

# ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 23/2015-ERS

Dated: 31<sup>st</sup> July, 2015

To

The Chief Electoral Officers of  
All States and Union Territories,  
(Except Bihar).

Subject:- Special Summary Revision of Photo Electoral Rolls w.r.t. 01.01.2016 as qualifying date -  
Programme - regarding.

Sir,

I am directed to state that as per existing policy, revision of electoral rolls with reference to 1<sup>st</sup> January of the coming year as the qualifying date is done in later part of each year in all States/UTs (normally in the last quarter of a year) so that final publication of the electoral rolls could be made in the first week of January of the succeeding year. The revision schedule is prepared in such a manner that the electoral rolls are finally published much before National Voters' Day (25<sup>th</sup> January of every year) so that EPICs generated for new electors especially young voters ( 18-19 years) can be distributed to them in ceremonial manner on the day of NVD .

2 As the revision of electoral rolls actually starts with draft publication of electoral rolls, various pre-revision activities are required to be completed with the sole intention of achieving high fidelity electoral rolls. The Commission desires that schedule for pre-revision activities like Training and Orientation of EROs/AEROs, Appointment of Booth Level Officers (BLOs) and their Training and Orientation, Rationalization of Polling Stations, De-duplication campaign to remove duplicate entries in the electoral roll, Photography campaign for residual electors whose images are not available in the roll (H2H campaign to collect images of residual electors), Preparation of CEO's website for draft publication of integrated rolls and providing search facility, Standardization of search facility at website, updating of Control Tables (including polling stations updating) and database and integration of rolls (irrespective of whether it is election or non-election year), preparation of detailed action plan for SVEEP etc. in the State may be prepared by the Chief Electoral Officer in such a manner that all these pre-revision activities should be completed well before the date of draft publication. A copy of schedule and action plan to accomplish the task of pre-revision activities within given time period may be sent to the Commission for its information. (Brief guidelines for undertaking pre-revision activities are appended herewith as **Annexure-A**)

3. The Commission has decided to take up revision of electoral rolls with reference to 1<sup>st</sup> January 2016 as the qualifying date. The revision shall be a Special Summary Revision in all States and Union Territories (Except

in Bihar) and shall be undertaken as per the schedule annexed to this letter ,in accordance with ERO's Handbook 2012 along with subsequent instructions with regards to revision of electoral rolls /registration of electors , issued from time to time by the Commission.

4. Adequate publicity and awareness drive shall be ensured by DEOs & CEO regarding the summary revision programme. All the DEOs and CEO shall get the revision schedule properly disseminated to media, political parties and social organizations/RWAs and reach out to electors/eligible population extensively well before the date of draft publication of electoral rolls. For making the purpose of publication of draft rolls effective, series of SVEEP events, multiple and periodic meetings with political parties at Taluk, district and state levels and regular press meets may be organized . All DEOs and CEO shall separately call meetings of political parties and explain the schedule and seek cooperation expected of them before the date of draft publication. The draft publication should be done on the due date with fanfare and the copies of draft rolls should be handed over to political parties in public meeting in the presence of press, media and celebrities. In any case, proper acknowledgement receipt must be obtained and kept in record.

5. CEOs will request to the recognized political parties to appoint/identify a Booth Level Agent (BLA) for each polling booth/stations who would be associated with the Special Campaign for Roll Revision process on special campaign dates along with BLOs. On these Special Campaign dates, the BLO will go through the draft electoral roll with BLAs of recognized political parties of State concerned and identify the corrections, etc. It is pertinent to mention that BLAs once appointed from a recognized political party will continue as BLA, unless their appointment is rescinded /revoked by the political party concerned.

6. In addition to Divisional Commissioners, who shall act as Electoral Roll Observers for districts comprised within their Divisions, the Commission may depute its observers/ECl officers/roll auditors to randomly check, audit and supervise the revision process. Hence, it is absolutely essential that all roll related records should at all times be kept up to date and reports of progress as well as lists of the locations where field operations are in progress should be made available to them.

7. The electors' information in prescribed Formats 1-8 related to draft publication of the electoral roll shall be furnished by the Chief Electoral Officer along with his studied comments and explanatory memoranda to the Commission well before draft publication. Every DEO/ERO will do the similar study for his/her District/Assembly Constituency and forward the same to the CEO and also keep this ready for reference by Roll Observer/CEO.

