

ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI – 110001

No. 23/2008/ERS

Date: 3rd October, 2008.

To

The Chief Electoral Officers of
All States and UTs
(Except Madhya Pradesh, Chattisgarh, Rajasthan, Delhi, Mizoram, J&K)

Subject: Mandatory preparatory steps to be taken by CEOs, DEOs and EROs for revision of electoral rolls with reference to 01.01.09 as the qualifying date

Sir,

The revision programme for the electoral rolls with 1st January 2009 as the qualifying date shall be communicated to you shortly. Meanwhile you are requested to undertake the following preparatory steps and report compliance by 31st October 2008:

1. **A check of the presence of names of MPs and MLAs:** EROs should check for the presence of names of MPs and MLAs in the rolls. Corrective action must be taken following the due process of law before any draft publication under summary revision process as part of run-up to draft publication.
2. **Corrections in the roll since last publication:** Changes in the published final rolls may have been necessitated by the corrections suggested by the political parties and other agencies subsequently during continuous updation. (The recognized political parties would have been supplied previously, free of cost 2 copies of the finally published electoral rolls. The idea of such free supply is that they would have the copies so supplied checked by their own party workers before the next publication of the rolls as draft and are expected to forward to the EROs, their suggestions in the form of lists of names to be deleted from the roll as well as necessary corrections of erroneous entries. Similar amendments are supposed also to be received from the various local bodies.) All such suggestions received after the last final publication should be checked and after following due procedure, as are found necessary, incorporated in the supplement of continuous updation to be prepared before the next draft publication.
3. **De-duplication of voters:** Under Sections 17 & 18 of the RPA, 1950, no person is entitled to be registered in more than one constituency and for any constituency more than once. Therefore, de-duplication software should be run on the existing rolls and the duplicate entries thoroughly investigated and after due process is followed, the rolls cleansed of duplicate entries. ERO must undertake de-duplication *suo-motu* within the constituency between different parts and within a part (and the DEO across the district – in some cases CEO - across a set of identified districts) before draft publication of rolls. The repeated names in the electoral rolls should be issued notices under Section 22 of RPA, 1950 and full procedure of verification of facts should be followed. If the name actually happens to be doubly appearing, then the person's name should be

retained only at one location (in consultation with him/her) and deleted from the other location. Such deletions would form part of the supplement (of deletions) of continuous updation.

4. **Photography of non-photo electors:** In the finally published photo-roll of 2008, some of the electors may not have their photographs against their elector details. A time bound campaign should be taken up to capture as many such photographs as possible and incorporate them in the supplement of continuous updation. The campaign should be timed to end by last week of October so that all the photographs are merged with elector detail well within time before the Commission notifies the draft publication date. (This instruction is not applicable in case of Assam and Nagaland where photo-electoral roll is not in existence).

5. **Preparation of supplement of continuous updation:** Subsequent to the last finally published rolls, claims for inclusions, objections for deletions, corrections and transpositions in Forms 6, 7, 8, and 8A under the provision of **continuous updation of the electoral rolls** should be disposed and a list of amendments due to such continuous updation should be prepared. This list should contain only such names that have been ordered to be included or deleted by ERO or the CEO (appeal cases under Section 24 of RPA 1950). This supplement should be prepared for each part of the rolls. If there are no entries in any of the parts, the entry “nil” should be made under that heading.

6. **Reorganization of Polling Stations Before Publication of the Draft:** As part of getting ready for publishing the draft roll, the CEO must get the rolls reorganized in accordance with the new ‘parts’ or the polling stations that may have since been created. In this regard following needs to be done:

- 6.1 Commission has directed that a separate and independent part(s)/polling station(s) should be created for each revenue village to the extent possible. Therefore, the roll should be organized in such a manner that every revenue village that has an elector population of 300 or more is provided a separate and independent part/polling station. The polling station(s) should be located within its own territory. In rural area, the voters in one part/polling station should not be more than 1000.
- 6.2 In urban area also the rolls should be reorganized to ensure voter convenience. It has been observed that not only the urban parts (of roll) have large number of electors but also a number of polling stations are clustered in a congested manner in one building. In urban area, the parts should be so reorganized to ensure that not more than 1200 voters are there in one part. Similarly, to the extent possible, the polling stations should be de-congested in urban areas before publishing the draft rolls.
- 6.3 An attempt should be made to de-congest the polling stations. Not more than 4 polling stations in urban area and not more than 2 in a rural area should be located within the same building.
- 6.4 Further, the roll of a part must be organized neatly into as many sections as there are distinct or distinguishable geographical units. For example in a rural area normally a village comprises many hamlets. The electors should not be organized under one section (under that village name) but each hamlet should form a separate section under that part and electors of one hamlet should be put in the separate section meant for that hamlet. Similarly, in urban area, each housing complex/ society/ or even a multi-story building should be put under separate sections within a part.
- 6.5 The list of new polling stations were finalised just prior to the last special revision with

