

असाधारण
EXTRAORDINARY

Daman 9th December, 2015, 18 Agrahayana 1937 (Saka)

सं. : 73
No.

सरकारी राजपत्र
OFFICIAL GAZETTE



सत्यमेव जयते
भारत सरकार
Government of India

संघ प्रदेश दमण एवं दीव प्रशासन

U.T. ADMINISTRATION OF DAMAN & DIU

प्राधिकरण द्वारा प्रकाशित
PUBLISHED BY AUTHORITY

U. T. Administration of Daman & Diu
Office of the Chief Electoral Officer
Secretariat, Daman

No. 04-2015/DMN/Election/Roll Obs/2015-16/293

Dated : 07/12/2015

ORDER

Subject : Special Summary Revision of Electoral Rolls w.r.t. 01.01.2016 as
qualifying dated – Appointment of Electoral Roll Observers –
regarding

The Election Commission of India hereby appoints Shri Umesh Kumar, IAS (AGMUT),
Secretary (Education), Dadra & Nagar Haveli as "Electoral Roll Observer" in connection with
the work relating to Special Summary Revision of Electoral Rolls, with reference to 01-01-
2016 as the qualifying date, in the UT of Daman & Diu, with immediate effect, for the
following District(s) as indicated below :-

Contd.....

EXTRAORDINARY No. : 73

DATED : 9TH DECEMBER, 2015.

Name of State/U.T	UT OF DAMAN & DIU
Name of the District(s)	1. Daman 2. Diu
Schedule of Visits	1. During the receipt of claims & Objection; 2. During the period of disposal of claims & objections by the EROs. 3. At the time of verification of the working copy by the BLOs and final publication of the roll.

The duties & functions of Electoral Roll Observer are as mentioned in the letter No.:23/Roll Obs/2015/ERS dated 02/09/2015 of the Election Commission of India, New Delhi. (copy of the same is enclosed).

Sd/-
(PRASHANT KUMAR)
Deputy Chief Electoral Officer /
Deputy Secretary (Election)
Daman & Diu and DNH
DAMAN

EXTRAORDINARY No. : 73

DATED : 9TH DECEMBER, 2015.

ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi – 110 001

No. 23/Roll Obs/2015/ERS

Dated : 2nd September, 2015

To

The Chief Electoral Officer of all
States and Union Territories.
(Except Bihar)

Sub : Special Summary Revision of Electoral Rolls w.r.t. 01.01.2016 as qualifying date –
Appointment of Electoral Roll Observers – Regarding.

Sir/Madam,

I am directed to state that for the special revision of electoral rolls w.r.t. 1.1.2016, like previous years, the ER Observers will be appointed to help the DEOs/EROs in taking timely corrective measures and also to report the progress thereof to the Commission at least thrice during the entire revision period. In all those States, which have revenue divisions, Divisional Commissioners will be appointed as Electoral Roll Observers. In other States, the Commission will appoint Super time scale IAS officers posted in the state as Electoral Roll observers in such a way that no roll observer is required to observe the revision process in more than 5 district. If the district are too big and the CEO feels a necessity then the CEO may recommend more names for deployment as Roll Observers. The CEOs of states with revenue division system shall forward the proposals for appointment of roll observers by fax/e-mail to the Pr. Secy/Secy in charge of the State in the Commission so as to reach the Commission by 7th September, 2015 (Monday).

2. The Chief Electoral Officer concerned will give Electoral Roll Observers a briefing (A ppt for this purpose is being sent by email which the CEOs may use after necessary amendments/amplifications, if any). During the briefing session, the CEO should give a copy of HB of ERO, the latest instructions of the Commission issued in this regard along with statutory provisions.

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3. Electoral Roll Observers is required to visit each district of his/her charge at least **three times** during the entire period of summary revision -

a. 1st visit will be during the period of receipt of claims and objections.

(Please plan in such a way that on special campaign date you are in one of the districts under your charge). The period for 1st visit should be more so as to cover one district or maximum 2 districts in one day.

b. 2nd visit will be during the period of disposal of claims and objections by the EROs.

c. 3rd visit will be at the time of verification of the working copy by the BLOs/printing of supplements, and final publication of the roll.

Note- Please forward to the Commission schedule of visits through the CEO concerned)

4. During the visit, the Electoral Roll Observer should not limit himself to the district headquarters. He/she should visit some polling stations of all the Assembly Constituencies. During 1st visit, he should convene a meeting of sitting MP/MLAs and representatives of political parties to hear their grievances/complaints and seek their active involvement in the revision process. During his visit any member of public should be allowed to meet the Roll Observer for any roll related complaints/issues. Hence, their tour / visits programme, their telephone numbers etc. should be widely publicized.

5. Model instructions along with Check lists for the three visits are enclosed. The Electoral Roll Observers shall send a detailed report on all the points in the checklist to the CEO with a copy to Commission immediately after each visit. The CEOs shall ensure that necessary actions on actionable points are taken by the respective DEOs and intimate accordingly to the Commission within 3 days from receipt of the report.

Please inform all concerned and take necessary follow up actions.

Yours faithfully,


(NARENDRA N. BUTOLIA)
SECRETARY

Instructions for Electoral Roll Observers

- Please acquaint yourself with electoral roll related statutory provisions and ECI latest instructions/guidelines. (CEO of the state to hold a briefing session at state HQ and to render all helps in this regard)
- As ER Observers you must visit each district of your charge at least three times during the period of summary revision –
 - 1st visit --- during the period of receipt of claims and objections.
 - 2nd visit - during the period of disposal of claims and objections by the EROs.
 - 3rd visit - at the time of verification of the working copy by the BLOs/printing of supplements, and final publication of the roll.
- During visit you should not restrict yourself to the district HQ and must visit some polling stations for random field verification. You should plan in such way to visit every AC at least once during entire period.
- Your visit will be widely publicized giving due publicity of your phone numbers and date of visit to a particular district. You should fix a time and place for meeting the public as well as with sitting MP/MLAs and the representatives of recognized political parties.
- Please check all the points given in the enclosed checklists. You should send a detailed report on all the points in the checklist to the CEO of your state with a copy to Commission after each visit. (*You may add a note sheet with your report pointing out the specific issues which require urgent remedial/corrective actions.*)
- Please pay special attention to training aspect and on SVEEP activities as well as for preparation of NVD and give your report in a note sheet.