8. The Chief Electoral Officer shall take prior written clearance of the Commission for final publication of the electoral rolls. A request to that effect shall be made to the Commission by the Chief Electoral Officer along with Formats 1-8 by **20<sup>th</sup> December, 2015** and with Formats 1-8, memoranda/note on how the roll revision process has achieved the targets fixed and the strategy to address any shortfalls during continuous

updating may also be furnished. This should, in any case, be done at least 7 days before the date of final publication, so that clearance of the Commission may be conveyed at least 3 days before the date of final publication. CEOs may kindly take a note that non furnishing of this note would be seen with displeasing note by ECI.

9. It may be further noted that all communications and clarification relating to the revision should be addressed to the Pr. Secretary/Secretary (in charge of the State/UT) of ECI who will not only reply to the CEO concerned without any delay but also ensure that there is no slippage in the roll revision programme of the States under their charge. They will closely monitor the pre-revision activities and roll revision programme of their respective States/UTs so the CEOs must forward requisite report on progress of revision process at regular interval.

10. In order to facilitate the stakeholders and bringing more transparency in the process of electoral registration, the practice of computerization and posting of all application forms received in Forms 6, 6A, 7, 8 and 8A on the website of the CEO on a day to day basis shall continue. The status of each application form should be clearly visible on each row of the list. Further, the web application used for this purpose should also provide a facility, that on clicking on any row in the list, the concerned application form can be printed by any citizen.

11. **Periodic reporting to the Commission of progress made during the revision process in the prescribed Formats available at ECI dashboard shall also be done regularly and in accordance with the procedure laid down therein. The CEO must check it to ensure its status. At all DEOs/EROs do the necessary entries in the dash board for e-roll monitoring and in All India E-roll Monitoring Application (AIERMA). The Commission has generally observed that there is avoidable laxity in this regard. It is reiterated and reiterated for absolute compliance by all that dash board has to be kept updated. If not then the concerned officer shall expose him /her to disciplinary actions.**

12. With a view to ensure more involvement of political parties, the Commission has allowed BLAs of a recognized political parties to file applications in bulk, subject to the condition that a BLA shall not submit more than 10 Forms to BLO at one time/in one day. If a BLA files more than 30 Applications/Forms during entire period of filing claims and objections, then the cross verification must be done by ERO/AERO themselves. Further, the BLA will also submit a list of application forms with a declaration that he has personally verified the particulars of the application forms and is satisfied that they are correct.

The following guidelines are reiterated/prescribed for this exercise:-

13. Display of list of claims and objections- (a) List of all claims and objections received should be put up on the website of CEO so that anybody including political parties and candidates are able to see this list and lodge objections with the concerned ERO. In addition to this –

i. Adequate publicity should be given by CEO to the fact that list of claims and objections is available on his/her website and objections can be raised before the EROs based on this list.

ii. CEO, all DEOs and all EROs should hold meetings with political parties and inform them about the publication of list of claims and objections on CEO's website and the latest instructions of the Commission about disposal of claims and objections.

iii. Political parties should be informed in writing by the CEO/DEO/ERO about publication of list of claims and objections on CEO's website.

iv. List of claims and objections should be made available by ERO to all political parties on weekly basis. For this purpose, the ERO should call a meeting of all political parties on regular interval and personally handover list of claims and objections to them and obtain acknowledgment. It is to be added that the list should be incremental instead of cumulative.

b. Decisions on Claims and Objections - Decision on claims and objections should be taken only after all of the following has been done—

i. At least seven clear days' period has passed after list of claims and objections has been published on all of the following –

(1) Website of CEO as clickable lists for each polling station

(2) Notice board of ERO (In Forms 9, 10, 11 and 11 A of RERs 1960)

(3) Notice board of polling station (In Forms 9, 10, 11 and 11 A of RERs 1960)

(4) A personal notice has been served on the person whose name is proposed to be deleted in cases other than death cases.

ii. At least seven clear days have passed after ERO has given the list of claims and objections to political parties.

iii. All deletions which are done for reason of death shall be made only after ascertaining the facts to the satisfaction of ERO.

c. Verification before decisions on deletions –

i. All deletions except those which are done for reason of death of the elector should be verified by an officer not below the rank of Tehsildar before final order is passed on Form 7.

ii. All cases of deletions must be cross verified by an officer senior to the ERO if they fall in any of the following categories: -

(1) Deletions in polling stations where the number of deletions exceed 2% of the total electors in the voters' list of the polling stations.

