of details in order to correct errors: While collecting and updating the Electoral Rolls pursuant to these Rules, if there appears any error in the name, surname, date of birth or similar other details of any voter as contained in the then electoral rolls published pursuant to Sub-rule (3) of Rule 9, the Enumerator shall, in order to correct such error, collect the details in the place as specified by the commission in a format as referred to in Schedule-7 and within the time frame so provided in the programme.

13. Basis for collection of details: (1) While collecting details pursuant to

Rule 10, the Enumerator shall collect the same based on the details provided by the concerned voter him/herself.

(2) While collecting details pursuant to Rules 11 and 12, the Enumerator shall collect the same based on the details provided by the concerned voter him/herself or his/her family member.

14. To be registered the name by providing the detail: It shall be the duty of every Nepali citizen to register and update his/her name in electoral Rolls by providing the necessary details while collecting and updating the electoral rolls by presenting his/herself in the time and at the place so specified in the programme.

15. To deliver the details: The details which is been collect pursuant to Rule 10 and register book and other details collected pursuant to rule 11 and 12 by enumerator shall be delivered by register employee to assistant name register officer as mentioned in the programme.

16. Publication of updated electoral rolls: (1) On receipt of the details and registration book pursuant to rule 15 the Assistant Name Registration Officer shall examine the details and update the electoral rolls accordingly.

(2) Following process should be followed updating the electoral rolls pursuant to Sub-rule (1):

(a) By preparing a electoral rolls in format as referred to in schedule-9 upon including the additional voter's detail in the electoral rolls published pursuant to Sub-rule (3) of Rule 9 based on the details collected pursuant to Rule 10.

(b) By preparing a detail of the names removed and referred transferred in a format as to Schedule-10 upon specifying the removal and transfer of names

from the pursuant to Sub-rule -(3) of 9 on the basis of the details collected to remove or transfer the names pursuant to Rule 11.

- (c) Correcting the error in electoral rolls which is published pursuant to Sub-rule (3) of Rule 9 on the basis of collecting details for correcting the details pursuant to Rule 12.

(3) After updating electoral rolls pursuant to Sub-rule (1), the Assistant Name of Register Officer shall publish the electoral rolls as referred to Clause (a) of Sub-rule 2 and details as pursuant to clause (c) together with, as specified in the programme, in the ward office of Village Development Committee or Municipality in a format as referred to schedule-3.

(4) Assistant Name Register Officer while publishing the updated electoral rolls as referred to in Sub-rule (3) shall publish the details pursuant to clause (b) of Sub-rule (2).

(5) Assistant Name Register Officer shall prepare a recognizance deed while publishing the information pursuant to Sub-rule (3) and details pursuant to Sub-rule 4, in a format as referred to in schedule -4.

17. Application by person whose name is omitted from Electoral

Rolls: (1) Where the name of any person who is eligible to be a voter pursuant to Section 5 of Act has been omitted from electoral rolls published pursuant to Sub-rule (3) of Rule 9 or Rule 16, such a person may file an application to the Assistant Name Registration Officer by presenting oneself as specified in the programme, in a format as referred to in the schedule 5.

(2) If an application is received pursuant to Sub-rule (1), Assistant Name Registration Officer shall make an inquiry on such matter. If such a person is found eligible to be a voter pursuant to section 5 of the Act from the inquiry his/her name shall be registered in register book through the assistant registration employee and his/her finger print and photo as prescribed by the commission shall be arranged for and his/her name and details, finger print and photo shall be entered in the computer by the registration employee.

(3) After entering the name, details, finger print and photograph pursuant to Sub-rule (2), the Assistant Name Register Officer shall prepare an electoral rolls on the basis of such name and details so amended in a format as referred to in schedule 9.

18. Application for correction of details such as name, surname, date of

birth, age etc. : (1) Where there is any error in the name, surname, date of birth, age or similar other details of voter whose name has been included in the electoral rolls published pursuant to Rule 16 or where any of such details has to be altered, the voter himself/herself or any of his/her family members shall, within the time mentioned in the programme, make an application, accompanied by birth registration, marriage registration, migration certificate including other related evidence, to the Assistant Name Registration Officer in a format as referred to in schedule 7.

(2) In an application is received pursuant to Sub-rule (1), the Assistant Name Registration Officer shall make an inquiry on such application and if any error seems to be corrected from the inquiry, amend he/she shall prepare an amended electoral rolls by correcting such error in the electoral rolls which has been published pursuant to rule 16.

