

GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR

Purba Medinipur, Tamluk  
(Election Section)

Memo No.: 2107(195)Elec.

Date: 3/11/2011

To  
The Sub Divisional Officer (All)  
The Electoral Registration Officer (All)  
The Additional Electoral Registration Officer & Block Development Officer (All)

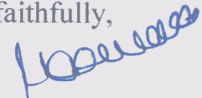
Subject: Rule 8 of the Registration of Electors Rule, 1960 – regarding.

Sir,

Enclosed kindly find copy of memo no. 7068(20)-Home (Elec.) dated 02.11.2011 of the Officer-on-Special Duty (IT), Government of West Bengal, Home (C&E) Department enclosing letter no. 22/2/2011-EPS dated 21/10/2011 regarding Rule 8 of the Registration of Electors Rules, 1960.

The Block Development Officers are further directed to sensitize all BLOs accordingly.

Yours faithfully,



Addl. District Magistrate (Genl.)  
Purba Medinipur

**Government of West Bengal**  
**Home(C & E) Department**  
**Election Wing**  
21, NS Road, Kolkata-700001

*He  
PI sent copy to  
all concerned  
for info*

*R  
325/2/11  
24/11/11*

**No.7048(20)-Home(Elec)**  
R10E-4/2011

**Kolkata, 2 November 2011**

**From:** Officer on Special Duty(IT)

**To:** All District Election Officers

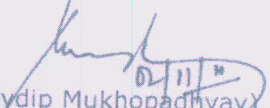
**Subject:** Rule 8 of the Registration of Electors Rules, 1960 – regarding

Sir/Madam,

I am directed to refer to the Commission's circular, bearing No 22/2/2011-ERS dated 21 October 2011 on the above subject, a copy of which is enclosed herewith, and request you to kindly sensitize all concerned, including the EROs/AEROs/BLOs about the Commission's instructions contained therein.

Receipt of this letter may kindly be acknowledged and a copy of the instructions issued in this regard may be endorsed to this dept.

Yours faithfully,

  
(Jaydip Mukhopadhyay)  
Officer on Special Duty(IT)

**No.7048(20)/1(1)-Home(Elec)**

**Kolkata, 2 November 2011**

Copy forwarded for information and necessary action of the Commission to:  
Shri Narendra N. Butolija  
Secretary  
Election Commission of India

Officer on Special Duty(IT)

V 1058  
25/10/11

By e-mail/Speed Post

# ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.22/2/ 2011-ERS

Dated: 21<sup>st</sup> October, 2011

Speed  
Seen  
2-10-11

To:

The Chief Electoral Officers of  
All States and Union Territories

Sub:

Rule 8 of the Registration of Electors Rules, 1960 – regarding.

Sir/ Madam,

Rule 8 of the Registration of Electors Rules, 1960 reads as below: -

*"Information to be supplied by occupants of dwelling-houses – The registration officer may, for the purpose of preparing of roll, send letters of request in Form – 4 to the occupants of dwelling-houses in the Constituency or Part thereof, and any person receiving such letter shall furnish the information called for therein to the best of his ability."*

In pursuance of provisions of rule 8, the Commission has been issuing standard guidelines that if a BLO/enumerator finds a particular house locked or that no adult member of the house is available at the time of his visit, he shall visit that house at least three times on different occasions. If even after three such visits, he finds the house locked or is not able to meet any adult member of the household, he will report the matter to his Supervisor, who will himself visit that house to verify the fact. In case he also finds the house locked or no adult member of the household is available, he shall drop the 'letter of request', in Form – 4 attached to Registration of Electoral Rules, 1960 (copy enclosed) in the premises and collect that Form in the next visit to that house and keep a proper account of it.

The Commission reiterates that during house to house survey by a BLO whether during intensive revision or any other type of revision, the above instruction will be followed *mutatis mutandis*.

The receipt of this letter may kindly be acknowledged and a copy of the instructions issued in this behalf be endorsed to the Commission.

Yours faithfully,

  
(NARENDRA N. BUTOLIA)  
SECRETARY

Handwritten notes and signatures in the bottom left corner, including "Seen" and "2-10-11".