(2) Deletions where the same person is the objector in more than 5 cases.

iii. Cases of deletions except deletions by reason of death of the elector in which orders are passed by ERO, should be cross verified by supervisory officers in the following manner:-

- (1) 2 % verification by Deputy DEO or equivalent officer.
- (2) 1 % verification by DEO.
- (3) 0.5 % verification by Roll Observer.

d. Monitoring - Monitoring report in the prescribed format as available at Electoral Roll Monitoring Application at CEO's portal shall be updated periodically by the CEO/DEO/ERO as the case may be. CEO shall compile the report and send it to the Commission with his/her comments. The DEO/CEO shall make all efforts and shall personally ensure that data entry in All India E-Roll Monitoring Application in ECI portal through CEO's portal.

14. It is further clarified that NERPAP activities shall continue concurrently with revision. However, it must not cause any dislocation to roll revision activities which are statutory in nature. At the time of draft publication, the CEOs shall send a note on progress made in NERPAP activities till that time. In the publicity materials, both activities should be focused in an appropriate manner.

15. The CEO should write to all recognized national and state level political parties informing them the important points of the law and procedures of the revision and seek their cooperation in the roll revision exercise. A copy of letter issued to them may be endorsed to the Commission for record.


16. Preparation of Elector Photo Identity Card (EPIC) for those getting enrolled on the basis of becoming 18+ for the first time may be done latest by 20<sup>th</sup> January 2016 and be handed over to BLO/ERO/DEO etc by 22<sup>nd</sup> January 2016 for ceremonial distribution on 25th January 2016, the National Voters' Day.

17. The CEOs and all officers are further requested to extensively use the e-mail facility for prompt and accurate exchange of communication.

18. A copy of this letter should also be circulated to the DEOs/EROs in the State for taking immediate appropriate necessary action.

Please acknowledge receipt.

Yours faithfully,

  
(NARENDRA N. BUTOLIA)  
SECRETARY

**Category A****Schedule for Special Summary Revision for rest of India (except Andhra Pradesh, Goa, Gujarat, Kerala, Maharashtra, Manipur, Nagaland, Telangana, Tripura, Uttarakhand, Uttar Pradesh, West Bengal, NCT of Delhi and Bihar)**

<i>S.N</i>	Stages of Revision	Period allowed for Stage
<b>1</b>	<b>2</b>	<b>3</b>
1.	Draft Publication of Electoral Rolls	15.09.2015 (Tuesday)
2.	Period for filing of claims and objections	15.09.2015 (Tuesday) to 14.10.2015 (Wednesday)
3.	Reading of relevant part/section of photo electoral rolls in Gram Sabha/Local Bodies and RWA meetings etc. and verification of names	16.09.2015 (Wednesday) and 30.09.2015 (Wednesday)
4.	Special Campaign dates with Booth Level Agents of political parties for receiving Claims and Objections	20.09.2015 (Sunday) and 04.10.2015 (Sunday)
5.	Disposal of Claims and Objections	By 16.11.2015 (Monday)
6.	Updating the database, merging of photographs, updating the Control Tables and preparation and printing of supplementary list	By 15.12.2015 (Tuesday)
7.	Final Publication of Electoral Rolls	11.01.2016 (Monday)

**Category B****Schedule for Special Summary Revision for West Bengal and Tripura**

<i>S.N</i>	Stages of Revision	Period allowed for Stage
<b>1</b>	<b>2</b>	<b>3</b>
1.	Draft Publication of Electoral Rolls	01.09.2015 (Tuesday)
2.	Period for filing of claims and objections	01.09.2015 (Tuesday) to 18.09.2015 (Friday)
3.	Reading of relevant part/section of photo electoral rolls in Gram Sabha/Local Bodies and RWA meetings etc. and verification of names	03.09.2015 (Thursday) and 10.09.2015 (Thursday)
4.	Special Campaign dates with Booth Level Agents of political parties for receiving Claims and Objections	06.09.2015 (Sunday) and 13.09.2015 (Sunday)
5.	Disposal of Claims and Objections	By 09.11.2015 (Monday)
6.	Updating the database, merging of photographs, updating the Control Tables and preparation and printing of supplementary list	By 23.12.2015 (Wednesday)
7.	Final Publication of Electoral Rolls	05.01.2016 (Tuesday)

