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.……….
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

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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.
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? Pl 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?
  - 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? Pl 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?
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)? Pl 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 (Pl note 1950 toll free number is to function from CEOs office only. Districts should have some other number. Pl 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 (Pl 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. Pl 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?
- 9 -

EXTRAORDINARY No. : 73
DATED : 9TH DECEMBER, 2015.

- 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 discloses?
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.
- 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 given 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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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.
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 /PRO and Roll Observer need to 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 S under RER, 1960 at ERO’s 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:

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

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<tbody>
<tr>
<td>12.</td>
<td>Form 9</td>
<td>Rules 15 and 16</td>
<td>List of applications for inclusion of names received in Form 6</td>
</tr>
<tr>
<td>13.</td>
<td>Form 10</td>
<td>Rules 15 and 16</td>
<td>List of applications for objection to inclusion of names received in Form 7</td>
</tr>
<tr>
<td>14.</td>
<td>Form 11</td>
<td>Rules 15 and 16</td>
<td>List of applications for objection to particulars in entries in Electoral Roll received in Form 8</td>
</tr>
<tr>
<td>15.</td>
<td>Form 11A</td>
<td>Rule 15 and 16</td>
<td>List of applications for objection to particulars in entries in Electoral Roll received in Form 8A</td>
</tr>
<tr>
<td>17.</td>
<td>Form 13</td>
<td>Rule 15(1)(b)(i)</td>
<td>Notice to the objector</td>
</tr>
<tr>
<td>18.</td>
<td>Form 14</td>
<td>Rule 15(1)(b)(ii)</td>
<td>Notice to the person in respect of whom objection has been made</td>
</tr>
<tr>
<td>19.</td>
<td>Form 15</td>
<td>Rule 15(1)(b)(ii)</td>
<td>Notice of hearing of an objection to particulars of an entry in the E. Roll</td>
</tr>
<tr>
<td>20.</td>
<td>Form 16</td>
<td>Rule 15(2)</td>
<td>Notice of final publication of Electoral Roll</td>
</tr>
</tbody>
</table>
Mandatory Pre-Revision activities

The Commission has prescribed an extensive list of pre-revision activities, 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)

- Online 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 (nazi 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 and any point needing ECI urgent attention. (Please refer HB of ERO)

Evaluation List - points to be checked by Roll Observers

<table>
<thead>
<tr>
<th>No.</th>
<th>Electoral Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Whether the days are exclusive to identify the particular person in plain or they mark?</td>
</tr>
<tr>
<td>2.</td>
<td>Is the ERO/ECO aware, provided with correct contact number or GPT which is used?</td>
</tr>
<tr>
<td>3.</td>
<td>What is the status of electoral roll prepared?</td>
</tr>
<tr>
<td>4.</td>
<td>Check whether all the forms are filled in black ink only inside the election rolls.</td>
</tr>
<tr>
<td>5.</td>
<td>Check whether the roll number mentioned on the roll is same as that mentioned on the label attached to the roll?</td>
</tr>
<tr>
<td>6.</td>
<td>Check whether the roll number on the roll is the same as that mentioned on the label attached to the roll?</td>
</tr>
<tr>
<td>7.</td>
<td>Check whether the roll number on the roll is the same as that mentioned on the label attached to the roll?</td>
</tr>
<tr>
<td>8.</td>
<td>Check whether the roll number on the roll is the same as that mentioned on the label attached to the roll?</td>
</tr>
</tbody>
</table>

**Duties of EROs during Roll Revision**

(These 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 ULO, 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
- Publishing 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 suggestions or corrections on published roll
- Updating list of received Forms 5, 7, 9 and 9A in format 9.10.11 and 114
- 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.
Components

**ACTitle 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

**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.

**Assembly Constituency of the State of Meghalaya**

**Part Areas of the state of Meghalaya**

---

EXTRAORDINARY No.: 73
DATED: 9TH DECEMBER, 2015.
Section pages

A section defines a clearly identifiable area/locality within that polling station area. No maximum 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 assembly 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 House numbers

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 reasons.
- Even if no name added/deleted etc., the supplement shall be prepared with inditication NIL.
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 R 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:

- Prepare the roll revision program as per sections 36 and 37 of the Representation of the People Act, 1951.
- Undertake the draft roll revision.
- Prepare and publish the detailed instructions and網
- Provide minimum 15 and maximum 30 days for filing claims and objections (order vide No. 12 of 2006).
- Circulate all forms (
- Collect and distribute all forms and notices under the roll revision.
- Provide claims and objections.
- Issue final order on objections.
- Publication of final order in the ECI website.

ERO can suo-moto include/delete names which may have been inadvertently deleted/added respectively after following due procedure.
**Filing 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 CEO's 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 BLO's report, other facts/evidence produced before him, during hearing, if any hold.

Display of list of claims and objections

- The 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 the list and file objections to it, if they so desire.

In addition to this,

- Once made public, all objections 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 CEO, should also be held.

- CEO, all C&Os and the key 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.

- Political parties should be informed in writing by the CEO/DEO/AERO about the 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&O's. 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&O's 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 have been completed:

1. The official receipt of the list of claims and objections has been given and copies of the receipt have been given to all the parties.

