

ELECTION COMMISSION OF BHUTAN



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Instruction for Production and Issuance of Electoral Rolls and Voter Photo Identity Cards (VPIC), 2018

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Instruction for Production and Issuance of Electoral Rolls and Voter Photo Identity Cards (VPICs), 2018

1. Introduction

- 1.1 The Electoral Rolls and the Voter Photo Identity Cards (VPICs) 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.
- 1.2 Under the overall directives and control of the Election Commission of Bhutan, the Department of Electoral Registration and Delimitation is responsible for the registration of voters, the management and publication of the Electoral Rolls, and the production and distribution of VPICs to the registered voters. Every interested and eligible voter shall be facilitated to enroll his/her name in the Electoral Roll and receive the VPIC conveniently and without delay.
- 1.3 This instruction, in conjunction with the *Guidelines for Registration of Voters and Preparation of Electoral Roll of the Kingdom of Bhutan, 2018*, shall guide the registration of the voters and issue of the VPICs to registered voters shall be carried out at the Dzongkhags, as well as at the Department level, 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.

2. Bhutan Electoral Roll Management System (BERMS)

- 2.1 The Department of Electoral Registration & Delimitation and ICT Division shall maintain a dynamic web-based Electoral Roll management system called the Bhutan Electoral Roll Management System (BERMS).
- 2.2 The BERMS shall have a 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.
- 2.3 The Department of Electoral Registration & Delimitation and ICT Division shall be responsible to maintain the BERMS and make it accessible for entry, cross-checking and verification of details of voters across the nation at all times and is convenient for a registered voter to check his/her status of voter registration on the ECB website, either by entering his/her VPIC number/Citizenship Identity Card number.
- 2.4 Each Dzongkhag Electoral Registration Officer 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.
- 2.5 The BERMS shall provide a Dzongkhag Electoral Registration Officer an easy access to every basic data and images of the voters required for the preparation of the Electoral Rolls, Voters' Lists and the production of the VPICs.
- 2.6 The Department of Electoral Registration and Delimitation shall be fully responsible to ensure that the BERMS is updated within a

reasonable period and complete with a web-based interface in every Dzongkhag.

- 2.7 The Department of Electoral Registration and 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 through the mutually agreed medium, whenever updated next to facilitate referencing and updating of the Electoral Roll and for issuance of VPICs.

3. Flow of Information

- 3.1 A Dzongkhag Electoral Registration Officer shall, in close cooperation with the concerned Dzongkhag Civil Registration Officer, 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 a voter.
- 3.2 A Dzongkhag Electoral Registration Officer shall maintain the information of registered voters such that an Electoral Roll for the respective jurisdiction can be printed and the VPICs issued as and when required.
- 3.3 A 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*, and other disaggregated data for categories such as sex, age, qualifications, *Gung*, village and the Polling Stations.

- 3.4 The Department of Electoral Registration and Delimitation and the Dzongkhag Election Offices shall use the BERMS data as the basis to generate the Electoral Rolls, Voters' Lists and VPICs.
- 3.5 The Bhutan Civil Registration System (BCRS) data shall, hereafter, be used only for cross-checking and verification of the correctness of data when the existing information in BERMS is being updated, rather than replacing the BERMS information.

4. **Voter Registration Procedure**

- 4.1 An eligible voter shall submit the Voter Registration **Application Form No.1**, and receive the VPIC from either the Department of Electoral Registration and Delimitation or the concerned Dzongkhag Election Office. The Voter Registration Form shall be required to be filled only once i.e. by voters being included in the Electoral Roll for first time.
- 4.2 An 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 6 of the *Guidelines for Voter Registration and Electoral Roll preparation of the Kingdom of Bhutan, 2018*.
- 4.3 An Electoral Registration Officer shall, after cross-checking and verification of the Voter Registration Application Form No. 1, enter the data in the BERMS.
- 4.4 An Electoral Registration Officer shall, at the same time submit a report of all such registrations to the Head of the Department of

Electoral Registration and Delimitation at the end of each day, until the day notified as beginning of the temporary embargo on entries in the Electoral Roll.