**Category C****Schedule for Special Summary Revision for Andhra Pradesh and Telangana**

<i>S.N</i>	Stages of Revision	Period allowed for Stage
<b>1</b>	<b>2</b>	<b>3</b>
1.	Draft Publication of Electoral Rolls	05.10.2015 (Monday)
2.	Period for filing of claims and objections	05.10.2015 (Monday) to 04.11.2015 (Wednesday)
3.	Reading of relevant part/section of photo electoral rolls in Gram Sabha/Local Bodies and RWA meetings etc. and verification of names	07.10.2015 (Wednesday) to 28.10.2015 (Wednesday)
4.	Special Campaign dates with Booth Level Agents of political parties for receiving Claims and Objections	11.10.2015 (Sunday) to 01.11.2015 (Sunday)
5.	Disposal of Claims and Objections	By 04.12.2015 (Friday)
6.	Updating the database, merging of photographs, updating the Control Tables and preparation and printing of supplementary list	By 31.12.2015 (Thursday)
7.	Final Publication of Electoral Rolls	On 11.01.2016 (Monday)

**Schedule for Special Summary Revision for Goa and Maharashtra**

<i>S.N</i>	Stages of Revision	Period allowed for Stage
<b>1</b>	<b>2</b>	<b>3</b>
1.	Draft Publication of Electoral Rolls	01.10.2015 (Thursday)
2.	Period for filing of claims and objections	01.10.2015 (Thursday) to 31.10.2015 (Saturday)
3.	Reading of relevant part/section of photo electoral rolls in Gram Sabha/Local Bodies and RWA meetings etc. and verification of names	07.10.2015 (Wednesday) and 14.10.2015 (Wednesday)
4.	Special Campaign dates with Booth Level Agents of political parties for receiving Claims and Objections	11.10.2015 (Sunday) and 17.10.2015 (Sunday)
5.	Disposal of Claims and Objections	By 30.11.2015 (Monday)
6.	Updating the database, merging of photographs, updating the Control Tables and preparation and printing of supplementary list	By 24.12.2015 (Thursday)
7.	Final Publication of Electoral Rolls	On 16.01.2016 (Saturday)

**Schedule for Special Summary Revision for Nagaland**

SN	Stages of Revision	Period allowed for Stage
<b>1</b>	<b>2</b>	<b>3</b>
1.	Draft Publication of Electoral Rolls	01.10.2015 (Thursday)
2.	Period for filing of claims and objections	01.10.2015 (Thursday) to 31.10.2015 (Saturday)
3.	Reading of relevant part/section of photo electoral rolls in Gram Sabha/Local Bodies and RWA meetings etc. and verification of names	03.10.2015 (Saturday) and 20.10.2015 (Tuesday)
4.	Special Campaign dates with Booth Level Agents of political parties for receiving Claims and Objections	10.10.2015 (Saturday) and 24.10.2015 (Saturday)
5.	Disposal of Claims and Objections	By 16.11.2015 (Monday)
6.	Updating the database, merging of photographs, updating the Control Tables and preparation and printing of supplementary list	By 15.12.2015 (Tuesday)
7.	Final Publication of Electoral Rolls	11.01.2016 (Monday)

**Schedule for Special Summary Revision for Uttarakhand**

S.N	Stages of Revision	Period allowed for Stage
<b>1</b>	<b>2</b>	<b>3</b>
1.	Draft Publication of Electoral Rolls	01.10.2015 (Thursday)
2.	Period for filing of claims and objections	01.10.2015 (Thursday) to 20.10.2015 (Tuesday) `
3.	Reading of relevant part/section of photo electoral rolls in Gram Sabha/Local Bodies and RWA meetings etc. and verification of names	07.10.2015 (Wednesday) and 14.10.2015 (Wednesday)
4.	Special Campaign dates with Booth Level Agents of political parties for receiving Claims and Objections	11.10.2015 (Sunday) and 18.10.2015 (Sunday)
5.	Disposal of Claims and Objections	By 16.11.2015 (Monday)
6.	Updating the database, merging of photographs, updating the Control Tables and preparation and printing of supplementary list	By 15.01.2016 (Friday)
7.	Final Publication of Electoral Rolls	20.01.2016 (Wednesday)



**Schedule for Special Summary Revision for NCT of Delhi**

<i>S.N</i>	Stages of Revision	Period allowed for Stage
<b>1</b>	<b>2</b>	<b>3</b>
1.	Draft Publication of Electoral Rolls	01.10.2015 (Thursday)
2.	Period for filing of claims and objections	01.10.2015 (Thursday) to 30.10.2015 (Friday)
3.	Reading of relevant part/section of photo electoral rolls in Gram Sabha/Local Bodies and RWA meetings etc. and verification of names	06.10.2015 (Tuesday) and 10.10.2015 (Saturday)
4.	Special Campaign dates with Booth Level Agents of political parties for receiving Claims and Objections	11.10.2015 (Sunday) and 18.10.2015 (Sunday)
5.	Disposal of Claims and Objections	By 30.11.2015 (Monday)
6.	Updating the database, merging of photographs, updating the Control Tables and preparation and printing of supplementary list	By 15.12.2015 (Tuesday)
7.	Final Publication of Electoral Rolls	11.01.2016 (Monday)