Check List for 1st Visit of ER Observers

- Whether all EROs and AEROs, as per ECI notification, are in place. If not, since when vacant, and what actions taken by the DEO/CEO to fill up the vacancy. (pl refer ECI DO letter dated 28th August, 2015 to Chief Secretary of a State/UT.)
- Whether ERO/AEROs as well as BLOs stand trained. When was training classes organized? PI checks records including video recordings. Also ascertain quality of training by asking a few questions.
- Status of BLOs /BLAs appointments-
 - Is there one BLO per Polling Station?
 - How many BLOs are local i.e. registered as electors in the concerned Polling Station?
 - Out of total BLOs in an AC, how many BLOs are teachers?
 - Whether retired Govt servants are appointed as BLOs? If so give full details?
 - Whether any step taken to appoint willing BLOs? (PI refer ECI instructions dated 2nd January, 2013).
 - Have BLOs been given photo Identity cards/kit bag/name boards (at residence) as prescribed by the Commission?
- How many BLAs have been appointed by recognized political parties? Also please mention how many BLAs were appointed till last year. What actions have been taken by the DEO /EROs to motivate/convince political parties to appoint BLAs. Also please mention (AC wise) the total number of Forms (6,6A,7,8 & 8A) received from BLAs during last revision.
- How many designated officers have been appointed for each polling station and when a training class for them was organized? PI check the level of knowledge by asking some questions.
- Whether a hard copy and a soft copy of the complete electoral roll published as draft has been given to all recognized political parties? If, yes then the date on which it was given. Please personally check the relevant record to satisfy yourself?

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DATED : 9TH DECEMBER, 2015.

- Whether the draft roll has been published after integrating the supplements. If so, whether there is any case of data loss in the process.
- Whether the pdf of electoral roll is available on the website of the CEO? Has the copy of PER of the entire constituency has been published at the notice board of the ERO as well as is available at a place in ERO office for public inspection. Also draft electoral roll of the concerned part (PS) should have been published at the polling station/designated locations. At what other places the roll has been published/ made available for public inspection.
- Are forms 6, 6A, 7, 8 and 8A available in adequate number at every polling station/designated locations?
- How and in what ways adequate publicity been given to ongoing summary revision? (Please attach a note). Mention specifically if anything innovative has been done by the DEO/ERO?
- What steps have been taken to ensure registration of weaker/marginalized sections of the society? If there is any area predominately inhabited by such persons, then make visit to there and direct the field machinery to keep focus on such PSs.
- Has the district put in place an effective Public Grievance Management System (PGMS)? PI check yourself its effectiveness by adopting suitable tactics. The PGMS should, inter alia, include –
 - A district call center /control room with a toll free number (PI note 1950 toll free number is to function from CEOs office only. Districts should have some other number. PI mention this number)
 - A SMS based complaint registration system.
 - A web based complaint registration system.
 - An all-day working control room/ separate public facilitation counter for guiding public and answering their queries and also for lodging complaints and receiving the forms in the office of DEO and EROs.
 - What sort of mechanism has been put in place for timely inquiry and action on all complaints? Please check complaint register to ascertain the reality.

- Whether there is any mechanism to inform the complainant about the result of inquiry and action taken.
- You should see the scrutiny/ analysis of the draft rolls using formats 1 to 8 done by the DEO/ERO concerned. You may also do some analysis, if needed, to do some cross checks. What are the challenge areas and targets made by the DEO/ERO for district/AC (PI refer ECI guidelines dated 31st July, 2015). Based on the analysis made by you/DEO/ERO, the major areas of concern need to be identified along with frame suitable strategies /corrective action plans. PI make a mention of this, Major focal points of analysis are: -
 - Elector Population Ratio (EP Ratio). For every district it should be equal to the projected population in the 18+ age group. In other words every otherwise eligible person 18 years or more should be enrolled as electors.
 - ✓ Age Cohort wise analysis-. The percentage of 18+ populations in every age cohort should be compiled/ available from the census data. This should match, to the extent possible, with the percentage of electors in every age cohort. In case it is less it may be because of missing enrollment and if it is more it may be because of non-deletion of dead or shifted voters.
 - ✓ Gender Ratio. Gender ratio of the population should ideally match with the elector gender ratio. The sharp deviations may be attributed to migration of males to neighboring districts for economic reasons, double registration of females both as daughter and daughter in law or any other reason. Please find out the reasons and also see that necessary strategy is made to address the issue. ECI is deeply concerned over a generally apathy /insensitivity seen in females' registration as electors.
 - ✓ A close vigil on percentage of inclusions /deletions (by Form 7 or Suo- motu) etc. It has been our experience that on an average every year there is 4% inclusion and 2% deletion resulting in 2% increase in the roll. (*Note- let everybody stand clarified that it is just indicative and cannot be taken as uniform yardstick/principle/ red point.*) You should look with suspicion any abnormal increase in inclusion or deletion and compare it with inclusion and deletion in previous years. Similar vigil in case of deletions is expected.
 - ✓ What is the strategy for 100% PER/EPIC?

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- Please do a random quality check of disposal of Form 6,6A, 7, 8 and 8A to find out if being done as per law and ECI instructions. In case of abnormal rejection, find out reasons.
- Please check how many forms accepted by different modes. Also what was public response on special campaign day?
- Please obtain specific and quantifiable inputs on SVEEP and public awareness measures in the format prescribed by the ECI
- Whether designated officers are doing preliminary checking of forms at the time of acceptance?
- You should check whether ERMS is working well in the district. Whether forms received are, first of all, digitalized /data entry done on daily basis, for ERMS, and drill down lists of claims/objections etc are available in website.(pl see ECI guidelines dated 31st July,2015). *ECI instructions on transparency measures have to be complied to by all concerned and any laxity in this regard will be viewed seriously. 100% compliance is demanded. Pl talk to technical officer in charge of this to ensure it. If there are any glitches, they should be immediately brought to the notice of the CEO for correction.*
- ***Whether data entry in ECI All India ER Monitoring Applications are being done regularly. This has to be ensured by all concerned.***
- Whether a de-duplicating software was run on e-roll database of an AC, if so what was the output and how many duplicate names were deleted from the roll after field verification by BLOs. Deletion should be done only after following the statutory provisions of notice and hearing.
- You should also find out if forms received in bulk from any /individual or NGOs.(pl refer to ECI instructions on filing of applications by BLAs)
- Whether the multimedia campaign on enrollment is being run properly in the district?
- In what way the Common Service Centers (CSCs) are being used for electoral roll related works.
- Has a baseline study of Knowledge, Attitudes and Practices of voters been carried out in the district? If so what does it disclose?