4.5 The Head of the Department of Electoral Registration and Delimitation shall, every next day, submit a report to the Chief Election Commissioner.

4.6 A Dzongkhag Electoral Registration Officer shall be fully accountable for all inclusion of names of eligible voters, as well as for all exclusion of ineligible persons from the Electoral Rolls.

5. Checklist for the Production of Electoral Roll and VPIC

5.1 The Department of Electoral Registration and Delimitation and ICT Division shall ensure that, in production of the Electoral Rolls and VPICs, care is taken so that:

5.1.1 All details of a voter, including *Mitsi*, are entered correctly;

5.1.2 The serial number of the Voters' Lists is reflected on the top corner of every page for easy reference:

5.1.3 Information in the Electoral Roll and theVPIC are one and the same;

5.1.4 The VPICs are not issued to citizens who are under 18 years of age or to other ineligible persons as governed by the provisions of Sections 183 and 184 of the Election Act of the Kingdom of Bhutan, 2008;

5.1.5 The published Electoral Rolls are of good quality;

- 5.1.6 The Voters' Lists are prepared in such manner that the names of the voters are arranged in ascending order of their CID numbers;
- 5.1.7 Where possible, a laptop with the electronic copy (called E-Roll) of the Voters' List is provided to each Polling Station;
- 5.1.8 Training is given on the use of the Electoral Roll search system;
- 5.1.9 A registered voter is issued only one VPIC for all elections;
- 5.1.10 The Dzongkhags and Gewogs intimate any changes in Polling Stations to the voters in advance;
- 5.1.11 A voter is not registered in the Electoral Roll of more than one *Demkhong* or in the Electoral Roll of the same *Demkhong* more than once at any given point in time; and
- 5.1.12 A person is not registered in an Electoral Roll/Voters' List if he/she is for the time being disqualified from voting under the Election Act of the Kingdom of Bhutan, 2008 or any other law of the Kingdom.

6. Issuance of Voter Photo Identity Cards (VPICs)

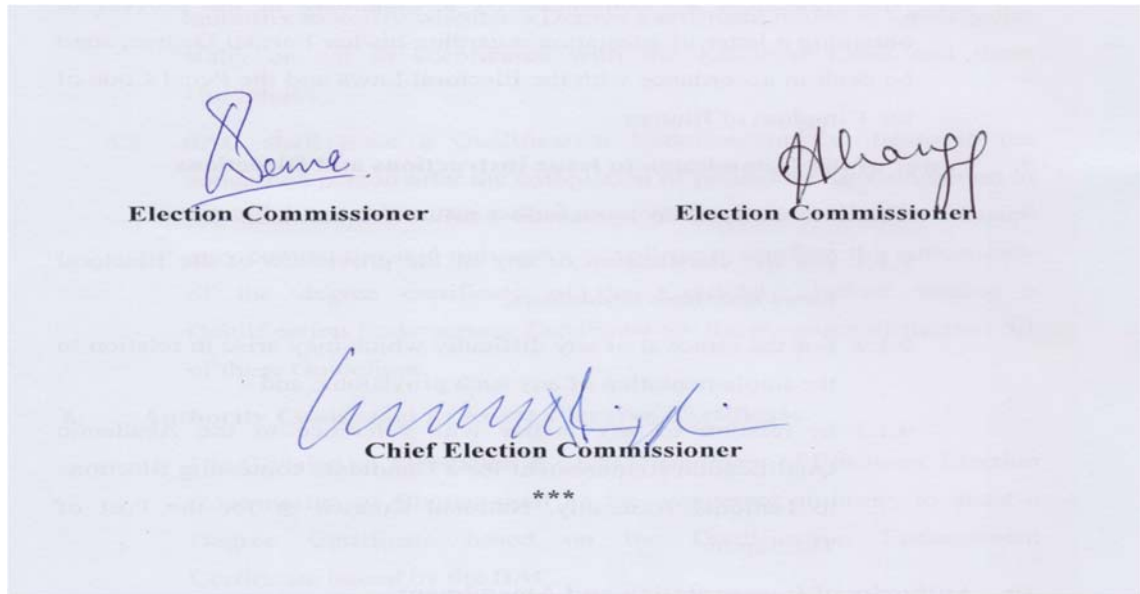
- 6.1 The Dzongkhag Electoral Registration Officer shall be responsible for the issuance of VPIC.
- 6.2 The Dzongkhag Electoral Registration Officer shall ensure that:
 - 6.2.1 New VPICs prepared for distribution shall be handed over to the concerned Gewog Administrative Officers for distribution as per Handing Taking Note in **Annexure 1**;
 - 6.2.2 A VPIC is issued only once to a voter;