**Schedule for Special Summary Revision for Manipur**

<i>S.N</i>	Stages of Revision	Period allowed for Stage
<b>1</b>	<b>2</b>	<b>3</b>
1.	Draft Publication of Electoral Rolls	01.10.2015 (Thursday)
2.	Period for filing of claims and objections	01.10.2015 (Thursday) to 30.10.2015 (Friday)
3.	Reading of relevant part/section of photo electoral rolls in Gram Sabha/Local Bodies and RWA meetings etc. and verification of names	03.10.2015 (Saturday) and 17.10.2015 (Saturday)
4.	Special Campaign dates with Booth Level Agents of political parties for receiving Claims and Objections	11.10.2015 (Sunday) and 25.10.2015 (Sunday)
5.	Disposal of Claims and Objections	By 25.11.2015 (Wednesday)
6.	Updating the database, merging of photographs, updating the Control Tables and preparation and printing of supplementary list	By 15.12.2015 (Tuesday)
7.	Final Publication of Electoral Rolls	11.01.2016 (Monday)

**Schedule for Special Summary Revision for GUJARAT**

<i>S.N</i>	Stages of Revision	Period allowed for Stage
<b>1</b>	<b>2</b>	<b>3</b>
1.	Draft Publication of Electoral Rolls	26.10.2015 (Monday)
2.	Period for filing of claims and objections	26.10.2015 (Monday) to 19.11.2015 (Thursday)
3.	Reading of relevant part/section of photo electoral rolls in Gram Sabha/Local Bodies and RWA meetings etc. and verification of names	29.10.2015 (Thursday) and 05.11.2015 (Thursday)
4.	Special Campaign dates with Booth Level Agents of political parties for receiving Claims and Objections	01.11.2015 (Sunday) and 08.11.2015 (Sunday)
5.	Disposal of Claims and Objections	By 19.12.2015 (Saturday)
6.	Updating the database, merging of photographs, updating the Control Tables and preparation and printing of supplementary list	By 06.01.2016 (Wednesday)
7.	Final Publication of Electoral Rolls	11.01.2016 (Monday)

**Category D**

**Schedule for Special Summary Revision for Uttar Pradesh**

<i>S.N</i>	Stages of Revision	Period allowed for Stage
<b>1</b>	<b>2</b>	<b>3</b>
1.	Draft Publication of Electoral Rolls	02.11.2015 (Monday)
2.	Period for filing of claims and objections	02.11.2015 (Monday) to 30.11.2015 (Monday)
3.	Reading of relevant part/section of photo electoral rolls in Gram Sabha/Local Bodies and RWA meetings etc. and verification of names	03.11.2015 (Tuesday) and 17.11.2015 (Tuesday)
4.	Special Campaign dates with Booth Level Agents of political parties for receiving Claims and Objections	08.11.2015 (Sunday) and 22.11.2015 (Sunday)
5.	Disposal of Claims and Objections	By 21.12.2015 (Monday)
6.	Updating the database, merging of photographs, updating the Control Tables and preparation and printing of supplementary list	By 05.01.2016 (Tuesday)
7.	Final Publication of Electoral Rolls	11.01.2016 (Monday)

**Schedule for Special Summary Revision for Kerala**

<i>S.N</i>	Stages of Revision	Period allowed for Stage
<b>1</b>	<b>2</b>	<b>3</b>
1.	Draft Publication of Electoral Rolls	02.11.2015 (Monday)
2.	Period for filing of claims and objections	02.11.2015 (Monday) to 30.11.2015 (Monday)
3.	Reading of relevant part/section of photo electoral rolls in Gram Sabha/Local Bodies and RWA meetings etc. and verification of names	04.11.2015 (Wednesday) and 18.11.2015 (Wednesday)
4.	Special Campaign dates with Booth Level Agents of political parties for receiving Claims and Objections	Not required due to availability of round the clock online services
5.	Disposal of Claims and Objections	By 10.12.2015 (Thursday)
6.	Updating the database, merging of photographs, updating the Control Tables and preparation and printing of supplementary list	By 28.12.2015 (Monday)
7.	Final Publication of Electoral Rolls	11.01.2016 (Monday)

**Guidelines for pre-revision activities**

Polling Stations rationalization is very important activity undertaken before the revision of electoral rolls. It is better to rationalize polling stations every year to keep the polling stations readily available before any election so as to avoid eleventh hour hurry. As rationalization of polling stations requires proper consultation with the political parties and each and every polling stations are physically verified before rationalization decision is taken. The Commission has issued instructions on this subject from time to time.