19. May provide notice to remove or transfer the name: (1) Where a voter whose name is included in the Electoral Rolls published pursuant to Sub-

rule (3) of Rule 9 or Rule 16 has died or has migrated permanently from the concerned Village Development Committee or Municipality or has gone elsewhere after getting married or has renounced the citizenship of Nepal or has ceased to possess the qualification to keep on being included in the Electoral Rolls, the voter himself or herself or any of his or her family members shall, within the time mentioned in the programme, make an application pursuant to Schedule-7.

(2) If any voter's name has to be transferred from existing electoral rolls of ward of VDC or municipality permanently by the reason that he/she has been migrated or married, he/she has to make an application to Assistant Name Registration Officer in a format as referred to in schedule- 8 for transfer of his/her name in the place where he/she has come to stay by reason if migration or marriage.

(3) If an application received pursuant to Rule (1) or (2), the Assistant Name Registration Officer shall conduct an inquiry and while conducting such an inquiry if it is found that the voter has been died or migrated or shifted due to marriage, he/she shall remove or transfer such name if it comes under his/her jurisdiction and if it is beyond his jurisdiction he/she shall refer the matter to the Chief Name Registration Officer for the same. If it is so referred by the Assistant Name Registration Officer, the Chief Name Registration Officer shall remove or transfer name if so required and make such details available to the Assistant Name Registration Officer Accordingly.

(4) Assistant Name Registration Officer shall publish the information of removing or transforming of the name from electoral rolls pursuant to Sub-rule (3) in his/her own office in the format as referred to in schedule- 10.

(5) Assistant Name Register Officer or Chief Name Register Officer has to mention the reason of removing or transferring the name pursuant to Sub-rule (3).

(6) Assistant Name Register Officer shall prepare amended electoral rolls on removing or transferring name from the electoral rolls pursuant to Sub-rule (3).

20. Amended electoral rolls shall be published: The Assistant Name Register Officer shall publish amended electoral rolls pursuant to Sub-rule (3) of Rule 17, Sub-rule 2 of Rule 18 and Sub-rule (6) of Rule 19, within the time frame specified in the programme in format as referred to in schedule-3 in his/her own office along with a notice and recognizance deed shall be prepared in a format as referred to in schedule 4.

21. Application may be filed for Objection and Clair in the electoral rolls: If there is any to reason not to be include the name of any person whose name is included in electoral rolls pursuant to Sub-rule (3) of Rule 9 or rule 16 or 20, any voter of the concerned ward of the concerned Village Development Committee or Municipality of the constituency may make application accompanied by the reason there of to the Assistant Name Registration Officer within the time specified in the programme whose name is included in the electoral rolls pursuant to Sub-rule (3) of Rule 9 or rule 16 and to the Chief Name Register Officer whose name is published in electoral rolls pursuant to Rule 20 in the format as referred to schedule-7.

22. To make decision on claims and objections: (1) In case, an application is received pursuant to rule 21, the Assistant Name Registration Officer or Chief Name Registration Officer shall publish, as specified in the programme, by preparing a summary detail of such application for giving information and submitting statement along with relevant evidence to the

concerned voter or his/her family member within the time frame specified in the programme in a format as referred to in schedule 11.

(2) If such a voter or member is present within the time frame as referred to in Sub-rule (1), the Assistant Name Registration Officer or Chief Name Registration Officer may make an inquiry or ask for additional evidence to the voter or member, if thinks so necessary.

(3) The Assistant Name Registration Officer or Name Registration officer shall evaluate the evidence incase the voter of his/her family member has submitted the evidence pursuant to Rule (1), and the evidence produced along with the application if voter or his/her family member has not appeared or has not submitted any evidence and upon such evaluation if it requires to omitt his/her name from the electoral rolls, he/she shall omitt if accordingly and publish a public notice thereof in his/her office in a format as referred to in Schedule 10 and prepare a recognizance in a format as referred to in schedule -4.

(4) Chief Name Registration Officer shall provide the details of removing of the name pursuant to Sub-rule (3) to the Assistant Name Registration Officer as specified in the programme.

- 23. To give information to remove repeated name:** (1) A voter whose name is registered in the Electoral Rolls of more than one Election Constituency or of more than one place in the same Election Constituency shall, for the purpose of maintaining his or her name only in the Electoral Rolls of one Election Constituency or place of his or her choice and removing his or her name from the Electoral Rolls of the other places, give information to the Assistant Name Registration Officer where his or her name is so repeated in the wards of the same Village Development Committee or Municipality, to the Chief Name Registration Officer, directly or through the Assistant Name Registration Officer where his or

her name is so repeated in the wards of more than one Village Development Committee or Municipality, and to the Commission, directly or through the Chief Name Registration Officer in respect of inter-district, in the format as referred to in Schedule-7, within the time mentioned in the programme .