2. A check list is prepared in duplicate for each polling station.

3. A copy of the list of claims and objections is kept in the ERO's file.

4. Any person other than the person whose name is proposed to be included in the list of claims and objections should be informed of the date by which objections can be filed.

5. A period of 15 days shall be allowed after ERO has given the list of claims and objections to parties mentioned above.

6. No action shall be taken in regard to the removal of names from the list of claims and objections for the said period.

7. After the said period, objections shall be entertained by the ERO.
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 COMPRISER 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/Rt 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.
Draft Roll in Summary Revision - Statistical Analysis
Providing elector information in requisite formats

### Polling Station wise Elector Information (Gender Ratio)

<table>
<thead>
<tr>
<th>Polling Station</th>
<th>Total</th>
<th>Male</th>
<th>Female</th>
<th>Male %</th>
<th>Female %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Annexure 2.3 Polling Station wise Elector Information (Electors-Population ratio)

<table>
<thead>
<tr>
<th>Polling Station</th>
<th>Electors</th>
<th>Population</th>
<th>Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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EXTRAORDINARY No. : 73
DATED : 9th DECEMBER, 2015.
### Statistical Analysis

Providing elector information in requisite formats

**District wise Age-Cohort Elector Information**

**Format 3A**

<table>
<thead>
<tr>
<th>Age Cohort</th>
<th>Projected Quota</th>
<th>Population at age cohort (projected up to the year of current revision)</th>
<th>Total Number of Electors as per Proposed Words and Rules</th>
<th>Electors as per existing Words and Rules</th>
<th>Total Number of Voters registered as per existing Words and Rules</th>
<th>Total Number of Voters registered as per Words and Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-20</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20-25</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25-30</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30-35</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35-40</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40-45</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45-50</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50-55</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>55-60</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60+</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Note: The figures in the cells are to be submitted by the CEO to the Election Commission of India (ECI) for inclusion in the final list of electors
2. Note: The figures in the cells are to be submitted by the Election Commission of India (ECI) for inclusion in the final list of electors

**Format 3B**

<table>
<thead>
<tr>
<th>State Age-Cohort Wise Elector Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Age-Cohort Wise Elector Information</td>
</tr>
</tbody>
</table>

---

### Statistical Analysis

Providing elector information in requisite formats

**District wise Age-Cohort Elector Information**

**Format 3B**

<table>
<thead>
<tr>
<th>Age Cohort</th>
<th>Projected Quota</th>
<th>Population at age cohort (projected up to the year of current revision)</th>
<th>Total Number of Electors as per Proposed Words and Rules</th>
<th>Electors as per existing Words and Rules</th>
<th>Total Number of Voters registered as per existing Words and Rules</th>
<th>Total Number of Voters registered as per Words and Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-20</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20-25</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25-30</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30-35</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35-40</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40-45</td>
<td>7</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>45-50</td>
<td>8</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50-55</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>55-60</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60+</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Note: The figures in the cells are to be submitted by the CEO to the Election Commission of India (ECI) for inclusion in the final list of electors
2. Note: The figures in the cells are to be submitted by the Election Commission of India (ECI) for inclusion in the final list of electors
### Statistical Analysis

**Providing elector information in requisite formats**

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

<table>
<thead>
<tr>
<th>Polling Station</th>
<th>Inclusion</th>
<th>Deletion</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Station 1</td>
<td>100</td>
<td>50</td>
<td>150</td>
</tr>
<tr>
<td>Station 2</td>
<td>200</td>
<td>100</td>
<td>300</td>
</tr>
</tbody>
</table>

### Statistical Analysis

**Providing elector information in requisite formats**

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

<table>
<thead>
<tr>
<th>Polling Station</th>
<th>EPIC Coverage</th>
<th>Photo Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Station 1</td>
<td>90%</td>
<td>80%</td>
</tr>
<tr>
<td>Station 2</td>
<td>85%</td>
<td>75%</td>
</tr>
</tbody>
</table>

Format SA and SB
Statistical Analysis

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

Format SC and SD

Photo Coverage in Current Roll

<table>
<thead>
<tr>
<th>Name of Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPIC Covered</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPIC Covered</td>
</tr>
</tbody>
</table>

EPIG Coverage in Current Roll

<table>
<thead>
<tr>
<th>Name of Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPIC Covered</td>
</tr>
</tbody>
</table>

Polling Station Locations (PSL) Details

<table>
<thead>
<tr>
<th>PSO Name</th>
<th>Location (PSL)</th>
<th>Total Photo Coverage</th>
<th>Total Photo Coverage (PSL)</th>
<th>Total Photo Coverage (PSL)</th>
<th>Total Photo Coverage (PSL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSO 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSO 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSO 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSO 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSO 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSO 6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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EXTRAORDINARY No. : 73
DATED : 9TH DECEMBER, 2015.
## Statistical Analysis

Providing elector information in requisite formats

### Annexure 2.8 - Information on Service Voters

<table>
<thead>
<tr>
<th>Category</th>
<th>Sub-category</th>
<th>Service Voters</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>Male</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General</td>
<td>Female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General</td>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Annexure 2.9 - Polling Station Wise and Constituency Wise Information on Migrated Electors

<table>
<thead>
<tr>
<th>Constituency</th>
<th>Polling Station</th>
<th>Migrated Electors</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---
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
THANK YOU