**2A. The process can be followed in rationalization of polling stations is once again explained below:**

- All existing polling stations must be inspected to find out-
- Whether the building is dilapidated or dangerous;
  - Whether polling station is situated outside the polling area;
  - Whether voters have to cross river/canals/ravines etc. to reach the polling station;
  - Whether voters are not required to cover distance of more than 2 KMs to reach polling station;
  - Whether the PS location has more than 2 polling stations in rural areas or more than 4 polling stations in urban areas;
  - Whether polling station is in private building. Polling stations should be in Govt./Semi Govt. building preferably in a school;
  - Whether polling station is located in a police station/hospital/dharmshala/temple or religious place;
  - Whether polling stations is on 1<sup>st</sup> floor or above;
  - Whether any political party office is situated within 200 meters from PS premises;
  - In localities predominately inhabited by minorities, weaker section of society like Scheduled Caste/tribes the polling station should be located in such localities in such a manner that such communities are not prevented from reaching the polling station and casting their votes. If required polling stations may be created in localities inhabited by such communities irrespective of numbers of electors. The inspecting Officer should give a special written report in this respect. Inputs should also be obtained from NGOs and CSOs working for their welfare;
  - Whether the minimum area of PS room is 20 Sq. meters and whether is is having two doors;
  - Whether the building has an electric connection;
  - Whether ramps have been provided for physically challenged persons;

- Whether toilet and drinking water facilities exist in the polling station premises;
- Whether there is a shed to shelter the voters from sun and rain;
- Whether the polling station has telephone connection, if yes what is the phone number.
- Whether polling station area has been correctly and fully described in the existing polling station list (if not please do it). Further, to the extent possible, the villages/localities comprised within PS area should fall within one administrative unit like police station/firka/patwari circle etc.

**2B. Collection of Information and updating it on Control Table Database-** Information on the above-items should be collected for each polling station by inspection and physical verification. This information should be updated in the polling stations tables of ECI Control Table database, for which a web application has been provided on the ECI website. Decision for creation of new polling stations can be taken in a rational manner after collection of this information.

**2C. Creation of new polling stations-**

- Following may be kept in mind while preparing proposals for creation of new polling stations:
- Optimum number of the electors that can be assigned to a polling station is 1200 in case of rural and 1400 in case of urban areas. However, depending upon various issues, the CEOs may by providing necessary justification request to the Commission to approve the lower or higher limit proposed by them.
- All existing auxiliary polling stations should be converted into main polling stations by dividing the electoral part suitably.  
Some criteria for proposing new polling stations may be:-
- New polling station may be proposed if a village has more than 300 electors and suitable Government building is available for the polling station.
- If it is necessary to do so in view of vulnerability mapping.
- If a new colony with a number dwelling units has cropped up, then new polling station may be created.
- Polling area assigned to a polling station should be compact.
- All instructions contained in Handbook for Returning Officers relating to consultation with political parties and preparation and publication of list of polling stations must be followed scrupulously.
- A nodal Officer should be appointed by the DEO for verification and rationalization of the polling stations. All complaints and suggestions received from political parties regarding polling stations should be duly inquired into and disposed of with a suitable reply to them.

- The entire exercise has to be done within the given time frame and in professional manner without fear or favour, strictly in the light of statutory provisions and ECI guidelines.
- After the rationalization of polling stations is done in this manner last minute changes in the location of polling stations should not be necessary.
- Safety of polling teams and police force sent to conduct elections should also be kept in mind while proposing polling stations in Maoist or terrorist affected areas. As far as possible in these areas, polling station should be made in places which have ease and safe access. It may also be useful if polling stations are provided in a cluster in such areas to maximize and synergise the available force.

**2D. Process of Sending Proposals for approval of the Commission-**

Following should be included in the proposal sent to the Commission for approval of rationalization of polling stations:-