Check List for Second Visit of ER Observers

- Whether multi-layered checking by DEO (1%), ERO (3%), AERO (5%) and BLO is being done to verify the correctness of e-rolls /of disposal of Forms 6,6A,7,8 and 8A.
- Whether applications from NRI voters (Form 6A) received. If so check status.
- Check the status of forms received on line in CEOs portal as well as in ECI's portal. (It has been observed that many EROs have not even log- in for last many months.)
- If door to door visit of the BLOs is contemplated as part of summary revision exercise then please check if complete working copy of roll has been given to the BLOs and whether are verifying the working copies by door to door survey?. PI check the work of some BLOs randomly.
- Whether the corrections made in working copies by the BLOs are being carried out in the rolls by the ERO before finally printing the Roll and printing of EPIC?
- Whether rolls have been checked to see that names of all eminent personalities of the district are included in the rolls?
- Whether Error Detecting software has been run to cull out possible list of various type of errors. PI check the error report. Whether rolls have been checked for gross errors like gender mismatch of photographs etc.
- In each constituency 20 polling stations with highest inclusions and 20 polling stations with highest deletions should be re-verified.
- Check the quality of disposal of claims and objections by EROs and AEROs:
 - Whether notices are properly served?
 - Whether reasonable opportunity of being heard is being given in all cases? (PI see ECI guidelines in the matter)
 - Whether proper record of all cases is being kept?
 - Have any names where EPICs have already been made deleted from the rolls. These records should be re-verified to see that there was due service of notice and reasonable opportunity of hearing was given.
 - Whether the applicants are being communicated in writing and on SMS the order of the ERO on their applications.

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- In border areas possibility of double enrollment in both the districts should be checked. Use of de-duplicating software in this regard will help a lot.
- In cases of inclusions of voters in the age group beyond 20 years, it should be checked whether the voter has given his previous address, where he/she was enrolled earlier, and has ERO of the concerned AC been informed that this voter has shifted residence?
- Check the process of making and distribution of EPICs.
- Whether PVC EPICs are being issued. If not what steps have been taken in this regard.
- Check the quality of photographs in the rolls.
- How effective is the multi-media campaign? Has there been significant increase in young voters?
- How effective is the public grievance management system?

Check List for Third Visit of ER Observers

- Whether the working copies have been verified by the BLOs on every page?
- Whether data entry has been done properly?
- Whether the computer generated. Supplements of each part has been checked by the BLO concerned and verified to be correct.
- Have arrangements been made for supply of finally published rolls to the recognized political parties?
- Have all complaints been inquired into and action taken on them before finalizing the roll?
- Has statistical analysis in formats 1 to 8 been done before final publication and have rolls been found to be healthy in all respects?
- Whether PDFs have been made for printing of rolls?
- Whether arrangements have been made for final publication of rolls in the polling stations, ERO offices, DEO offices, and website of CEO?
- Has an assessment been done of the work of BLOs, and BLOs identified for prizes to be give on the National Voters' Day?
- Whether arrangements have been made for printing of EPIC of all newly enrolled voters and distribution of EPIC to newly enrolled voters on the National Voters Day (NVD) at every polling station?
- Have arrangements been made for holding NVD function in every polling station on 25th January.
- Have arrangements been made for holding NVD function at the Tahsil and district headquarters?
- Have all newly enrolled voters been informed that they will be felicitated and given EPIC on the NVD at their respective polling stations?
- Have arrangements for proper documentation of NVD been made in the district?
- Will final publication of rolls happen on time in the district?

Revision of Electoral Rolls

Role of Roll Observers

Constitution of India

Article 324- The superintendence, direction and control of the preparation of the electoral rolls for, and the conduct of, all elections to Parliament and to the Legislature of every State and of elections to the offices of President and Vice-President held under this Constitution shall be vested in a Commission.

Article 325- There shall be one general electoral roll for every territorial constituency for election to either House of Parliament or to the House or either House of the Legislature of a State and no person shall be ineligible for inclusion in any such roll or claim to be included in any special electoral roll for any such constituency on grounds only of religion, race, caste, sex or any of them.

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3

IMPORTANT SECTIONS

Constitution of India-

Article 326- The elections to the House of the People and to the Legislative Assembly of every State shall be on the basis of adult suffrage; that is to say, every person who is a citizen of India and who is not less than 18 [eighteen years] of age on such date as may be fixed in that behalf by or under any law made by the appropriate Legislature and is not otherwise disqualified under this Constitution or any law made by the appropriate Legislature on the ground of non-residence, unsoundness of mind, crime or corrupt or illegal practice, shall be entitled to be registered as a voter at any such election.

4

Role of Roll Observers

- The roll observers are appointed by the ECI to take field visits to assess the quality of roll revision works and to suggest mid course Interventions , if any needed during the roll revision time.
- All Divisional Commissioners are ER Observers for the ACs comprised within the districts under their jurisdiction. For State/UT without DC system and/or where needed, ECI may also appoint senior officers of the same State or from outside the state as ER Observers.
- Roll Observers need to make minimum 3 visits and give report to ECI . The Commission has made standard checklists. Report has to be shared with the CEO of the state who shall take necessary corrective steps , under intimation to the ECI.
- As of now, no honorarium is paid to Roll Observers.
- During the period of duty, like all the officers and staff deployed for roll revision , they are also deemed to be on deputation to the ECI and subject to discipline and control of the ECI under section 13 CC of the RPA.
- If any key election officer such as DEO, ERO /AERO and Roll Observer need be transferred during revision period , ECI's specific written prior approval is required. In other cases , including BLO, CEO is competent to decide.