(2) Where the name of any voter is included in the Electoral Rolls of the concerned Ward of any Village Development Committee or Municipality in one or more than one Election Constituency, any voter of the concerned Ward of the same Village Development Committee or Municipality may, for the purpose of removing repetition of name and maintaining only one name in the Electoral Rolls, make an application, accompanied by the reason for the same, to the Assistant Name Registration Officer where the name is so repeated in the wards of the same Village Development Committee or Municipality and to the Chief Name Registration Officer, where the name is so repeated in the wards of more than one Village Development Committee or Municipality, in the format as referred to in Schedule-7, within the time mentioned in the programme.

(3) Even though any information or application is not received pursuant to Sub-rule (1) or (2), where the Commission receives information that the name of any voter is included in the Electoral Rolls of more than one Election Constituency or place, the Commission may give order to the concerned Name Registration Officer to maintain the name of such voter in the Electoral Rolls of the Election Constituency or place where he or she resides permanently and remove the name of such voter from the Electoral Rolls of the other Election Constituency or place.

- 24. Removal of repeated name:** (1) On receipt of information pursuant to Sub-rule (1) of rule 23, Assistant Name Registration Officer or Chief Name Registration Officer shall make an inquiry as such matter.

(2) If, while holding an inquiry pursuant to Sub-rule (1), it appears that the repeated name should be removed from the electoral rolls, the Assistant Name Registration Officer or Chief Name Registration Officer shall publish a notice in a format as referred to in schedule 11, in his/her office thereby requesting the concerned voter to furnish his/her statement within the time frame specified in the programme.

(3) Where the statement made by the voter pursuant to the notice published pursuant to Sub-rule (2), is not convincing or the concerned voter fails to make his/her statement and it appears from the available evidence that the name of the concerned should be removed, the concerned Assistant Name Registration Officer or Chief Name Registration Officer shall make decision to remove such repeated name pursuant to Sub-section (1) of section 19 of Act, in a format as referred to in Schedule 7, setting on the reason and ground for the removal of such repeated name.

(4) While holding the decision to remove the repeated name from pursuant to Sub-rule (3) by the Assistant Name Registration Officer there should be made clear about whether name is repeated or not by confirming the name and surname of the voter and name, surname, name or surname his/her father, mother, certificate of citizenship, photo of face which is mentioned in the electoral rolls of more than one place or in the electoral roll of same place.

(5) While holding the decision to remove repeated name, pursuant to this Act as per the order of the commission pursuant to Sub-rule (3) of Rule 23 Rule by Chief Name Registration Officer shall confirm the face of photo of voter available in electoral rolls and finger prints available in the data base of the commission.

(6) Assistant Name Registration Officer or Chief Name Registration Officer while removing repeated name pursuant to these Rules shall

maintain the updated address mentioned in the application filed by the voter or his/her family member for removing the repeated name and in case such an address has not been given in the application, he/she shall assume the latest address mentioned in the latest electoral roll as the place of permanent residence and maintain the name and detail in the same address and remove his/her name from the electoral roll of any other place.

(7) The Assistant Name Registration Officer or Chief Name Registration Officer shall publish a notice on the removal of repeated name pursuant to Sub-rule (3) in a format as referred to in schedule 10.

(8) The commission shall prepare a district wise details of names so removed pursuant to Sub-rule (5) and put it in its web site and shall forward such a notice to national level newspapers and the commission shall also cause to publish such details in the District Election Office.

(9) Notwithstanding anything contained elsewhere in these Rules, where the Assistant Name Registration Officer or Chief Name Registration Officer receives information about the repetition of the name of any voter pursuant to sub-section (2) of Section 19 of the Act, the concerned Assistant Name Registration Officer, in the case of repetition within the Village Development Committee or Municipality, and the concerned Chief Name Registration Officer, in the case of repetition in any Village Development Committee or Municipality within the District, shall remove the name of such voter from the Electoral Rolls of the Ward of the other Village Development Committee or Municipality, except the Electoral Rolls of the Ward of the Village Development Committee or Municipality where such voter has permanent residence. Where the name is so removed, a public notice shall be posted for the information of the concerned voter format as referred to in Schedule-10.

(8) A recognizance deed on the publication or postage of any notice made pursuant to Sub-rule s (2), (7), (8) or (9) shall be prepared in the format as referred to in Schedule-4.