- Report of the RO and DEO on the process followed in rationalization of polling stations. The report should mention all proposals received from political parties and also whether the proposals were accepted or not. If the proposal of political parties are not accepted the report should mention reasons for not accepting them. The report should have a special section on how it has been ensured that vulnerable sections of society have unhindered access to polling stations without threat or intimidation.
  - The proposal should have copies of the minutes of meeting with political parties in which the subject of rationalization of polling stations was discussed. The proposal should specifically mention which proposals of political parties have not been accepted along with reasons.
  - The proposal should specifically mention that no polling station is in a dilapidated building, or in a religious place or within 200 meters of the office of the political party.
  - The proposal should specifically mention that all infrastructure e.g. ramp, drinking water, toilet facility, shade and shelter etc. are available at the proposed polling stations.
  - Control Tables in “ECI Control Tables Database” must be updated on the ECI website, before sending the proposal for approval of rationalized polling stations list. A printout of the list of polling stations from the updated “ECI Control Tables Database” must be included in the proposal.
3. The CEO may draw a suitable time –table for all the DEOs in their State for 100% physical verification for existing polling stations. Only after obtaining Commission’s approval and publishing the same in accordance with the existing instructions, the draft publication of the electoral roll shall be done as per the new amended list of polling stations.

#### **4. De-duplication campaign to remove duplicate entries in the electoral roll:**

Despite the Commission's efforts to have accurate electoral rolls in the country, due to cognizable number of duplicates in the electoral rolls for which the Commission has been receiving complaints from time to time. In order to find out such duplicates, a software tool based on SQL server was developed by the Commission and given to all the States for identification of possible duplicates. Software based on Python has been given for identification of possible duplicates in the electoral rolls. This tool have been kept on the following location at the Commission's server – FTP server: <ftp://164.100.34.8/> with the Username: Administrator, Password: 12 Oct @sysnet and Folder Name: De-duplication (Python). The Commission has directed that these software tools may be used to identify possible duplicates in the electoral rolls.

The Commission has also directed that data should be pooled for de-duplication in electoral roll across border State boundaries. For example, for NCT of Delhi, de-duplication must be done with data pooled from other regions in NCR including Noida, Ghaziabad, Faridabad, Gurgaon etc. Similarly, de-duplication between urban and rural areas near big cities and metropolitan towns must also be done.

Once possible duplicates have been identified, these should be printed along with the photographs one below the other. ERO should then compare the photographs visually to identify whether photographs match. If photographs match then the probability of the record being duplicated is very high.

All cases where photographs match must be verified by BLOs and if they are found to be real duplicates, the name of the person should be deleted from place where he is no longer ordinarily resident by following due process of law.

In those cases where rolls are in different languages State boundaries, de-duplication may not be possible using software. In such cases, de-duplication of only border polling stations across State may be done by physical verification of electoral rolls at the level of ERO.

#### **5. Photography campaign for residual electors, whose images are not available in the roll (House to House campaign to collect the images of residual elector)**

All States and Union Territories of the country already have EPIC and PER for a majority of electors. Several States and Union Territories have already achieved 100% EPIC and PER coverage. Commission desires that 100% coverage of EPIC and PER should be achieved as soon as possible by all States and Union Territories. For this purpose following strategies should be adopted:-

Those States and Union Territories which do not have 100% coverage of PER should get photographs of residual electors in a campaign mode. For this following action should be taken:

- A list of residual electors, polling station wise should be printed out from the electoral roll database.
- Special photography camps should be organized for those polling stations which have large number of residual electors.

- BLO should be asked to go door to door to collect photographs of residual electors, which should then be scanned and merged into the ER database.
  - If the BLO finds that some elector is out of station, his relatives or friends can be asked to get the photographs of such voters by post.
  - An effort can be made to get photographs of residual electors from the photo databases of other Govt. agencies, like the MNREGA database etc.
6. A comprehensive plan may be made to ensure the following activities before draft electoral rolls immediately after its publication are made available to public domain:–
- A. Search facility by name as well as by EPIC number on your website/portal.
  - B. SMS query search using EPIC number.
  - C. Offline search in ward offices in city areas.
  - D. Following services be made operational fully with due publicity among voters:-
    - a. Commission's citizen service website
    - b. Call centre with toll free number 1950
    - c. Online registration facility
  - E. A detailed action plan of SVEEP with partner organizations including Government Departments, Educational Institutions, NSS and NYKS, Media, Doordarshan and All India Radio, Department of Field Publicity, DAVP, Civil societies, Youth Organizations, etc.
  - F. As a part of SVEEP activities one Youth icon of the State should be identified to motivate youths to get them registered as elector. Creative for hoardings, media advertisement and other modes of publicity should be prepared.
  - G. Detailed planning of events both in the cyber space and physical world for the entire duration of the campaign.
  - H. Know your BLO campaign should be organized in each locality so that every BLO is well known to the voters of his area.
  - I. Motivational and knowledge based training of all BLOs, EROs and AEROs must be organized. Motivation of BLOs is essential to the success of the campaign. For this purpose full compliance of the Commissions' existing instructions relating to remuneration / cash incentives, identity cards, name plates and other motivational measures should be ensured.
  - J. Detailed interaction with Resident Welfare Association (RWA) should be organized. Role of Booth Level Volunteers (BLVs) should be explained to them in the meeting. Depending on local need, suitable voter facilitation campaign should be planned in every colony with the help of RWA.
  - K. In the meetings with educational institutions, the Principals should be asked to distribute blank Form 6 with admission forms to admission aspiring students who should be motivated for filling up Form- 6 along with admission forms. One teacher in every educational institution should be



made nodal officer to collect Form 6 from all eligible students and ensure that names are added and EPIC are distributed through him in that institution.