reference to 1st January, 2008 as the qualifying date. Modifications to the list on account of above mentioned exercise, if any, shall be got approved by the CEOs before 31st October, 2008.

7. **Control table updation:** Control tables, in accordance with all the modifications carried out since the last final publication, must be got updated by the CEO before 31st October, 2008. All modifications in polling stations, sections, service voters etc. must be reflected in the control tables.

8. **Integration of Supplements and Preparation of Integrated Rolls:** Since the rolls are meant for the general elections 2009, the roll and its supplements would have to be integrated into one basic roll and published as draft. CEOs should undertake this task and convey, latest by 31st October 2008, their readiness to publish the integrated draft roll as and when directed by the Commission thereafter. Commission would communicate the revision schedule for 2009 and the date of draft publication separately.

9. **Identification of revision staff (including BLO):** Before 31st October 2008, all the BLOs, Designated Officers, Supervisors etc must be identified by the ERO. Their jurisdiction should also be decided. Proper training & orientation should also be completed through qualified master trainers. The name, address, contact numbers with respective jurisdiction of all roll revision related officials (including the BLOs) should be put on the CEO's website for the convenience of the general public. This should be achieved by 31st October, 2008.

9.1 While identifying the staff like BLO, care should be taken **not to draft teachers** for BLO work, as this disturbs the academic calendar of schools. If taking teachers is inevitable, a minimal number should be taken. Teacher of single or two teacher school should not be drafted, and the teachers should be drafted for electoral roll revision duty only after the school hours or on holidays;

9.2 BLO should be identified from the electoral roll itself; i.e. BLO should be residing in the area which would be BLO's jurisdiction. This will facilitate off-hour work by the BLOs.

10. **Training and Orientation of Revision Staff:** ERO should draw up a detailed training schedule for the revision staff. Minimum training of 1 full working day must be imparted before 31st October 2008. Master trainers for imparting such trainings should be trained for every Assembly Constituency. Audio-visual training material and written handouts should be used for training. Every revision staff from ERO down to BLO must be given a checklist of points to check during field visits. A system of monitoring their work should also be put in place and explained to them beforehand.

11. **Readiness of the CEO's Web-site:** The web-site should be readied and test checked to ensure that the draft roll can be immediately put on the web-site and care should be taken to ensure that the print publishing and the web publishing of the draft roll is at the same time, without any time lag between them. Additionally, on the website, a **search facility** should be provided for citizens based on their postal address to search for their names in the roll. **In case the person is not a registered voter, then the website should be able to guide that person as to which is his/her AC (on the basis of address keyed in by the seeker), which is the polling station, who**

is his/her BLO, what is BLO's contact phone number and address, who is the ERO/AERO and what is the contact address and contact phone number and how (on which form) he/she should apply to become a voter. This search facility shall also be utilized by an ERO to verify all Form 6, that would be received by him, whether the applicant is already enrolled at his/her previous residential address given in the Form or not and take appropriate action accordingly. Therefore, this is a very important preparatory step before draft publication of rolls and CEOs/DEOs should take extra pains to ensure that this is accomplished with due care, test checks and dry runs. Elector registration facilitation details as above must be put on the website 10-15 days before the actual publication of the draft roll.

12. **Providing elector information in requisite formats:** The CEOs shall provide information in prescribed formats (**annexure 1 to 8**) to the ECI immediately **but not later than 20th October 2008**. Without this 2009 draft rolls cannot be published as this shall be the most important reference point for analyzing the health of rolls subsequently.

13. **Availability and provisioning of Forms:** Adequate number of Forms required during the revision process, in required languages, should also be ensured at all designated locations and with all revision related officials.

CEOs must complete all these tasks enumerated above, report compliance by 31st October 2008 and await announcement of the revision schedule 2009 by the Commission.

Kindly acknowledge receipt of this letter.

Yours Faithfully,

(Ashish Chakraborty)
Under Secretary