25. Removal of name from Electoral Rolls on the basis of death or

migration, etc.: (1) Any voter may give a notice to the Assistant Name Registration Officer within the time mentioned in the programme, that any voter whose name is included in the Electoral Rolls published pursuant to Sub-rule (3) of Rule 9, Rule 16 or 20 has died or has permanently migrated from the concerned Election Constituency or has renounced the citizenship of Nepal or has ceased to possess the qualification to keep on his or her name in the Electoral Rolls.

(2) On receipt of a notice pursuant to Sub-rule (1), the Assistant Name Registration Officer may, as per necessity, inquire the Local Registrar's Office, any office of local body or District Administration Office as to whether the person whose name is included in the Electoral Rolls has died or has migrated to elsewhere or has renounced the citizenship of Nepal or has ceased to possess the qualification to be a voter.

(3) In the course of inquiring into the notice received pursuant to Sub-rule (1), the Assistant Name Registration Officer shall publish in his or her Office a notice, in the format as referred to in Schedule-11, asking the concerned person to furnish his or her statements supported by evidence if his or her name should not be removed from the Electoral Rolls.

(4) Where, in examining the evidence received pursuant to Sub-rule (2) or evaluating the evidence (3), it appears that the name of any voter should be removed from the Electoral Rolls, the Assistant Name Registration Officer may remove the name of that voter from the Electoral Rolls.

(5) Assistant Name Registration Officer may remove or transfer his/herself such name of voter who has been died or he/she has no power to

remove or transfer such name, he/she should submit to Chief Name Registration Officer for removal or transfer from electoral rolls in accordance mentioned in programme.

(6) In course of inquiring details received pursuant to Sub-rule (5), it appears that such name shall be removed by Chief Name Registration Officer.

(7) If any voter name is removed from electoral rolls pursuant to these Rules, the Assistant Name Registration Officer shall publish such name in his/her office in a format as referred to in schedule-10.

(8) A recognizance deed on the publication of a notice made pursuant to Sub-rule (3) or (7) shall be prepared in a format as referred to in Schedule-4.

26. Preparing of final electoral rolls: (1) 1. After having completed the other procedures required to be completed pursuant to these Rules including the procedures of claim, objection, inquiry and amendment, Chief Name Registration Officer shall prepare final electoral rolls of every ward of village development committee/municipality within his/her district in a format as referred to in schedule 2.

(2) The Assistant Name Registration Officer shall sign each page of the Electoral Rolls prepared pursuant to Sub-rule (1).

27. Publication of final electoral rolls: (1) Chief Name Registration Officer shall publish final electoral rolls which are prepared pursuant to rule 26, within the time specified by commission in along with a notice in a format as referred to in schedule 3.

(2) While publishing final electoral rolls pursuant to Sub-rule 1 shall be prepared a recognizance deed in the format as referred to in schedule-4 shall be prepared.

28. To forward notice of publication of final Electoral Rolls: (1) The Chief Name Registration Officer shall forward a notice on the publication of the final Electoral Rolls pursuant to Rule 27 to the District Administration Office and the Office of District Development Committee to publish it over there.

(2) The information of the notice referred to in Sub-rule (1) shall also be forwarded to the district based offices of political parties as referred to in Sub-rule (7) of Rule 9.

(3) The Chief Name Registration Officer may also publish or broadcast the information relating to publication of the final Electoral Rolls pursuant to these Rules through local level communication media.

29. To forward final Electoral Rolls to Commission: The Chief Name Registration Officer shall authenticate and send a copy of the final Electoral Rolls published pursuant to Rule 28 to the Commission.

30. Preparation of required copies of Electoral Rolls: The Commission shall, treating the final Electoral Rolls provided by the Chief Name Registration Officer as master copies of Electoral Rolls, prepare a required number of coping of the Electoral Rolls.

(2) Before preparing the copy of electoral rolls pursuant to Sub-rule (1) the commission shall inquiry weather any name of voter is repeated or not in such electoral rolls, in course of inquiring whether name repeated or not, name, surname, finger print, citizenship certificate, face of remained in electoral rolls and father mother name of concerned voter can be taken as base.

(3) If while holding inquiry pursuant to Sub-rule (2), it appears that any voter's name is repeated, the commission shall prepare copy of electoral rolls removing the repeated name pursuant to Sub-rule (6) of Rule 24.

31. Special provisions relating to inclusion of name: (1) Notwithstanding anything contained elsewhere in these Rules, a person who obtains citizenship after the publication of the final Electoral Rolls upon completion of the procedures including the time for making application for correction of name or details pursuant to Section 15 of the Act shall, for the purpose of getting his or her name included in the Electoral Rolls, make an application, accompanied by the citizenship certificate which he or she has obtained, and in the format as referred to in Schedule-5, to the Chief Name Registration Officer, within the period specified by the Commission pursuant to Section 23 for the purpose of including the name of such person in the Electoral Rolls, to get his or her name included in the Electoral Rolls.

