

FORM – 2

(See Rule 14)
Letter of request

Place.....

Date.....

To

The Occupant of

.....

Sir/Madam,

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

Electoral Registration Officer.....

.....

Constituency No.....

.....Gram Panchayat

STATEMENT

Name and particulars of adult citizens ordinarily residing in the above premises.

Name of persons	Particulars as to father or husband	Age on the qualifying date i.e.....
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

Signature.....

Date

Instructions

1. Enter the names of all persons who have completed 18 years of age on or before the qualifying date i.e.....and who are ordinarily residing in the premises.
2. Only the names of those who are citizens of India should be ordered.
3. Enter against Serial No. 1 in the first column the name of the head or other senior members of the family, provided he or she has the qualifications mentioned in instructions 1 and 2 above.
4. Ordinarily residing does not mean the persons should be actually in the house when you are filling in the form. The persons who normally live in the house should be included even though they may be temporarily absent e.g. on a journey or on business or in hospital. On the other hand, a guest or visitor who normally lives elsewhere but happens to be in the house at the time should not be included.
5. All ordinarily resident of the house should be included, whether they are members of the family or not.
6. In the case of every male citizens, enter in the second column the name of his father preceded by the words "son of"
7. In the case of every female citizen, enter in the second column (i) the name of husband precede by the words "wife of" is she be married (ii) the name of the late husband preceded by the word "widow of", if she be a widow; and (iii) the name of the father preceded by the words "daughter of "if she is unmarried.
8. In the third column, enter the age of the citizen as accurately as possible, giving only the number of completed years and ignoring the months.