L. Detailed action plan for associating /cooperation of various Civil Society Organizations should be worked out.

7. It is further directed that:-

- a. All forms i.e. form 6, 7, 8 ,8A and 6A with perforated sub-sections, in accordance with the Commission's instructions contained in its letter no.23/Forms/2015-ERS dated 15<sup>th</sup> April 2015 ONLY are printed and used for revision exercise. Efforts should be made to get the field of Aadhaar number of the applicants filled up in the application, however, the applicants should not be insisted upon for this purpose as it is optional and non-furnishing of Aadhaar number will not be a basis of rejection of Form in any case.
- b. Also please ensure that one supervisor is appointed for 10 BLOs and adequate training on their role is imparted to them.
- c. The BLOs should be asked to make field visit to the households in big cities and metropolitan areas during morning and evening, and not during day time. If during the visits they find any house locked, then they should paste a sticker on the door, which inter-alia should mention
- d. **“I had come to verify you/your family members name (s) in the electoral roll, but you are not available. Please contact me -----(name) ----- (Mobile No.) at ----- (office address) on Sunday between -----AM to -----PM.”**
- e. Please ensure that each BLO is available at the concerned ward office on each Sunday during the door to door verification period along-with a photographer, who should take the photograph of such residual electors who go there.
- f. For each AC two mobile vans shall be arranged in which one official with a photographer should be available with a copy of roll and adequate number of forms. The route chart of the van along with pre-determined time period during which it will be available at a particular location shall be widely publicized. A copy of it shall be given to local Unit of Political Party as well as ward member and other public representatives.
- g. Whenever a reply is sent to a person for SMS based query, then the reply should specifically contain the name and mobile number of BLO of that area.
- h. The decision of ERO on any claim/objection forms shall, without fail, be intimated to the applicant detaching perforated sub-section of form.

8. Statistical analysis using formats 1 to 8, prescribed by the Commission for this purpose, should be done not only for each AC but also for polling station level by the ERO/BLO concerned Based on these analysis polling stations with sharp deviations from average/problems should be identified and looked into in previous years perspectives and necessary corrective measures to address

the problems should be planned and taken by the concerned EROs/BLOs. The CEO, on the basis of inputs received from each ERO, shall compile an Action Plan for entire state/UT.

9. All records should at all times be kept up to date and reports of progress as well as lists of the locations where field operations are in progress should be available with the officers concerned.

. It may be noted that all communications and requests for clarification, if any, relating to pre-revision and revision activities for Special Summary Revision, 2016 shall be addressed to the Secretary in charge of the State/UT in the Commission who will be taking necessary orders of the Commission and communicating the same to the CEOs concerned. Secretary in charge of respective states, along with the concerned CEO shall be held responsible for any slippage in the roll revision programme in their states.

10. A detailed action Plan for all above may please be prepared and sent for information of the Commission immediately.

11. The Secretary, Election Commission of India will closely monitor each activity of the pre-revision. Hence all CEO are once again directed to intimate the Secretary in charge of respective State/UT in the Commission progress till completion of the above-said activities at each stage and adhering to the time-table prescribed. Depending upon local needs every CEO may devise its Voter's Awareness Programme under intimation only to the Commission.

12. The CEOs and all officers are further requested to extensively use the e-mail facility in the regard for prompt and accurate exchange of communication.

13. A copy of this letter should also be circulated to the DEOs/EROs in the State for taking immediate appropriate necessary action.

14. Time-line provided for each of the pre-activities as per the schedule prepared by the Chief Electoral Officer of the State should be strictly adhered to. Progress report on the above-activities should be sent to the Commission on weekly basis by post and also making data entries in respective application available on the CEO's portal of the Commission. For SVEEP activities, errors and duplicates and photo collection, reporting formats have been enclosed, in which reporting should be done on weekly basis and at the same time data entries in respective application available on the CEO's portal may also be done for this purpose.

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