(2) While making inquiry into whether the procedures including the time of making application for correction of name or details pursuant to Section 15 of the Act were completed prior to the obtaining of the citizenship certificate by the person making application for getting his or her name included in the Electoral Rolls referred to in Sub-rule (1) and whether he or she has obtained such certificate within the period specified by the Commission and whether such person has possessed the qualification to become a voter pursuant to this Act, the application appears to be reasonable, the name of such person shall be included in the Electoral Rolls.

(3) The Electoral Rolls prepared by including names pursuant to these Rules shall be published.

(4) The procedures of claim and objection shall be fulfilled pursuant to these Rules in respect of the Electoral Rolls published pursuant to Sub-rule (3).

(5) A recognizance deed on the publication of Electoral Rolls pursuant to Sub-rule (3) shall be prepared in a format as referred to in Schedule-4.

Chapter-4

Miscellaneous

32. **Special provision relating to collecting and updating the name:** (1) Notwithstanding anything contained elsewhere in these Rules, for the purpose of collecting and updating the electoral rolls, commission may within the time frame appointed by the Commission subject to the provision of Section 3 of the Act manage to collect the details from the office of Chief Name Registration Officer or any other place as prescribed by commission who are qualified voter pursuant to section 5 of Act.

(2) While it has been arranged to collect the name pursuant to Sub-rule (1), the voter who is qualified pursuant to the Act, shall make application to such office or place of Chief Name Registration Officer or the employee specified by him/herself in the concerned Village Development Committee or Municipality for including the name or to remove the name from electoral rolls or correcting the error in the format as referred to in schedule-9

(3) After receiving an application pursuant to Sub-rule 2, Chief Name Registration Officer shall publish such person's name whose name shall include in the electoral rolls or correcting or removing by completing the process of Act. or these Rules in his/her office and such detail shall also be forwarded for posting in notice board to district administration office office of District Development Committee and concerned ward, village development committee/municipality.

33. **May collect the details:** Notwithstanding anything contained elsewhere in these Rules, for the propose of collecting the electoral rolls, it shall not be deed to have caused any hindrance by the to collect the name and details of

person who are under eighteen or belong to the age prescribed by the commission.

34. Inspection of Electoral Rolls and issuance of duplicate copies thereof:

(1) If any voter or candidate intends to inspect or obtain duplicate copies of the Electoral Rolls, the Commission, District Election Office or office specified by the Commission may so allow such voter or candidate to inspect such rolls that the same is not torn, defaced or overwritten or issue duplicate copies thereof.

(2) No fee shall be charged for a copy of the electoral rolls if the candidate or the stakeholder prepares (make) a copy of it on his/her own pursuant to this Rule.

35. Settlement of disputes: If there arises any dispute in respect of the Electoral Rolls such a dispute shall be settled, taking the Electoral Rolls published pursuant to Rule 29 as the basis.

36. Sale of copies of Electoral Rolls: Where any person or organization intends to purchase the Electoral Rolls, the Commission, District Election Office or office specified by the Commission may, to the extent of availability, sell copies of the Electoral Rolls or compact discs thereof, by collecting such fees as may be prescribed by the Commission.

37. To place Electoral Rolls in website: The Commission shall establish its own website for public information of and access to the final Electoral Rolls collected, updated and prepared pursuant to the Act and these Rules and put such Electoral Rolls in such website.

38. Certification of voter: (1) Where any voter whose name is included in the Electoral Rolls of any Constituency intends to get the matter certified that he or she is a voter of that Constituency, he or she shall make an application, accompanied by the fee of Ten rupees or postal stamp worth

equivalent thereto to the Commission, District Election Office or authority authorized by the Commission.

(2) Where an application referred to in Sub-rule (1) is received, the Commission, District Election Office or authority authorized by the Commission shall certify the matter contained in the Electoral Rolls if the name of such voter is included in the Electoral Rolls.

39. To retain documents safely: The Electoral Rolls and all documents related with the Electoral Rolls shall be safely retained in the office until such period as determined by the Commission.

40. Power to seek assistance: (1) In the course of preparation of the Electoral Rolls, the Commission, Chief Name Registration Officer, Name Registration Official and Assistant Name Registration Officer may, as per necessity, seek assistance of the Government of Nepal or any organization owned or controlled by, or operated with grants of, the Government of Nepal, local bodies, political parties, social organizations and other bodies. It shall be the duty of all the concerned to render assistance so sought.

