

**ELECTION COMMISSION OF INDIA**  
**Nirvachan Sadan, Ashoka Road, New Delhi-110001**

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**No.22/2/2008-PLN-II**

**Dated 8<sup>th</sup> August, 2008.**

To

The Chief Electoral Officers of  
all States and Union Territories.

Subject:- Integration, carrying out corrections, printing and sharing of photo-rolls  
with political parties and contesting candidates.

Sir,

As per the Commission's existing policy, all the supplements to the mother roll should be integrated and consolidated every year before draft publication so that there is no supplement at the time of draft publication. Thereafter, only one supplement is appended to the draft roll at the time of final publication to list out Additions, Deletions and Corrections allowed after draft publication of roll and before final publication of roll. (Another supplement of continuous updation, wherever necessary, is appended for conduct of poll). A bare minimum of copies of draft electoral roll are printed and the basic roll (draft roll) is again reprinted at the time of final publication in order to mark all the deletions through computer-generated horizontal strike-through (in case of text rolls) of the deleted entry(ies). In case of photo-rolls, the word "D E L E T E D" is superimposed diagonally (again computer-generated) on the elector detail box concerned. Similarly, all corrections appearing in the supplement are carried out in the reprinted basic roll (draft roll) at the time of final publication. A hash sign (#) is also prefixed before the serial number of the entry corrected and 'E' 'S' 'R' 'Q' or 'M' letter is prefixed to each deletion to denote the reasons of deletions.

The electoral roll in most of the States/UTs is now being printed in the revised format with photograph of electors (Photo-Rolls). Multiple copies of the photo electoral roll can only be laser printed or made through digital photocopier as quality copies cannot be made by photocopying with normal photocopier machines. The printing of these new

photo-rolls has thus become time consuming and expensive. In an election year, it would not be possible to supply one complete set of reprinted electoral roll to the candidates of recognised political parties within 3 days of withdrawal.

Keeping the above practical difficulties in case of photo electoral rolls in mind, the Commission has reviewed its existing instructions for photo electoral rolls and has decided the following:

**On Integration of Roll and Its Supplements before Draft Publication:**

1. It would not be necessary to integrate all the supplements of an existing photo-electoral roll before publication as draft electoral roll each year, unless specified by the ECI in its revision order. In non-election years, the basic roll from previous years along with all its supplements from previous years should be published together, without integration, as the draft roll, unless there is a specific direction of the Commission in which case the direction of the Commission shall be scrupulously followed.
2. However, in an election year when general election to the State Assembly or the Parliament is due, the existing photo-electoral roll with all its supplements shall first be integrated into one roll and then published as the draft roll.

**On Reprinting and Marking of Amendments Arising Out of Supplements in Mother Roll (Draft Roll):**

3. Similarly, in a non-election year, the final roll will be in the form of the mother (published as draft) roll with an additional supplement of additions, deletions and corrections – without any of the changes indicated in the mother roll. The political parties shall be asked, in writing while supplying copies of final roll, to make necessary markings to indicate the deletions and corrections, if any, in the additional supplements.
4. As against this, in an election year, at the time of final publication, the basic mother (integrated draft) roll shall be reprinted. The reprinted mother roll shall remain the same as was published except in the following three manners –
  - (i) the word “D E L E T E D” shall be superimposed diagonally (computer-generated) on the elector detail box concerned to indicate that the entry has been deleted in the Supplement. (In the Supplement, the alphabets, ‘E’ ‘S’ ‘Q’ ‘R’ or ‘M’ shall be pre-

fixed against serial number of each deleted entry to denote the reason for deletion.)

- (ii) Secondly, a hash (#) sign shall be prefixed before serial number of the entry corrected to indicate that the entry has been corrected in the supplement but no correction actually should be carried out in the draft (mother) roll.
- (iii) **Similarly, photographs of electors corrected in the supplement of corrections will not be added/changed/corrected in the reprinted mother roll.** Photograph of an already registered elector received/captured subsequently, or corrected or replaced should be listed in the 'correction' list and retained therein. Such photographs should not be inserted in the reprinted mother roll while reflecting all other corrections. Instead, in the reprinted mother roll, in the space provided for photograph, the words "Photo as in Correction List" in bold should be printed. These words should be stamped / imprinted over an existing photograph in case the existing photograph was wrong or needs to be changed due to any other reason.