- 6.2.3 Any request for a VPIC thereafter shall be only in case a voter's census is transferred to another *Chiwog/Demkhong/Dzongkhag* or he/she submits the damaged VPIC or produces Police Report upon loss of the VPIC;
- 6.2.4 A VPIC is handed over only to the concerned registered voter or member of his/her direct family listed in the same household as authorized in the VPIC Application Form in **Annexure 2**;
- 6.2.5 No Party Members/Workers or Candidates/Aspiring Candidates shall handle or distribute VPICs except as provided in Section 6.2.4; and
- 6.2.6 The records of the Forms issued for the issuance of VPICs are filed and maintained properly.

7. Printing of Electoral Rolls

- 7.1 The Dzongkhag Electoral Registration Officer shall print the Electoral Rolls in black and white in his/her respective Dzongkhag.
- 7.2 The Dzongkhag Electoral Registration Officer shall ensure that only a required number of Electoral Rolls are printed for use by the Returning Officer on the Poll Day.
- 7.3 The Dzongkhag Electoral Registration Officer shall supply a copy of Electoral Roll, free of cost to each Political Party or Candidate contesting elections if so requested.
- 7.4 The Dzongkhag Electoral Registration Officer shall verify the checklist and make sure that no pages are manipulated, duplicated, misplaced or omitted while printing.

Done under the seal of the Election Commission of the Kingdom of Bhutan on the 14th of February 2018, corresponding to the 29th Day of the 12th Month of the Female Fire Bird Year of the Bhutanese Calendar.



The image shows a document with three handwritten signatures in blue ink. The first signature on the left is for an Election Commissioner, the second on the right is for another Election Commissioner, and the third, larger signature in the center is for the Chief Election Commissioner. Below each signature is the corresponding title in bold black text. At the bottom center, there are three asterisks (***) indicating the end of the document.

Election Commissioner **Election Commissioner**

Chief Election Commissioner

འཕུག་གི་བཅག་འཕུ་ལྷན་ཚོགས།



ELECTION COMMISSION OF BHUTAN

Handing/ Taking Over of new VPICs for Distribution

Sl.No.	Name	VPIC No.
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Issued by:

Received by:

Name and Signature:..... Name and Signature:.....

Designation:.....

Gewog Administrative Officer

Dzongkhag:..... Dzongkhag:.....

Date: DD/MM/YY

འཕུག་གི་བཅག་འཇུ་ལྷན་ཚོགས།



ELECTION COMMISSION OF BHUTAN

New/Lost Voter Photo Identity Card (VPIC)

Sl. No.	CID No.	Issued to		Relation
		Name	Mobile#	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Declaration:

The above listed Voter Photo Identity Cards were issued to Dasho/Mr./Mrs./Ms., bearing VIPC No. He/she shall be liable for prosecution as per the Electoral Laws in case of misuse of any of the Voter Photo Identity Cards issued.

Signature

Address:

Contact No.:

Date: DD/MM/YY