(2) In case assist once is requested pursuant to Sub-rule (1), the concerned persons shall have a liability to help them.

41. Alteration or amendment in Schedules: The Commission may, by publishing of a notification in the Nepal Gazette, make necessary alteration or amendment in Schedules.

42. Repeal and saving: (1) The Rules Relating to Electoral Rolls, 2063 (2007) is hereby repealed.

(2) The acts done and actions taken under the Rules mentioned in Sub-rule (1) shall be deemed to have been done and taken under these Rules.

Schedule 1

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

Notice on posting of programme on collection and updating of Electoral Rolls

The Election Commission

Office of Chief Name Registration Officer

..... District

Whereas, a programme for Collecting and updating the electoral rolls is going to be held in the wards of D..... Committees and Municipalities of this district as following, now, therefore, this notice has been published for the information of the general public.

It is, hereby requested to all concerned persons to include name if it is not included in the electoral rolls with Photograph or to correct mistake if any so appears in the electoral rolls prepared by the commission, who are eligible to be a Voter pursuant to Section 5 of Electoral Rolls Act 2006, appearing in person along with the evidence and to help in making the electoral rolls correct, update and complete.

Programme updating and collecting electoral rolls

S.N.	Programme	Date		Contact Place	Ward of VDC/Mulicipality of operating the programme
		From	To		

Copy to:-

To.....

Chief Name Registration Officer

Name and Surname:

Signature:

Date:

NEPAL LAW COMMISSION

Schedule 2

(Relating to Sub-rule (3) of Rule 9 and Sub-rule (1) of Rule 26)

Sample of Electoral Rolls

The Election Commission



Printing Date: _____

District, Election Constituency No. VDC/Municipality: Ward No. Name of Voting Centre, Page No.

1 2 3 / 4 / 5	Photo of Voters	1 2 3 / 4 / 5	Photo of Voters	1 2 3 / 4 / 5	Photo of Voters	1 2 3 / 4 / 5	Photo of Voters
1 2 .. 3 4 / 5 /	Photo of Voters	1 2 3 4 / 5 /	Photo of Voters	1 2 3 4 / 5 /	Photo of Voters	1 2 3 4 / 5 /	Photo of Voters
1 2 3 / 4 / 5	Photo of Voters	1 2 3 / 4 / 5	Photo of Voters	1 2 3 / 4 / 5	Photo of Voters	1 2 3 / 4 / 5	Photo of Voters
1 2	Photo of Voters	1 2	Photo of	1 2	Photo of	1 2	Photo of

3 /		3 /	Voters	3 /	Voters	3 /	Voters
4/.....		4/.....		4/.....		4/.....	
5			5			5			5		
1	Photo of Voters	1	Photo of Voters	1	Photo of Voters	1	Photo of Voters
2		2		2				
3 /		3 /		3 /				
4/.....		4/.....		4/.....				
5			5			5					
1	Photo of Voters	1	Photo of Voters	1	Photo of Voters	1	Photo of Voters
2		2		2				
3 /		3 /		3 /				
4/.....		4/.....		4/.....				
5			5			5					
1	Photo of Voters	1	Photo of Voters	1	Photo of Voters	1	Photo of Voters
2		2		2				
3 /		3 /		3 /				
4/.....		4/.....		4/.....				
5			5			5					

Note: 1. Form No. 2. Name of Voters 3. Citizenship no and District with issued 4. Age/Sex
5. Name of Father or mother

Schedule 3

(Relating to Sub-rule (4) of Rule 9, Sub-rule (3) of rule 16, Rule 20 and Sub-rule (1) of Rule 27)

Notice on Publication of Electoral Rolls

Election Commission

Office of Chief/Assistance Name Registration Officer

..... District

..... VDC/Municipality Ward No.

Subject: **Notice on publication of electoral rolls**

The Electoral Rolls having following numerical details of ward of VDC and municipality prepared as per the programme of collection and updating of Electoral Rolls are hereby published in this office.

has been settled on publication on date.....		has been settled on updating on date.....		has been settled by amendment on date		has been settled as submitted to Chief Name Registration Officer for final Electoral Rolls on date	
Page No.	Voters No.	Page & Voter No.	Total	Page & Voter No.	Total	Page & Voter No.	Total

		With photo	Without photo	With photo	Without photo		With photo	Without photo	
		1	1	1	1	1	1	1	1
		2	2	2	2	2	2	2	2

Note: The number 1 & 2 mentioned in above shall denote respectively the page number and number of voters in the concerned Electoral Rolls.

Copy to:

To.....

To.....

To.....

To.....

