



**GOVERNMENT OF ASSAM
PANCHAYAT AND RURAL DEVELOPMENT DEPARTMENT
DISPUR ::: GUWAHATI-6**

**ORDERS BY THE GOVERNOR
NOTIFICATION**

No.E- 449396/51

**STANDARD OPERATING PROCEDURE (SOP) FOR UPDATING PANCHAYAT ELECTORAL ROLL WITH REFERENCE TO
WARD DELIMITATION**

The purpose of this SOP is to outline the process for updating the Panchayat Electoral Roll in accordance with the newly notified Gaon Panchayat Constituencies (Wards) for a comprehensive and up-to-date Panchayat Electoral Roll, which is essential for the upcoming Panchayat elections.

1. GENERAL INSTRUCTIONS:

- The Final Panchayat Electoral Roll, 2023 (*Published on 29.09.2023*) will be the sole reference for updation of Panchayat Electoral Roll.
- The updation of Panchayat Electoral Roll, 2023 will be in accordance with the latest delimitation of the Gaon Panchayat Constituencies, Anchalik Panchayat Constituencies and Zilla Parishad Constituencies and notifications issued thereof.
- The voter list of a polling station shall be prepared including the details of voters (included or excluded in a particular polling station as per recent delimitation) shifted from a ward in the Gaon Panchayat to another ward of the same Gaon Panchayat or to a different Gaon Panchayat from the Final Panchayat Electoral Roll, 2023 (*Published on 29.09.2023*).
- The number of households taken together from a particular polling station must indicate name of ward and name of polling station alongwith the name of Gaon Panchayat.

2. PRESCRIBED FORMAT FOR THE UPDATION OF PANCHAYAT ELECTORAL ROLL,2023:

Sl. No.	Name of the GP	Gaon Panchayat Constituencies (Ward) No	Villages/ Hamlets	Landmark Demarcation	Reference Details Household numbers Polling Station wise as per Final Panchayat Electoral Roll, 2023 (Published on 29.09.2023)	
					Household numbers Shifted From (Inbound) Household Numbers shifted from : No & Name of PS No & Name of Ward No & Name of GP	Household numbers Shifted To (Outbound) Household Numbers shifted to : No & Name of PS No & Name of Ward No & Name of GP
1	2	3	4	5	6	7
1		Ward No.1			A. Household Numbers: Shifted from: No & Name of PS: No & Name of Ward: No & Name of GP: B. Household Numbers: Shifted from: No & Name of PS: No & Name of Ward: No & Name of GP: And so on.....	A. Household Numbers: Shifted to : No & Name of PS: No & Name of Ward: No & Name of GP: B. Household Numbers: Shifted to : No & Name of PS: No & Name of Ward: No & Name of GP: And so on.....
2		Ward No.2			A. Household Numbers: Shifted from: No & Name of PS: No & Name of Ward: No & Name of GP: B. Household Numbers: Shifted from: No & Name of PS: No & Name of Ward: No & Name of GP: And so on.....	A. Household Numbers: Shifted to : No & Name of PS: No & Name of Ward: No & Name of GP: B. Household Numbers: Shifted to : No & Name of PS: No & Name of Ward: No & Name of GP: And so on.....

3. INSTRUCTIONS TO BE FOLLOWED TO FILL UP THE FORMAT:

Column 2: Name of the Gaon Panchayat should be as per latest Gaon Panchayat Notification issued from Government.

Column 3: Name of the Ward should be as per latest Ward Notification issued from concerned Districts approved by District Delimitation Commission.

Column 4: Name of the Villages/Hamlets should be as per latest Gaon Panchayat Notification issued from Government.

Column 6 and Column 7:

Number & Name of GP:

Number & Name of Ward:

Number & Name of Polling Station:

Household Numbers:

As per Final Panchayat Electoral Roll, 2023 (Published on 29.09.2023)

4. **SAMPLE FORMAT OF BORDOIPAM GAON PANCHAYAT:**

Sl. No.	Name of the GP	Gaon Panchayat Constituencies (Ward) No	Villages/ Hamlets	Landmark Demarcation	Reference Details Household numbers Polling Station wise as per Final Panchayat Electoral Roll, 2023 (Published on 29.09.2023)	
					Household numbersShifted From (Inbound) Household Numbersshifted from : No & Name of PS No & Name of Ward No & Name of GP	Household numbersShifted To (Outbound) Household Numbers shifted to : No & Name of PS No & Name of Ward No & Name of GP
1	2	3	4	5	6	7
1	Bordoipam	Ward No.1	Chinai	Chinai Culvert to	Household Numbers: 1 to 97, 506, 625, 67, 29, 46, 94A	Household Numbers: 1 to 57, 406, 625, 68, 39, 86,

