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Office of the Assistant Returning Officer (SDM),

18-Dharamshala Assembly Constituency District Kangra (HP)

Ref.No. 4-SDDH(ELN)-VI/2024-1858-65

Dated:- 19 October, 2024

To:-

All Head of Educational Institutions of 18-Dharamshala AC.,

1. Registrar, Central University of Himachal Pradesh, Dharamshala, Distt. Kangra.
2. The Dept. Director Higher Education Kangra at Dharamshala
3. Principal, Govt. Degree College Dharamshala, Distt. Kangra.
4. Principal, Govt. College of Teacher Education, Dharamshala, Distt. Kangra.
5. Principal, DIET Kangra at Dharamshala.
6. Principal, Govt. ITI Dari, Distt. Kangra.
7. Principal, Dronacharya College of Nursing, Yol, Distt. Kangra
8. Principal, Awasthi College of Teacher Education, Dari, District Kangra.

Subject:- Regarding Left Out Electors in 18-19 age group and students.

Sir,

With reference to this office letter no. 5-D/S(ELN)-I/2022 dated 19th Oct, 2024 whereby the Chief Electoral Officer (Secretary Election) of H.P. have expressed a serious concern about the low number of 18-19 years young electors and students in Dharamshala AC.

To facilitate the un-registered students of 18+ yrs age group who are yet to be registered in the Electoral Rolls, **BLOs Help Desks will be set up on 13th & 26 November 2024** in all the Government and private Educational Institutions i.e Universities/Colleges/ITI's/Nursing Institutes/DIETs/Sen Sec Schools. BLOs help desk officials will be the BLOs from the institution's polling station area or designated by ERO Dharamshala.

In this regards **you are also directed to appoint a coordinator** within Head of the Institution who will provide all **logistic support for setting of Help Desk**. The coordinator will also coordinate with staff of the institution to give advance information and share the lists of students to be covered so that the information is also shared in respective classes.

To ensure the smooth processing of voter card applications, all educational institutions are directed to assist in the collection of relevant documents from eligible students (list attached) if possible collect these documents in advance. The required documents are as follows:

Document	Proof Required
Recent passport size photograph	A recent photograph of the applicant for identification purposes.
Proof of address	Aadhaar Card, Bank/Kisan/Post Office current Passbook, Ration Card, Driving License, Indian Passport, Income Tax Return filed/Assessment Order, Latest Rental Agreement, Latest Water/Telephone/Electricity/Gas Connection Bill.
Proof of age	Aadhaar Card, PAN Card, Driving License, Indian Passport, Marksheet of Class X/Class VIII/Class V (if it contains Date of Birth), Birth Certificate from the school/other educational institution (Govt./Recognized) last attended, Birth Certificate issued by a Municipal Authorities, Registrar of Births & Deaths, Baptism certificate, or Other acceptable documents.

Circulate
to all
schools

We have also attached a list of students from your institution whose voter cards are not yet applies. Kindly cross check the list to ensure accuracy. If there are any additional students who are eligible but not include in this list, please submit their details through the following Google form:

<https://forms.gle/9Rbk8MEaqdzRzs1g9>

Note: the DDHE directed to send this letter to all the GSSS there jurisdiction in the 18-Dharamshala

Electoral Registration Officer (SDM)
18-Dharamshala AC



Office of the Deputy Director of Higher Education
Kangra at Dharamshala.

Endst. No. EDN-KGR (Misc.) 2022

Dated: Oct., 2024

Copy forwarded to:-

1. All the Principals of GSSS of under 18-Dharamshala AC of Distt. Kangra for further necessary compliance as per above directions and also directed to appoint a coordinator within Head of the Institution who will provide all logistic support for setting of Help Desk.
2. I.T. incharge (internal) to upload this on website.
3. Guard file.

Deputy Director of Higher Education,
Kangra at Dharamshala