

Election Commission of Bhutan



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**Instruction for Production of Electoral Rolls
and Voter Photo Identity Cards (VPIC),**

2015

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TABLE OF CONTENT

1. Introduction	1
2. Bhutan Electoral Roll Management Systems(BERMS).....	1
3. Flow of Information	3
4. Voter Registration Procedure.....	5
5. Checklist for the Production of Electoral Roll and VPIC	7

Instruction for Production of Electoral Rolls and Voter Photo Identity Cards (VPIC), 2015

Introduction

The Electoral Rolls and Voter Photo Identity Cards (VPIC) are important aspects for conduct of free and fair elections. As such the manner under which these are produced has to be reliable, inclusive and above any reproach.

Under the overall directives and control of the Election Commission of Bhutan, the Department of Electoral Registration and Boundary Delimitation is responsible for the Registration of Voters, management and publication the Electoral Rolls and the production and distributions of VPICs to the registered Voters and every interested and eligible Voters is able to enlist his/her name on the Electoral Roll and receive the VPIC conveniently and without delay.

This instruction in conjunction with the guidelines for Registration of Voters and preparation of Electoral Roll of the kingdom of Bhutan 2012, shall guide the Registration of the Voters and issue of the VPIC to a Voter shall be carried out at the Dzongkhag as well as at the department levels, within a minimum time period. This system is intended also to eliminate the inclusion of people who are not eligible to be included in the Electoral Roll while ensuring there is no incidence of wrongful exclusion.

1. Bhutan Electoral Roll Management System (BERMS)

- 1.1 The Department of Electoral Registration & Boundary Delimitation shall maintain a dynamic web-based **Bhutan Electoral Roll management system (BERMS)**.

1. 2 The Berms shall be web-based interface with each Dzongkhag Electoral office for **Registration**, entry, **update of Voter status**, **update of Voter details**, cross-checking or verification of details of Voters.
1. 3 The department of Electoral Registration & Boundary Delimitation shall be responsible to maintain BERMS and make it accessible for entry, cross-checking and verification of details of Voters, across the nation, at all times and convenient for a registered Voter to check his/her status of Voter Registration on the ECB website, either by entering his/her VPIC number or CID number.
1. 4 Each Dzongkhag Electoral Registration office shall be provided with a login user name and password to enable him/her to add, edit and delete Voter data, live and online, on the **BERMS**.
1. 5 The **BERMS** shall provide a Dzongkhag Electoral Roll Registration Officer easy access to every basic data and images of the Voters required for the preparation of the Electoral Rolls, Voters' list and production of VPICs.
1. 6 The Department of Electoral Registration and Boundary Delimitation shall be fully responsible to ensure that the **BERMS** is updated within a reasonable period complete with a web-based interface with every Dzongkhag.
1. 7 The Department of Electoral Registration and Boundary Delimitation shall maintain a proper understanding and system with the department of Civil Registration and Census of the Ministry of Home and Cultural Affairs to share civil registry Data periodically via removable storage device such as external hard disk drive, whenever updated next, to facilitate **for referencing in the update** of the Electoral Roll and for issuance of VPIC in a timely manner.

- 1.8 The Department of Electoral Registration and Boundary Delimitation shall maintain the **BERMS** with information sharing facility with the department of Civil Registration and census.

2. Flow of Information

- 2.1 The Dzongkhag Electoral Registration officer shall, in close cooperation with the concerned Dzongkhag civil Registration officers, effect changes in the Electoral Roll necessary due to transfer of Civil Registration, death of a registered Voter or change in details and status of the Voter.
- 2.2 The Dzongkhag Electoral Registration officer shall maintain the information of registered Voters such that an Electoral Roll for the respective jurisdiction can be printed and VPICs issued as and when required.
- 2.3 The Dzongkhag Electoral Registration officer shall also be able to browse and print various reports such as summary of registered Voters of respective *Dzongkhag, National Assembly Demkhong, Gewog, Chiwog, Thromde, Yenlag Thromde, Sex, Age, Qualification, Gung, Village and Polling Stations.*
- 2.4 The Department of Electoral Registration and Boundary delimitation and the Dzongkhag Election Office shall use the data shared as the basis for verification of the information submitted in the Voter Registration Form which would then be used to generate the Electoral Rolls, Voters' list and VPICs.
- 2.5 The flow of information in BERMS shall be as illustrated here below.