**Let us understand a few
important points of ER Revision**

Revision of Rolls- some legal provision

From RPA 1950-

- Section 14(2)- defines 'qualifying date' as the 1st January of the year in which roll is so prepared or revised.
- Section 17 -No person can register in more than one constituency
- Section 18 -No person can be registered more than once in any Constituency.
- Section 19- Conditions for registration- Every person is entitled for registration if he --
 - (a) Is not less than 18 yrs on qualifying date
 - (b) Is ordinarily resident in that constituency.

Revision of Rolls

- Section 21 (1) sec 21(2)-
- The roll of each AC shall be revised in the prescribed manner w.r.t. a qualifying date and shall come into force immediately after its final publication.
- Roll shall be revised before every general /bye election, unless otherwise directed by the ECI for reasons to be recorded in writing.
- Proviso to S 21 provides that if the roll is not revised the validity and continued operation of the existing roll shall not be affected.
- S 21(3) gives powers to ECI to order , for reasons to be recorded, special revision of a constituency or a part thereof in the manner prescribed by the law.

Procedure during Summary Revision

During Summary Revision:

- The schedule for revision exercise is announced by the ECI and needs wide publicity by all possible means of print and electronic media. (Please check for it).
- On the day for draft publication, the ERO concerned shall publish the draft electoral roll by making a copy thereof available for inspection and displaying a notice in Form 5 under RER, 1960 at EROs office /if ERO office is not within constituency then at specified place in the constituency. And Further publicity at polling station and such other mode of publicity as may be prescribed, including
 - Rule 11 and 22 of the RE Rules 1960, Hard Copy (paper copies) of Rolls from ERO office and soft copy (PDF without image) in CD-ROM from CEO office are supplied to recognized political parties.

(Please check for it by verifying its records)

Procedure during Summary Revision

During Summary Revision:

- No H2H enumeration is done normally as no de-novo roll is created. But H2H visit of BLOs are done to verify the entries of the existing roll, to collect photos from residual electors, to distribute various forms so as to facilitate registration of "the eligible but left out" section of the locality assigned to him.

(Please do sample check for BLOs work like whether all BLOs have done visits properly and keeping BLOs registers duly filled up and updated.)

The Forms prescribed under RER are as follows:

S. No.	Form	Rule	Description
1.	Form 1	Rule 7	Statement as to place of Ordinary Residence by a Person holding a Declared Office
2.	Form 2	Rule 7	Statement as to place of Ordinary Residence by a member of the Armed Forces
3.	Form 2A	Rule 7	Statement as to place of Ordinary Residence by a member of an armed police force of a State, who is serving outside that State
4	Form 3	Rule 7	Statement as to place of Ordinary Residence by a person employed under the Government of India in a post outside India
5	Form 4	Rule 8	Letter of request to occupants of a dwelling unit.
6	Form 5	Rule 10	Notice of publication of Electoral Roll in Draft
7	Form 6	Rule 13(1) and 26	Application for inclusion of name in Electoral Roll
8	Form 6A	Rule 8A	Application for inclusion of name in Electoral Roll by an overseas elector.
9	Form 7	Rule 13(2) and 26	Application for objecting inclusion or seeking deletion of name in Electoral Roll
10	Form 8	Rules 13(3) and 26	Application for correction to particulars entered in Electoral Roll
11	Form 8A	Rules 13(4) and 26	Application for transposition of entry in Electoral Roll

The Forms prescribed under RER are as follows:

S.no.	Form	Rule	Description
12	Form 9	Rules 15 and 16	List of applications for inclusion of names received in Form 6
13	Form 10	Rules 15 and 16	List of applications for objection to inclusion of names received in Form 7
14	Form 11	Rules 15 and 16	List of applications for objection to particulars in entries in Electoral Roll received in Form 8
15	Form 11A	Rule 15 and 16	List of applications for objection to particulars in entries in Electoral Roll received in Form 8 A
16	Form 12	Rule 19(1)(b)(i)	Notice of hearing of a claim
17	Form 13	Rule 19(1)(b)(ii)	Notice to the objector
18	Form 14	Rule 19(1)(b)(ii)	Notice to the person in respect of whom objection has been made
19	Form 15	Rule 19(1)(b)(iii)	Notice of hearing of an objection to particulars of an entry in the E. Roll
20	Form 16	Rule 22(1)	Notice of final publication of Electoral Roll

Mandatory Pre-Revision activities

The Commission has prescribed an extensive list of pre-revision activities which, interalia, includes the following -

- Running of de-duplication software on the ER database of a constituency or a group of constituencies. It throws out the list of possible duplicates, which need to be verified by a BLO or a verifying official and the name of the elector is retained at the place where he/she is found ordinarily living and deleted, either on Form 7 or suo-motu by the ERO concerned (using powers u/s 22 of the RPA 1950 or Rule 21A of RER 1960. Proper notice to an elector, before deleting name is mandatory, under law. (Please check for it by verifying its records)
- Running of Error detecting software- It gives out a list of various type of errors (17 types) in the ER which require consequential remedial measures by the ERO. (Please check for it by verifying its records)

Procedure during Summary Revision

(Please note that names added, deleted, or corrected after last final publication and till draft publication i.e. continuous updating period, will form a supplement and it shall also be published along with draft roll. In an election year all existing supplements are integrated before draft publication. In a non- election year, unless otherwise permitted by the ECI, integration is not done. Also in an election year, unless special permitted, suo-motu deletions of names from a roll shall not be done. Instead, ASD (Absent, shifted (with family linkage and without family linkage) and dead electors lists are prepared.)

- Rationalization of polling stations- This has to be done in accordance with the ECI recent guidelines, No bifurcation of a section is permitted while retagging electors during rationalization./creation of auxiliary polling stations. (Please check for it by verifying its records)
- Control tables updation- Most crucial activity. If the control tables are not updated, the address and other details of the elector/EPIC will be erroneous. The quality and accuracy of GIS mapping of polling stations on Google map will also be poor. (Please check for it and obtain a certificate from the concerned officer)

Procedure during Summary Revision

Following more things to facilitate public be done . Adequate publicity must .

