

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM
KAHILIPARA, GUWAHATI-19.

No.DHE/Estt/28/2017/32

Dated Kahilipara, the 15-09-2018

From:- Smti. Gitimoni Phukan, ACS
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

To,

The Principal (All),
.....Provincialized and Govt. College/Mahavidyalaya,

Sub: Special Summary Revision of Photo Electoral Rolls of intensive nature w.r.t. 1st January, 2019 as the qualifying date-Posting of Adequate Staff to fill up vacancies & Ban on Transfers/Postings-regarding.

Ref: Govt. letter No. AHE.518/2015/177, dated 27th July, 2018.

Sir,

With reference to the subject cited above, I have the honour to forward herewith a Govt. letter alongwith its enclosures received from the Under Secretary to the Govt. of Assam, Higher Education Department forwarded by the Chief Electoral Officer, Assam which speaks for itself and to request you for taking necessary action on the matter accordingly.

Yours faithfully

Gitimoni Phukan
17/9/18

Director of Higher Education, Assam
Kahilipara, Guwahati-19.

Dated Kahilipara, the 15-09-2018

Memo No.DHE/Estt/28/2017/32 -A

Copy to:-

- 1) The Under Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati- 6.

/

Director of Higher Education, Assam
Kahilipara, Guwahati-19.

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**GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR: GUWAHATI-6**

NO.AHE.518/2015/177

Dated Dispur the 27th July, 2018
[Handwritten signatures and dates]

From: Sri K.C. Kalita,
Under Secretary to the Govt. of Assam
Higher Education Department.

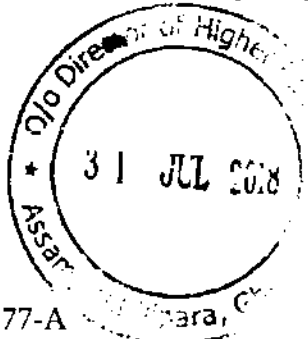
- To:
1. The Director of Higher Education, Assam
Kahilipara, Ghy-19.
 2. The Director of Technical Education, Assam
Kahilipara, Ghy-19.
 3. The Director of Historical and Antiquarian Studies,
Panbazar, Ghy-01.
 4. *dy*
The Director of Sanskrit Education,
Kahilipara

Sub: Special Summary Revision of Photo Electoral Rolls of intensive nature w.r.t. 1St
January, 2019 as the qualifying date- Posting of Adequate Staff to fill up vacancies &
Ban on Transfers/Postings-regarding.

Ref: No.ELE.38/2018/20 Dated 26th June, 2018 from Chief Electoral Officer, Assam.

Sir,

In enclosing herewith a self-explanatory letter under reference, received from Chief
Electoral Officer, Assam, I am directed to request you kindly to take necessary action on the matter
accordingly.



Yours faithfully
[Signature]
Under Secretary to the Govt. of Assam
Higher Education Department

Memo NO.AHE.518/2015/177-A

Dated Dispur the 27th July, 2018

Copy to:

The Chief Electoral Officer, Assam, Election Department for kind information with reference to
their letter No.ELE.38/2018/20 Dated 26th June, 2018 from Chief Electoral Officer, Assam.

By order etc.

sd/-
Under Secretary to the Govt. of Assam
Higher Education Department



*BSM
31/7/18*

*PP-Don
31/7/18*

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31/7/18*

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31/8/18*

GOVERNMENT OF ASSAM
ELECTION DEPARTMENT : DISPUR

NO. ELE. 38/2018/20

Dated Dispur the 26th June, 2018.

- To : 1. All Additional Chief Secretaries/Principal Secretaries/Commissioner & Secretaries/Secretaries, Government of Assam.
2. Divisional Commissioner, Lower Assam/ Upper Assam/ Central Assam / Barak Valley and North Assam Division.
3. All Deputy Commissioners & Sub-Divisional Officers(Civil) as District Election Officer.
- Sub : Special Summary Revision of Photo Electoral Rolls of intensive nature w.r.t. 1st January, 2019 as the qualifying date – Posting of Adequate Staff to fill up vacancies & Ban on Transfers / Postings – regarding.

Sir,

In inviting a reference to the subject cited above it is informed that the Election Commission of India has announced the schedule for Special Summary Revision of Electoral Rolls of intensive nature w.r.t. 01-01-2019 as the qualifying date. Further ECI has issued instructions regarding posting of adequate staff to fill up vacancies, ban on transfers /postings of staff engaged with revision of roll etc. vide DO.434/1/LET/ECI/FUNC/ERD-ER/2018 dated 18th June, 2018.

The copies of schedule of Special Summary Revision of Electoral Rolls w.r.t. 01-01-2018 and Election Commission of India's D.O. letters are enclosed herewith for information and compliance.

Encls : As Above.

Yours faithfully,

Chief Electoral Officer, Assam, Dispur.

Memo NO. ELE. 38/2018/20-A.

Dated Dispur the 26th June, 2018.

Copy forwarded for kind information and necessary action to :

1. The Staff Officer to the Chief Secretary, Govt. of Assam, Assam Secretariat, Block-C, 3rd Floor, Dispur.

By order etc.,

Deputy Secy. to the Govt. of Assam,
Election Department & Joint Chief
Electoral Officer, Assam, Dispur.

B. Das
13-07-18

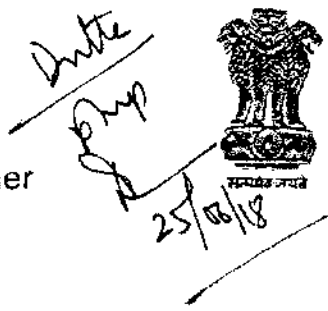
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Dy No 257

सुदीप जैन, भा.प्र.से.