#### **On Sharing the Copies of Electoral Roll with Political Parties:**

5. Two copies of the electoral roll – one printed copy and another soft copy in PS-CD ROM – shall be supplied to the recognised political parties, free of cost, immediately at the time of draft publication as well as the final publication. While the hard (printed) copy shall have the electors' photographs, the soft copy of the roll shall be supplied without images of the electors.
6. **Complete set of the full roll in force should be shared. It means rolls inclusive of the last part of the roll for an assembly constituency (Service Voters) as available at the time of final publication of other parts of the rolls.**
7. Whenever any Supplement of Continuous Updation is brought out for conduct of poll, copies thereof should be supplied, free of cost, to the recognised

political parties. It is clarified that in such cases it is not, repeat, **not necessary** to supply again a complete set of electoral roll.

8. Whenever copies of photo-electoral roll are supplied to the political parties or candidates of recognised political parties in a non-election year, they should be informed in writing to mark the deletions (and corrections) in the supplements by hand in the mother roll and previous supplements.

**On Steps to ensure that Photo-Electoral Roll Supplied to Political Parties and the Copy Set Apart for Markings (For Use in Conduct of Poll) are Identical:**

9. In an election year, there shall be one integrated draft roll; one supplement (of final publication); and another supplement of continuous updation upto the last date for making nominations appended to final publication.
10. The ERO shall supply one authenticated copy of the complete roll at each stage of publication alongwith PDF version thereof, to the DEO and the RO in a sealed cover, which shall be the reference copy in case of any dispute. The DEOs/ROs shall preserve the sealed copy of the electoral roll.
11. Besides, the ERO shall give a few more copies and a CD of the roll in printable form to the DEO/RO for making as many copies as may be necessary (for use in election).
12. It shall be the responsibility of the RO to reflect all the deletions and corrections, if any, appearing in the Supplements.
13. At supplement 1 stage (final publication) the roll is computer generated and all deletions/corrections are software generated. The RO shall share this computer generated roll with political parties. It shall be same, and therefore, identical to the final reprinted roll with supplement 1.
14. At the 2<sup>nd</sup> supplement stage, which is the last day of nomination, it would not be possible to generate a reprinted mother roll with all deletions struck-through and changes indicated in the reprinted mother roll. The deletions in 2<sup>nd</sup> supplementary therefore shall be marked by hand through a rubber stamp 

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 with 'E' 'S' 'R' 'Q' or 'M' written with red ink to indicate the reason.

15. Similarly, all corrections in supplement 2 shall be indicated by putting a (#) sign **by hand in red ink** on the entry(ies) corrected just after the name of the elector concerned. In case of corrections/addition of a photograph, the photo-box in the mother roll should be hand written in red ink with “Photo as in Correction List”.
16. For authentication of the stamping/hand markings, the official entrusted to reflect the deletions/corrections of Supplements should put his/her signatures by the side of each and every relevant elector box without fail.
17. The Returning Officer shall maintain a register showing names and designations of officials authorised to mark the above stated deletions and corrections of Supplement No. 2. Not more than 2 officers should be authorized to do the work per AC.
18. The RO / ARO shall give a Certificate, as provided in the enclosed format, about the correctness of the copies of the roll. The certificate shall be signed in ink by the RO/ARO and attached on the top of the copy of the roll to be set apart for markings (like PB, EDC).
19. RO will supply one such complete copy of the electoral roll to the contesting candidates of every recognised political party in the State within 3 days after the last date of withdrawal of candidatures. They should be asked in writing to mark the deletions and corrections in Supplement No.2 by hand.

The above revised instructions shall be brought to the notice of all concerned for strict compliance. This supercedes all previous instructions on the subject.

Yours faithfully,

(Ashish Chakraborty)  
Under Secretary

## Certificate

(Refer Para 18 of the instructions)

This is to certify that the electoral roll of part No.....of..... Assembly Constituency contains total \_\_\_\_ numbers of pages (From 1 to \_\_\_\_). The deletions in the 2<sup>nd</sup> supplementary of the roll resulting from continuous updation after final publication of rolls have been indicated by putting a rubber stamp on the original entry in final rolls and corrections have been indicated by putting a “#” sign on the original entry by \_\_\_\_\_ (name & designation of the employee authorised to be indicated).

- A total of \_\_\_\_\_ number of entries have been deleted;
- A total of \_\_\_\_\_ number of entries have been corrected;

This is the authentic copy of the electoral roll and in case of any discrepancy, whatsoever, this electoral roll shall prevail.

Place:  
Date :

Signature & Seal of  
the Returning Officer/Asstt. Retuning Officer