- Search facility by name as well as by EPIC number to be provided on CEOs website. Further SMS query search using EPIC number. Also offline search also to be made available in ward offices in city areas. Call centre with toll free number 1950 be made operational. (Please check for it)
- On line registration facility has to be provided in CEOs website. (Please check for it. Also ascertain status and reason for undue delay in disposal)
- A well thought out district SVEEP action plan with partner agencies like schools/colleges, Govt agencies, NSS,NYKS, DD and AIR CSOs and other similar bodies/agencies . (Please check for it and obtain figures of each activity planned such as creative hoardings, media advertisements, rallies etc.)
- A campaign called "Know your BLO" has to be organized at each locality. (Please check for it)

Procedure during Summary Revision

- Detailed pre revision interaction with RWAs and such NGOs/CSOs working for better electoral roll and inclusive democracy . Role of BLAs and BLVs to be clarified.
- To cover the gap of 18-19 years age group , special and focussed interactions with school /college principals. (Please check whether a teacher has been made a nodal officer for this purpose. Assess the impact of this intervention.)
- The Commission has devised statistical tools i.e. Format 1-VIII to check the fidelity and health of the roll of a particular State/district/AC or a PS . The inputs are analyzed so that suitable strategies can be made at different level to address a particular issue like low/high EP ratio, gender ratio, youth registration, PER and EPIC etc. The CEO does the analysis at State level and DEOs are required to do it at district/AC level . Areas needing special focus must be determined well in advance and targets set accordingly. It is always advisable to study previous years data also to find out any hidden trend (Please check for it.)

Before draft publication DEO/ ERO has to ensure

- No roll revision related post including BLOs/BLO supervisors is lying vacant.
- Proper analysis of Formats 1-8 done at district/AC level and targets to address deviations/shortfalls made with appropriate strategy.
- The roll is reorganized according to rationalized polling stations. Draft roll has all components of the electoral roll . AC/PS map (*nazri naksha*) should be updated and each new section should start from a new page. There should be no blank section.
- If the supplements have not been integrated , ensure that draft roll contains all supplements.
- That the names of MPs and MLAs are present in the rolls and also the removal of names of disqualified persons. Also advisable to check for names of prominent personalities in district/AC.
- Adequate number of copies of draft roll, both hard copy and soft copies are available.

- All related Forms /Statements etc are available in sufficient numbers.
- The ERMS software is fully operational
- Updated list of BLAs appointed by recognized political parties is available. BLAs, once appointed by a party continues as BLAs unless their appointment is revoked/modified by the party. BLAs are authorized to collect copy of electoral roll of their concerned part/s on behalf of the party. The rolls of only such parts of which no BLA has been appointed by party shall be given to that recognized parties required under Rule 11(c)
- Draft publication is done for last part. (i.e. service voters) also.
- (Please check for all the above said points.)

Where do Roll Observers fit in ?

- Senior IAS officers are appointed by ECI under provisions of Article 324 of Constitution of India as Roll Observers.
- Visits deputed to specific areas to field-verify the Electoral Rolls on random basis
- Report to ECI on the quality of the Electoral Rolls.
- Responsible to report as per checklist of ECI. They may add any point needing ECI urgent attention. (Please refer HB of ERO)

Sample Checklist

Illustrative List outlining the points to be checked by electoral roll observers

(A) ELECTORAL ROLLS

- Whether help-lines to facilitate a voter to identify his particulars are in place. Do they work?
- Is the GEO/DEO website provided with search facility? Name wise or AC wise? Is it user friendly?
- What is the status of electoral roll preparation?
- Control tables are the tables in which the basic information and details of the rolls are kept so that electoral roll can be properly generated through computerized means. What is the status of control tables? Have they been populated? All the prescribed tables or a few?
- Whether BLOs are in place? Further check whether they are maintaining records of their field visits. Crosscheck, on random basis, to assess quality and veracity of field works done by them.
- Whether copies of published electoral roll have been shared with political parties? Check for acknowledgement receipt obtained from them.
- Whether involvement of political parties and NGOs, etc. is there. If so, when a meeting with them was called and their views ascertained. Check for the minutes of such meetings.
- What is the revision schedule for special revision of electoral roll? Is it kept in time schedule decided by the Commission?
- To assess fidelity of the electoral roll and grievances level, please check for complaints received directly or forwarded from DEOs/BLOs, in the report? Whether the complaints also include newspaper / media reports. How the complaints have been verified by EROs and the DEOs?
- Whether proper record is maintained of the complaints received? Get from the DEO a tabular statement monitoring, inter-alia, whether the complaints are included into, if so what are the findings. Do a random check of a few complaints, on a random basis and record your views/findings.
- Whether the roll been checked to see that names of MPs/MLAs and other leading personalities are in the electoral roll?
- Whether multi-layered checking by DEO, ERO, AERO and BLO has been carried out on the quality of rolls? (BLOs are to 100% verify the additional/delations); The EROs SR, and the DEOs SR.



Duties of EROs during Roll Revision

(The list is illustrative and not exhaustive)

ERO is responsible for:

- ✓ Drawing a detailed plan of action for completion of revision as directed by ECI
- ✓ Procuring different types of Forms and Stationery
- ✓ Identifying and selecting various functionaries like BLO, Designated Officer etc.
- ✓ Preparing and providing training for BLOs and Designated Officers by Master trainers
- ✓ Publishing Draft Roll by making a copy of Roll available for inspection
- ✓ Publicizing notice in Form 5
- ✓ Supplying copies of Draft Roll to recognized political Parties in the State
- ✓ Calling for a meeting of political parties to request their suggestion or corrections on published Roll
- ✓ Maintaining list of received Forms 6,7,8 and 8A in format 9,10,11 and 11A
- ✓ Conducting enquiry about claims & objections
- ✓ Issuing notices for hearing of claims and objections cases
- ✓ Reviewing and monitoring the quality of work of AEROs, Supervisors, DOs and BLOs
- ✓ Including names inadvertently omitted or deleted
- ✓ Publishing Final Roll after incorporating the decisions and inaccuracies after written prior approval of the ECI. Final publication to be done strictly in accordance with ECI Instruction number
- ✓ Supplying to recognized political parties a copy of complete electoral roll with supplements.
- ✓ Analysis of formats 1-8 before draft and final publication.

What does the Roll look like?