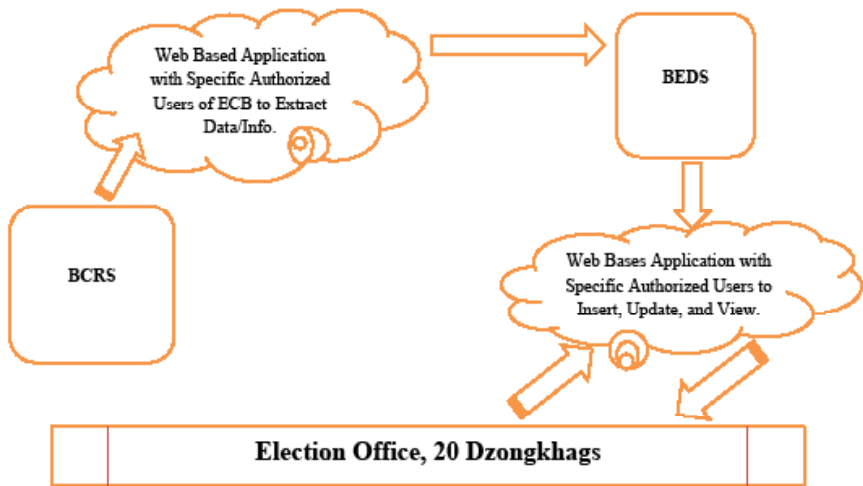
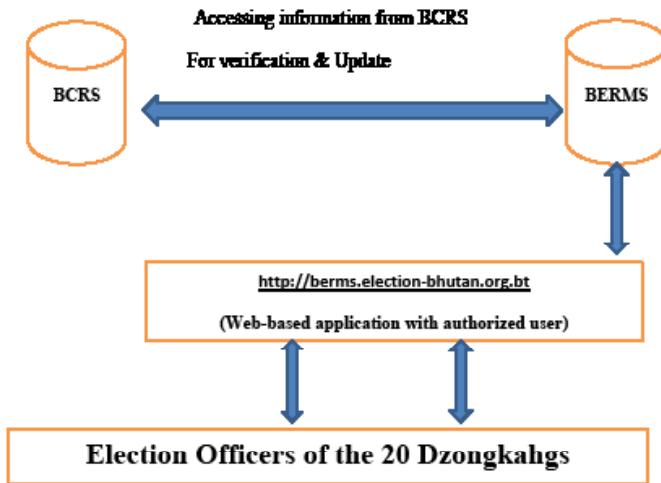


Figure: Diagrammatic Representation of the Flow



2.6 The BCRS data shall, here after, be used only for cross-checking and verification of the correctness of data when the existing information on BERMS is being updated rather than replacing the BERMS information fully.

3. Voter Registration Procedure

- 3.1 An eligible Voter may, according to his/her preference, submit the Voter Registration application Form No. 1 either to the Department of Electoral Registration and Boundary Delimitation in Thimphu or to the concerned Dzongkhag Election office.
- 3.2 An eligible Voter who has not registered or just attained the age of eighteen years may submit the duly filled Voter Registration Application Form No.1 to the Department of Electoral Registration and Boundary Delimitation at Thimphu.
- 3.3 The Electoral Registration Officer shall, upon receipt of the Voter Registration Application Form No. 1, enroll him/her in the Electoral Roll if the Applicant fulfills the criteria prescribed under section 13 of the *Guidelines for Voter Registration and Electoral Roll preparation of the Kingdom of Bhutan, 2012*.
- 3.4 The Electoral Registration Officer shall, after cross-checking and verification, submit to the Chief Electoral Registration and Boundary Delimitation Officer for the approval and signature on the VPIC.
- 3.5 The Electoral Registration Office shall, upon receipt of the approval, enter the data in the BERMMS.
- 3.6 The Electoral Registration Officer shall, at the same time submit a report of all such Registrations to the Chief Electoral Registration Officer and Boundary Delimitation at the end of the day.
- 3.7 The Chief Electoral Registration and Boundary Delimitation Officer shall every next day submit a report to the Chief Election Commissioner.
- 3.8 The Chief Electoral Registration and Boundary Delimitation Officer shall maintain an up-to-date list of individual citizens who are registered as Religious Personalities under the Religious Organizations Act, 2007.