Sl. No.	Name of the GP	Gaon Panchayat Constituencies (Ward) No	Villages/ Hamlets	Landmark Demarcation	Reference Details	
					Household numbers Polling Station wise as per Final Panchayat Electoral Roll, 2023 (Published on 29.09.2023)	
					Household numbersShifted From (Inbound) Household Numbersshifted from : No & Name of PS No & Name of Ward No & Name of GP	Household numbersShifted To (Outbound) Household Numbers shifted to : No & Name of PS No & Name of Ward No & Name of GP
1	2	3	4	5	6	7
				ChinaiChowkham	shifted from: No & Name of PS: 1 No., 1 No. Letekujan LP School No & Name of Ward: 1 No. Letekujan No & Name of GP: 1. No. Rajgarh Household Numbers: 1 to 109, 406, 25, 87, 49, 78, 79A shifted from: No & Name of PS: 1 No., 3 No. MORONGI ME School No & Name of Ward: 3. No. MORONGI No & Name of GP: 3. No. MORONGI	104A shifted to : No & Name of PS: 1 No PS , 1 No. RONGAJAN LPS No & Name of Ward: 2 No. Ward No & Name of GP: 1 No. RONGAJAN
2	Bordoipam	Ward No.2	Bangkeleng	Champara River to Konwaribari Road	Household Numbers: 1 to 67, 666, 725, 97, 39, 46, 54shifted from: No & Name of PS: 1 No., 11 No. BARKHAMUKH LP School No & Name of Ward: 11 No. BARKHAMUKH No & Name of GP: 11. No. BARKHAMUKH Household Numbers: 1 to 109, 406, 25, 87, 49, 78, 79Ashifted from: No & Name of PS: 1 No., 33 No. BORDOIBAM ME School No & Name of Ward: 33. No. BORDOIBAM No & Name of GP: 33. No. BORDOIBAM	Household Numbers: 1 to 27, 566, 625, 788, 39, 56, 111 shifted to : No & Name of PS: 1 No PS , 1 No. BILMUKH LPS No & Name of Ward: 3 No. Ward No & Name of GP: 23 No. BILMUKH

Signed by

John Berchmans Ekka

Date: 30-10-2024 15:23:59

Additional Chief Secretary to the Govt. of Assam

Panchayat & Rural Development Department

MemoNo.E-449396/51-A

Copy to:

1. PPS to the Hon'ble Chief Minister, Assam, Janata Bhawan, Dispur, Ghy-06 for kind appraisal of Hon'ble Chief Minister.
2. P.S. to the Hon'ble Minister, Panchayat & Rural Development, Dispur, Guwahati-6 for kind appraisal of Hon'ble Minister.
3. The Secretary (Co-ordination) to the Chief Secretary, Assam, Janata Bhawan, Dispur, Ghy-06 for kind appraisal of Hon'ble Chief Secretary.
4. The Commissioner & Secretary to the Govt. of Assam, General Administration Department, Janata Bhawan, Dispur, Ghy-06.
5. The Commissioner, Panchayat & Rural Development, Panjabari, Juripar, Ghy-37 for information and necessary action.
6. The Director, State Institute of Panchayat and Rural Development, Khanapara, Ghy-22.
7. The Secretary, Assam State Election Commission, Aditya Tower, 2nd Floor, Dispur, Ghy-06 for information and necessary action.
8. All District Commissioners, Assam.
9. P.S. to the Senior most Secretaries to the Govt. of Assam, All Departments, Janata Bhawan, Dispur, Ghy-06.
10. All Chief Executive Officers, Zilla Parishad, Assam.
11. The Co-District Commissioners, All Co-Districts, Assam.
12. All Block Development Officers, Assam.
13. The Director, Assam Govt. Press. Bamunimaidam, Guwahati-21 for publication of the Notification in the next issue of the Assam Gazette and to submit 200 (Two hundred) copies of the said Notification to this Department.
14. Content Manager, Panchayat & Rural Development (A) Department, Dispur.

By order etc,

Signed by

Munindra Sharma

Date: 30-10-2024 15:29:59

Secretary to the Govt. of Assam
Panchayat and Rural Development Deptt.