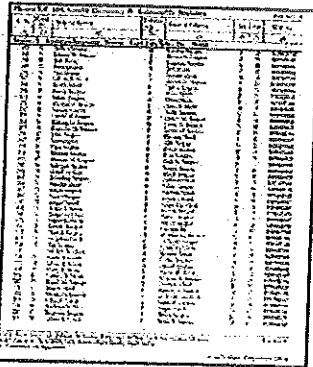
Advise for facilitator

Please use real ER of one AC and few parts to explain the details given in next few slides

Electoral Roll

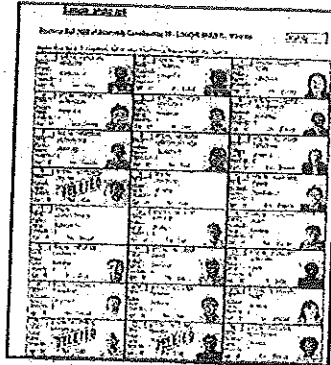
- Every constituency electoral roll is divided into a number of parts . In each part there are more than one section.
- The Text roll is now converted into photo electoral roll. Text rolls are now a thing of past.

Text Roll



A screenshot of a text-based electoral roll. It shows a grid of data with multiple columns. The text is small and dense, typical of a printed list of names and addresses. The layout is organized into several vertical sections.

Photo Electoral Roll



A screenshot of a photo electoral roll. It shows a grid of data where each row contains a small portrait photograph of an individual, followed by their name and other identifying information. The layout is more visually structured than the text roll.

Components

AC Title Page

The AC Title page has :

- Details of the concerned Assembly constituency
- Clearly demarcated Nazari map of that assembly constituency on the back of the title page

Details of the parts of the AC

Assembly Constituency of the State of Meghalaya

ELECTORAL ROLL, 2014 STATE - MEGHALAYA

1. DETAILS OF CONSTITUENCY
 Constituency Name: [Blank] Constituency Code: [Blank] Constituency Type: [Blank]

2. CONSTITUENCY CODE
 Constituency Code: [Blank]

3. CONSTITUENCY TYPE
 Constituency Type: [Blank]

4. DETAILS OF POLLING STATIONS

Sl. No.	Name of Polling Station	Area	Area	Area	Area
1	[Blank]	[Blank]	[Blank]	[Blank]	[Blank]
2	[Blank]	[Blank]	[Blank]	[Blank]	[Blank]
3	[Blank]	[Blank]	[Blank]	[Blank]	[Blank]
4	[Blank]	[Blank]	[Blank]	[Blank]	[Blank]
5	[Blank]	[Blank]	[Blank]	[Blank]	[Blank]
6	[Blank]	[Blank]	[Blank]	[Blank]	[Blank]
7	[Blank]	[Blank]	[Blank]	[Blank]	[Blank]
8	[Blank]	[Blank]	[Blank]	[Blank]	[Blank]
9	[Blank]	[Blank]	[Blank]	[Blank]	[Blank]
10	[Blank]	[Blank]	[Blank]	[Blank]	[Blank]

5. NUMBER OF POLLING STATIONS
 MA: [Blank] PA: [Blank] TA: [Blank]
 Total: [Blank]

Part Header Page

Like AC header page, part page Header has:

- details of the concerned part area.
- clearly demarcated Nazari map of that part area on the back of it.

Details of the sections of the part

Part Areas of the state of Meghalaya

ELECTORAL ROLL, 2014 STATE - MEGHALAYA

1. DETAILS OF PART AREA
 Part Name: [Blank] Part Code: [Blank] Part Type: [Blank]

2. PART CODE
 Part Code: [Blank]

3. PART TYPE
 Part Type: [Blank]

4. DETAILS OF POLLING STATIONS

Sl. No.	Name of Polling Station	Area	Area	Area	Area
1	[Blank]	[Blank]	[Blank]	[Blank]	[Blank]
2	[Blank]	[Blank]	[Blank]	[Blank]	[Blank]
3	[Blank]	[Blank]	[Blank]	[Blank]	[Blank]
4	[Blank]	[Blank]	[Blank]	[Blank]	[Blank]
5	[Blank]	[Blank]	[Blank]	[Blank]	[Blank]
6	[Blank]	[Blank]	[Blank]	[Blank]	[Blank]
7	[Blank]	[Blank]	[Blank]	[Blank]	[Blank]
8	[Blank]	[Blank]	[Blank]	[Blank]	[Blank]
9	[Blank]	[Blank]	[Blank]	[Blank]	[Blank]
10	[Blank]	[Blank]	[Blank]	[Blank]	[Blank]

5. NUMBER OF POLLING STATIONS
 MA: [Blank] PA: [Blank] TA: [Blank]
 Total: [Blank]

Section pages

A section defines a clearly identifiable area/locality within that polling station area. No maximum/minimum limit (as many as needed).

Every new section should start from a new page

A section page has:

- name of the section on the top of the page
- details related to the concerned assemble constituency
- list of electors arranged house number wise of every section starting with one and goes horizontally
- details of electors with photo
- Every section should begin with

Details of the sections

Details of the assembly

House numbers

Electors details

Supplement

- A Supplement page has:
 - List of names added, deleted, corrected and transposed, in the draft roll.
 - Addition list starting with last serial number of the mother roll
 - Deletion list with no changes in the serial number and the part header
- One or more supplements can be attached with mother roll due to several revisions.
- Even if no name added/deleted etc, the supplement shall be prepared indicating NIL.

Summary of Electors

SUMMARY OF ELECTORS						
No. of Original Electors		No. of Deleted Electors		Part No. 1		
1	Original	2	Deleted	3	4	5
B: NUMBER OF MODIFICATIONS						
Supplement 1		Supplement 2		Sub-Total		
Total		Total		Total		

Addition List

Deletion List

How Roll revision is done

General Introduction to Roll Revision

Roll Revision

Presently, the Commission orders summary revision of the rolls with special campaign dates and issue detailed guidelines. Please refer it

ERO Role towards Roll revision process:

ERO has to a statutory responsibility to revise the roll and keep it updated in the light of various legal provisions and ECI guidelines. Some of the key functions are-

Notify the roll revision program in form appended in RER, 1960 and publish the draft roll at his office and all designated locations. Data entry for all pre-revision activities must be over.