Chief/Assistant Name Registration Officer

Name and Surname:

Signature:

Date:

NEPAL LAW COMMISSION

Schedule-4

(Relating to Sub-rule (5) of Rule 9, Sub-rule (5) of Rule 16, Rule 20, Sub-rule (3) of Rule 22, Sub-rule (10) of Rule 24, Sub-rule (8) of Rule 25, Sub-rule (2) of Rule 27 and Sub-rule (5) of Rule 31)

..... recognizance deed

The Election Commission

Office of Chief/Assistant Name Registration Officer

---District

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

this recognizance deed covenanting that it is true and correct that the notice on-----has been published/posted in this Office at ---hours on----- this day, in our presence, as per the programme on collection and updating Electoral Rolls published on----(date).

Followings :

1. Mr/Ms -----, age of----years, a resident of Ward No. -----, ---- VDC/Municipality.
2. Mr/Ms -----, age of----years, a resident of Ward No. -----, ---- VDC/Municipality.

Recognizance deed executing employee's:

NameandSurname:

Signature:

Designation:

Date:

Schedule 5

(Relating to Sub-rule (1) of Rule 10, Sub-rule (1) of Rule 17 and Sub-rule (1) of Rule 31)

Electoral Rolls with photo or personal details collection form

The Election Commission, Nepal

Form No.

For the Nepali citizen who is Sixteen or more at the time of collection of details.

A. Details Collection Address

District		Code No.		Name of Registration place	
VDC/Municipality		Code No.		Ward No.	
Ward/Tole		House No.		Family No.	

B. Personal Details

Three Generation First Name Details		Middle Name	Surname	Sex:
Name	In Nepali			
	In English			
Name of husband/wife				
Name of mother				
Name of father				

Name of grandfather			
Telephone No.	Mobile No.		

C. Date of Birth

	Year	Month	Date	Age
B.S.				
A.D.				

D. Details of citizenship certificate

Certificate No.	District	Type	Issue date		
Place of birth		VDC/Municipality Ward No.			

E. Permanent Address

District	VDC/Municipality	Ward No.	Village/Tole name	Voting place

F. Disable Person

Deaf with both ears	Blind	Who can't speak	Without both hand	Unable to move	Other

G. Mother tongue

--

H. Academic Qualification

Literate	Illiterate	Higher qualification

Signature of person who has given details

Name of enumerator:

Signature:

Date:

Signature of Voter:

(In case detail is taken in absent of voter, it shall be done in registration place.)

--

The Election Commission

Nepal

Electoral Rolls with photo and personal detail collection form.

(For the Nepali citizen who is Sixteen or more at the time of collecting the details)

Name			Registration place	
Address		House No.	Date to come to the registration place	206.....

Note

1. This form shall be used to collect the details of a Nepali citizen who is Sixteen or more.
2. The Registration place shall open from 9:00 am to 6:00 pm. Provided that, the Registration place manager may change the time and inform such time observing the local circumstances.

(Please, bring this Receipt and concerned certificates with you when you come in Registration place.)

Signature of person who has given details:

Name of Enumerator:

Signature:

Date:

Schedule 6

(Relating to Sub-rule (3) of Rule 10)

Voter Registration Book

The Election Commission, Nepal

District Election Office.....

District..... VDC/Municipality..... Ward No.Name Registration place

Reg. No.	Reg. Date	Form No.	Name of person who gives detail	Address	Citizenship No/Issue district	Date of birth	Signature of Reg. employee	Remarks

Name of Chief/Assistant Name Registration Officer:

Signature:

Date:

NEPAL LAW COMMISSION

Schedule 7

(Relating to Sub-rule (1) of Rule 11, Rule 12, Sub-rule (1) of Rule 18, Sub-rule (1) of Rule 19, Rule 21, Sub-rule (1) and (2) of Rule 23 and Sub-rule (3) of Rule 24)

(Application form for removal of name from Electoral Rolls/Correction of error/on claim and objections/ notice of removal of repeated detail.)

Form No.

To Chief/Assistant Name Registration Officer

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

Subject: An application submitted for removal of name from electoral rolls/correction of error/claim and objection/notice of removal of repeated details.

I have made this details/application for removing or correcting the error made on me/... (name/details) in the electoral rolls published on (date) pursuant to Section..... of Electoral Rolls Act, 2007 within the time referred by Election commission. The evidence and basis submitted by me is true and correct so for I know. In case it is proved that I have submitted false details knowingly, I agree to be liable accordance in with the law.