- 3.9 The Chief Electoral Registration and Boundary Delimitation Officer shall issue a copy of the same pertaining to a *Demkhong* to every concern Returning Officer and Dzongkhag Electoral Officer upon an Election being announced.
- 3.10 An eligible Voter who has not yet registered or just attained the age of eighteen years may submit the duly filled Voter Registration Form to the respective Dzongkhag Election Office.
- 3.11 The Electoral Registration Officer shall, upon receipt of the Voter Registration Form, enroll him/her in the Electoral Roll if the applicant fulfills the criteria prescribed under section 6 of the *Guidelines for Voter Registration and Electoral Roll preparation of the King of Bhutan, 2012*.
- 3.12 The Dzongkhag Electoral Registration Officer shall, after cross-checking and verification, and with the endorsement of the Dzongkhag Electoral submit to the Department of Electoral Registration and Boundary Delimitation for approval.
- 3.13 The Dzongkhag Electoral Registration Officer shall, upon receipt of the approval, enter the data in the BERMS and issue VPIC with the signature of the Chief Electoral Registration and Boundary Delimitation Officer.
- 3.14 The Dzongkhag Electoral Registration Officer shall, at the same time submit a report to the Department of Electoral Registration and Boundary Delimitation at the end of the day.
- 3.15 The Dzongkhag Electoral Registration Office shall be fully accountable for the inclusion of names of eligible Voters as well as exclusion of ineligible persons in the Electoral Rolls.

4. Checklist for the Production of Electoral Roll and VPIC

- 4.1 The Department of Electoral and Boundary Delimitation shall ensure that in production of Electoral Roll and VPIC care is taken so that:
 - 4.1.1 All details of a Voter including *Mitsi* are entered correctly;
 - 4.1.2 Serial No. in the Voters list is reflected on the top corner of every page for easy reference;
 - 4.1.3 Information in the Electoral Roll and the VPIC tally;
 - 4.1.4 Ensure that VPICs are not issued to citizens who are under 18 years of age or other ineligible persons;
 - 4.1.5 The Electoral Rolls are of good quality.
 - 4.1.6 Mentally unsound people are not included in the Electoral Roll;
 - 4.1.7 Hard copy of the Voters' list is prepared in the alphabetical order of names;
 - 4.1.8 Where possible, a laptop with digital copy of the Voters' list is provided to each polling station;
 - 4.1.9 Training is given on the use of the E-Roll search programme;
 - 4.1.10 A registered Voter is issued only one VPIC for all the Elections;
 - 4.1.11 Dzongkhag and Gewog intimate any changes in polling station to the Voters in advance;

- 4.1.12 Ensure that VPICs are not issued to individuals governed by Section 183 and 184 of the Election Act of the Kingdom of Bhutan,2008;
- 4.1.13 Ensure that a Voter is not a registered in the Electoral Roll for more than one *Demkhong* or in the Electoral Roll for the same *Demkhong* more than once at any given point in time; and
- 4.1.14 Ensure that a person is not registered in an Electoral Roll/ Voters list if he/she is for the time being disqualified form voting under the Election Act or any other laws of the Kingdom.

Done under the seal of the Election Commission of the Kingdom of Bhutan on this 25th of June 2015 Corresponding to the 9th Day of the 5th Month of the Wood Female Sheep Year in the Bhutanese Calendar.



Election Commissioner



Election Commissioner



Chief Election Commissioner