Further publicize widely through advertisements, GEO's website etc.

provide minimum 15 and maximum 30 days for filing claims and objections (under rule 12 RER, 1960)

not accept any application after the last date specified in the period announced.

include the claims / objections of all forms 6, 7, 8, 9A (under Rule 20 of RER, 1960). Hold hearing where ever needed.

Enabling digitalization of all forms as an ERMS activity. Drill down lists of all C&O on portal. Further that lists in forms 9 to 11A are made and displayed at PS and at his office.

ERO can suo-moto include/delete names which may have been inadvertently deleted/added respectively after following due procedure

•Filing of Claims and Objections

Claims and Objections during Revision
• Can be presented by an eligible person for himself and/or for members of his family. Bulk applications not to be accepted.
• ERO has recently permitted BLs to file C&Os in bulk with a limit of 10 in a day. No such concession available to BWA, BLS or CSOs etc. The ERO/AERO shall do special checking if more than 20 forms are filed during entire period of filing C&Os.
• Online filing of C&Os is also available.
• Preliminary checking by DEO/DOs at the time of filing. Receipt has to be given. No refusal to accept forms if incomplete, even after pointing out the same to applicant.
• Summary of C&Os received to be prepared (in forms 9, 10, 11 and 11A) by DEO/DOs and to be displayed at the designated location and copies to ERO.
• ERO shall get all forms digitalized (first, so that drill-down) list can be made available at Portal.
• All claims and objections received within stipulated time have to be disposed of in a manner prescribed under law.
• ERO instructions provide for sample checking of disposals by DEO(1%), ERO(5%) and AER(0.1%). Further where BLs have filed more than 20 applications, 10% of PSs shall need to be personally verified by the ERO/AERO.

•Forms of Claims and Objections

Any claims and objection from general public, which is not in the prescribed format, or unsigned or filed after period of filing C&Os shall be rejected.

Form 6 – Inclusion of name (Service personnel desirous of getting name enrolled as general elector should also attach "Form of declaration")

Form 6A – Inclusion of name of overseas electors.

Form 7 – Objection/seeking deletion of name(Can be filed by any elector of the roll of the AC)

Form 8 – Correction to a particular entry (Can be filed by the concerned elector only)

Form 8A – Transposition of a name from one Part to another Part of the same AC

- All forms, shall first be digitalized, even before giving to BLO for verification, if needed. An auto-generated SMS/email, if details given in the form, will go to the applicant with unique application ID number.
- Thereafter, the ERO should dispose of the forms in accordance with the statutory provisions and ECI guidelines.
- Simultaneously, he has to follow the protocol/ all steps for ERMS entry.
- The ECI has given the direction that 7 days statutory notice period shall be considered to commence from the date, the following 3 things are done-
 - Drill down list with clickable form, is available in the CEOs portal
 - A hard copy of the same is provided to all recognized political party.
 - A list of all C&Os is displayed at the notice board of the ERO/AERO.
- BLO is just a verifying official who should not give any comment whether the C&O should be accepted or not. It is statutory function of the ERO/AERO, which should be taken, having considered, the BLOs report, other facts/evidence produced before him, during hearing, if any held.

Display of list of claims and objections

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.

Hard copy of the aforesaid list of claims and objections should be made available by ERO to all political parties every week beginning from the period for filing C&Os. The ERO should call a meeting of all recognized political parties and personally handover to their authorized representatives a list of claims and objections received till that date and obtain acknowledgement receipt for the same. This practice should continue till the period for filing C&Os is over. It is further clarified that names included in the list once given, need not be included in the next list. In other words, the list should be incremental and not cumulative. The lists shall simultaneously be displayed polling station wise on the website of the CEO, notice board of the ERO and at the polling stations.

Decision 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 day's 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 11A of R.E. Rules, 1960)
- (3) Notice board of polling station (in forms 9, 10, 11, and 11A of R.E. Rules, 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 as mentioned above.

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

Preliminary work for Final publication			
		Submission of preliminary report should not add to ECR for any abnormality	Take into the considerations the objective output of the roll back tests
	Do the analysis of the data to assess how far the targets of revision have been achieved		In case new EPICs/8-EPICs are to be made, the same should be generated from the ERMS modules
All security protocols of ERMS must be observed. 8	Do not wait for disposal of all C&Os, continue with supplement preparation of Individual Part 7		Supplements of Parts without amendments should provide "nil" information.
		Plensure that all required data entry in AI ER monitoring module has been done. 3	Without waiting disposal of C&Os of all parts, start preparing Supplement of a part (using ERMS) as soon as disposal in/r/o that part is done. 4

What is BLO Register?

- To be maintained by Booth Level Officer
- Is printed part-wise
- IS THE BASIC DOCUMENT FROM WHERE ALL ACTION RELATING to DRAFT ROLLS 2012 FLOWS

WHAT IS BLO REGISTER

- **BLO REGISTER COMPRISES OF THREE PARTS :**
- First Part has some Basic Information
- There are two annexure

ANNEXURE-I

- ❖ This is for confirming the existing entries of electors in the roll.
- ❖ The BLO makes corrections thereof if required
- ❖ In addition- birth date, number of years of stay and tel no. are taken

ANNEXURE-II

❖ **IT HAS THREE PARTS**

1. **Newly developed areas / societies / apartments etc. to be located and entered by the BLO.**
2. **Newly arrived in that part and newly eligible electors and other electors left out in the electoral rolls to be identified**
3. **Population and gender ratio of that part**

What does the BLO register look like ?

Note -To have a clear idea , real and model BLO registers being used in the state has to be shown during training .