Followings

Clause (a) Details to be corrected in Electoral Rolls							
	Voter No.	Name	Citizenship No./District	Age	Sex	Father's name	Mother's name
Error details							
to be corrected							

Submitted evidence							
--------------------	--	--	--	--	--	--	--

Clause (b): Details of Claim related to name in the Electoral Rolls

Name	Voter No.	Citizenship No./District	Age	Sex	Father's name	Mother's name
Cause to remove the name/not to include the name						
Submitted evidence						

Clause (c) : Detail submitted for removing the repeated name from Electoral Rolls

	Voter No.	Name	Citizenship no./District	Age	Sex	Father's name	Mother's name
Repeated Name	1.	1.	1.	1.	1.	1.	1.
	2.	2.	2.	2.	2.	2.	2.
Name to be maintained							
Submitted Evidence							

Name and Surname of such person who gives details/application:

Signature:

Address:

Date:

Clause (d): Decision made by the Name Registration Office

.....

Name and Surname of Registration Officer:

Designation:

Signature:

Address:

Date:

NEPAL

Schedule 8

(Relating to Sub-rule (2) of Rule 11 and Sub-rule (2) of Rule 19)

The format of the application for transfer of Electoral Rolls

Election Commission

For the official use only
Reg. date.....
Reg. no.
Office of Registration
Signature of employee who register

Recent photo of voter as in passport size

Chief Name Registration Officer

District

Subject: Application submitted for transfer of electoral rolls.

I have submitted this application to transfer my name as follows in the electoral rolls which is published on

Clause (a): Details relating to transfer electoral rolls.

Of the Voter	Voter no.	Name	Citizenship no./district	Age	Sex	Name of father	Name of mother
Existing address	District	VDC/municipality	Ward no.				
Address for	District	VDC/municipality	Ward no.	Cause of transfer			Date

transfer				1. migrate due to marriage 2. migrated permanently 3. Other.....	
Evidence submitted					

Applicant's

Name and surname:

Signature:

Address:

Date:

Clause (b): Decision of Name Registration Officer

The decision has been made to transfer or not to transfer the name of the applicant on the following grounds.

Name and surname of Name Registration officer Designation: Signature: Date:

Clause (c): Details of implementation of decision to transfer the name.

The decision of transfer of name pursuant to Clause (b) made on date has been implemented and the applicant's name has been transferred to according to his/her request.

Name and surname of name transfer employee: Designation: Signature: Date:

Name and surname of Approving Employee: Designation: Signature: Date:

Schedule 9

Relating to clause (a) of Sub-rule (2) of Rule 16 and Sub-rule (3) of Rule 17

Updating/Amending Electoral Rolls

Election Commission

Office of Chief/Assistant Name Registration Officer.....

The following name has been included in Electoral Rolls which was published on date..... of this district..... VDC/municipality ward no.....

S.N.	Voter name	Included Name	Address	citizenship no./issued district	Date of birth or age	Remarks

Name and surname of Chief/Assistant Name Registration Officer/ registering employee.

Signature

Date

The details form which is included amending/updating electoral rolls for the purpose of Rule

Schedule 10

(Relating to clause (b) of Sub-rule (2) of Rule 16 and Sub-rule (4) of Rule 19, Sub-rule (3) of Rule 22, Sub-rule (7) and (9) of Rule 24 and Sub-rule (7) of Rule 25)

Notice on removal/transfer of name from Electoral Rolls

Office of Chief/Assistant Name Registration Officer

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

Whereas, an inquiry was conducted into the claim/ objection/ notice received in relation to the voter's as per the notice published on by this office, now, it has been decided to transfer the mane of the following voters from the electoral rolls, therefore, this notice has been published for the information of the person's concerned:

S.N.	Voter No.	Name and Surname	Address	Citizenship no./District	Date of birth/Age	Name of Father	Name of Mother	Remarks (To be mentioned removal or transfer of names)

Chief/Assistant Name Registration Officer:

Name and surname:

Signature:

Date:

NEPAL LAW COMMISSION

Schedule 11

(Relating Sub-rule (1) of Rule 22, Sub-rule (2) Rule 24 and Sub-rule (3) of Rule 25)

Notice asking a voter to submit statement

Office of Chief/Assistant Name Registration Officer

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

As an objection/notice has been made/given for the removal of the name of the following voters from the Electoral Rolls, this notice is, therefore, hereby published for information to all the concerned to make contact to this Office from ---- to----(date) to make statement with reason and evidence, if any, for non-removal of name from the rolls.

S.N.	Voter No.	Name	Address	Citizenship no./District	Date of birth/Age	Remark (mention whether it was inserted or removed)

Chief/Assistant Name Registration Officer/ Registration Employee's:

Name and surname:

Signature:

Date:

NEPAL LAW COMMISSION