THE RECORD TO BE SUBMITTED BY BLO AFTER THE HOUSE-TO-HOUSE VERIFICATION

- ❖ BLO REGISTER
- ❖ FORM-6, FORM-7, FORM-8, FORM 8A ALONG WITH NECESSARY EVIDENCE & MANUSCRIPT
- ❖ THE PRE PRINTED RECEIPTS ALONG WITH COLLECTED PHOTOGRAPHS
- ❖ LIST OF RESIDUAL PER/EPIC AND ACTION TAKEN TO MAXIMISE IT
- ❖ LIST OF EXPIRED/SHIFTED/REPEATED and ACTION TAKEN
- ❖ LIST OF ELIGIBLE PERSONS YET TO FILL FORMS/ENROLL
- ❖ STATEMENT OF STATISTICAL INFORMATION OF POPULATION/GENDER/AGE COHORT IN THE PART

BLO Register has been given again

- The new register is based on draft rolls
- The BLO is now expected to do house to house verification for the following purposes only :
 - Enquire each case of E/S/R and take action as per procedure
 - Maximise PER/EPIC to almost 100%
 - Deduplicate
 - Enroll all 18+ and others left out
 - Check on similar numbers for EPIC
 - Check all new construction sites that are populated for enrollment

- All BLOs have also been instructed to leave a letter regarding their visit in all houses found locked during this H2H visit

Maximising PER/EPIC
Application/receipts we give while collecting
photos

Statistical tools to analyze the
roll .

Objective- To assess the gaps and contradictions
and make suitable strategies to meet the gaps.

Format 3A

Statistical Analysis

Providing elector information in requisite formats
 District wise Age-Cohort Elector Information

Article 24
 Chapter II, Para 12 (iv)

Format 3A

District Age-Cohort Wise Elector Information

Name of District:		Year of Revision			
District Population in numbers (projected upto the year of current revision) (X)					
District Population of 18+ only (projected upto year of current revision) (Y)					
Age Cohort	Projected Census Population in age cohort (Projected upto the year of current revision)	Age of (1) to X i.e. total Population as per census	Electors as per proposed (district) roll w.s.l. (18+ data) as qualifying data	Age of (1) to X i.e. total population as per voter roll	Age of (1) to X i.e. total registered voters vs eligible voters
1	2	3	4	5	6
18-19					
20-29					
30-39					
40-49					
50-59					
60-69					
70-79					
80+					
Grand Total					

1. Constituency wise figures to be kept in a similar format for each round history within the district by the DBO.
 2. Wide variations and discrepancies should be closely studied and reasons ascertained by the HED at district level and the ERO at constituency level.

Format 3B

Statistical Analysis

Providing elector information in requisite formats
 District wise Age-Cohort Elector Information

Format 3B

State Age-Cohort Wise Elector Information

Name of State:		Year of Revision			
Total State Population in numbers (projected upto the year of current revision)					
State Population of 18+ only (in numbers projected to year of current revision)					
Age Cohort	Projected Census Population in age cohort (Projected upto the year of current revision)	Age of (1) to X i.e. total Population as per census	Electors as per proposed (district) roll w.s.l. (18+ data) as qualifying data	Age of (1) to X i.e. total population as per voter roll	Age of (1) to X i.e. total registered voters vs eligible voters
1	2	3	4	5	6
18-19					
20-29					
30-39					
40-49					
50-59					
60-69					
70-79					
80+					
State Total					

Statistical Analysis

Providing elector information in requisite formats
 Polling Station wise Information on Inclusion and Deletions in Current Electoral Rolls
 Over Previous Roll

Annex 11
 Order (Para 11.10)

Format SA and 5A

Polling Station wise Information on Inclusion and Deletions in Current Electoral Rolls Over Previous Roll

Name of AC: _____

Polling Station	Number of House & Apartment Number in the Polling Station	Total No. of House & Apartment Number in the Previous Roll	Inclusion		Deletion		Total No. of House & Apartment Number in Current Roll	Total No. of House & Apartment Number in Previous Roll	Total No. of House & Apartment Number in Current Roll	Total No. of House & Apartment Number in Previous Roll	Total No. of House & Apartment Number in Current Roll	Total No. of House & Apartment Number in Previous Roll	Total No. of House & Apartment Number in Current Roll	Total No. of House & Apartment Number in Previous Roll	
			Male	Female	Male	Female									Male
Total															

Format SA and 5B

Polling Station wise Information on Inclusion and Deletions in Current Electoral Rolls

Name of AC: _____

Polling Station	Number of House & Apartment Number in the Polling Station	Total No. of House & Apartment Number in the Previous Roll	Inclusion		Deletion		Total No. of House & Apartment Number in Current Roll	Total No. of House & Apartment Number in Previous Roll	Total No. of House & Apartment Number in Current Roll	Total No. of House & Apartment Number in Previous Roll	Total No. of House & Apartment Number in Current Roll	Total No. of House & Apartment Number in Previous Roll	Total No. of House & Apartment Number in Current Roll	Total No. of House & Apartment Number in Previous Roll	
			Male	Female	Male	Female									Male
Total															

Statistical Analysis

Providing elector information in requisite formats
 Polling Station wise Information on EPIC & Photo Coverage in Current Roll

Format SA and 5B

Annex 12
 Order (Para 12.10)

Format SA and 5B

Polling Station wise Information on EPIC & Photo Coverage in Current Roll

Name of AC: _____

Polling Station	Total No. of House & Apartment Number	EPIC Cards	Non EPIC Cards	Total EPIC Cards	Total EPIC Cards	Total EPIC Cards	Total EPIC Cards	Total EPIC Cards	Total EPIC Cards	Total EPIC Cards	Total EPIC Cards	Total EPIC Cards	Total EPIC Cards	Total EPIC Cards
Total														

Format SA and 5B

Polling Station wise Information on EPIC & Photo Coverage in Current Roll

Name of AC: _____

Polling Station	Total No. of House & Apartment Number	EPIC Cards	Non EPIC Cards	Total EPIC Cards	Total EPIC Cards	Total EPIC Cards	Total EPIC Cards	Total EPIC Cards	Total EPIC Cards	Total EPIC Cards	Total EPIC Cards	Total EPIC Cards	Total EPIC Cards	Total EPIC Cards
Total														

Other directions of ECI

- Visit Polling stations of AC/meet voters
- Fix a time/place for meeting public during visit
- Send detailed report on all points in checklist to ECI through CEO
- Go through all relevant instructions of ECI reg Roll revision and NVD celebration

Please be careful about

- Large scale rejections without due procedure
- Bulk acceptance of forms
- Leave/absence of BLOs/SOs/AEROs/EROs
- Lack of knowledge on the part of the District and AC officials
- Complaints must be addressed
- No claims/objections can be left pending at the end of revision period

EXTRAORDINARY No. : 73

DATED : 9TH DECEMBER, 2015.

THANK YOU