उप निर्वाचन आयुक्त

SUDEEP JAIN, IAS

Deputy Election Commissioner



By Speed Post / Email

भारत निर्वाचन आयोग
Election Commission of India

D.O. 434/1/LET/ECI/FUNC/ERD-ER/2018

Dated: 18th June, 2018

Subject: Special Summary Revision of Photo Electoral Rolls of intensive nature w.r.t. 1st January, 2019 as the qualifying date – Posting of Adequate Staff to fill up vacancies & Ban on Transfers / Postings.

Dear Smt. Das,

As you may be aware the Commission has announced the schedule for Special Summary Revision of Photo Electoral Rolls of intensive nature with reference to 1st January, 2019 with a view to preparing accurate rolls, inclusive of all eligible persons as electors. Further, in the process, names of dead/shifted or otherwise disqualified electors are required to be deleted and particulars of electors corrected and updated. The focus is on registration of new age voters and the missing voter especially in the category of PWDs, gender and other vulnerable and marginalized sections of the society. Defect free and updated electoral rolls are the bed rock of the electoral process.

2. The revision process has a number of pre-determined activities which need to be completed within pre-fixed time lines and as such for the revision of rolls the Commission expects enthusiastic participation of the public and full involvement and cooperation of political parties, rural and urban local bodies, NGOs etc. It is a massive exercise in which the entire election machinery from CEO/DEOs/EROs/AEROs supervisors to BLOs level takes part.

3. A copy of the Commission's letter No. 23/LET/ECI/FUNC/ERD-ER/2018, dated 7th May, 2018 inter-alia containing approved schedule for the Special Summary Revision of Photo Electoral Rolls of intensive nature with reference to 01.01.2019 as the qualifying date is enclosed for your reference. The CEO shall bring to your notice immediately in case of any change is made in the schedule of Special Summary Revision.

4. As expected by the Commission, kindly ensure the following:-

(a) **Provision of adequate staff**

All existing vacancies of posts relating to electoral rolls work, like AEROs, EROs and DEOs, if any, should be filled up immediately. The CEO of those State/UT is being directed to bring to your notice the list of vacancies.

The Commission has already issued several instructions for strengthening of infrastructure and deployment of manpower in office of EROs/DEOs and CEO In view of forthcoming revision in the State provision of additional staff and infrastructure wherever required, may be made in office of the above officers.



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If it requires strengthening of ERO/DEO or CEOs office by provision of additional staff in all wings of the same should be provided immediately. Your attention is further invited to ECI Instructions on minimum staffing pattern.

(b) **Ban on transfers of officers and staff engaged with revision of roll**

Under the provision of the section 13CC of the Representation of the People Act, 1950 any officer or staff employed in connection with the preparation, revision and correction of the electoral rolls shall be deemed to be on deputation to the Election Commission for the period during which they are so employed and such officer and staff shall, during that period, be subject to the control, superintendence and discipline of the Election Commission. Transfer of officials engaged in roll-revision work during the period of revision adversely affects the work and the quality of revision process. Hence, the Commission has directed that no officials connected with the exercise of revision of electoral rolls like the District Election Officers, Deputy District Election Officers, the Electoral Registration Officers and the Assistant Electoral Registration Officers etc. should be transferred from their places of posting without the prior concurrence of the Election Commission during the period of Special Summary Revision of intensive nature in the State.

(c) **Posting of substitute officers**

If it becomes absolutely essential to transfer any officer like EROs/DEOs etc, a reference, giving full justification, should be made by State Government in consultation with and through the State CEO for consideration of the Commission. The transfer of AEROs and below level officers/officials including BLOs can be decided by the CEO at his level. This applies to filling up the vacant posts of these categories also. The CEO shall also invariably be consulted while posting substitute officer. The CEO should consult the Commission, where felt necessary.

(d) **Restriction on deployment of certain officials**

No officer/official (i) against whom the Commission has recommended any disciplinary action and the same is pending, or (ii) to whom major penalty has been given as a result of said disciplinary proceeding, or (iii) against whom a serious criminal case is pending in any court of law, or (iv) who was transferred out during any previous revision of rolls or conduct of election for inefficiency or willfully violating the Commission directions shall be associated with work relating to revision of rolls. In case of doubt, the CEO should decide the matter, in consultation with the Commission, wherever felt necessary by him.

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(e)

Provision of adequate fund

Adequate fund for carrying out the revision work should be made available to the CEO.

The Commission has been getting your full cooperation in all election related matters in the past and expects the same cooperation from you for the forthcoming Special Summary Revision of Electoral Rolls of intensive nature.

It is requested that copies of the instructions issued by you to the concerned authorities in the State in this regard may kindly be sent to the Commission, for its information and record.

With regards,

Yours sincerely,

Sudeep Jain

(Sudeep Jain)

Smt. T.Y. Das, IAS,
Chief Secretary to the Government of Assam,
Assam,
Dispur.

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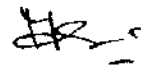
By E-mail/Speed Post

No. 434/1/ LET/ECI/FUNC/ERD-ER/2018

Dated: 18th June, 2018
25th

Copy to:-

The Chief Electoral Officer, Assam with a request to keep the Government of State/UT informed of the schedule of revision and subsequent changes, if any, made in the revision programme. They are also requested to ensure that all vacant posts of key election officers are filled up week before the draft publication and unfilled vacancies are reported to the Commission.



(MOHAMMED UMAR)
SECRETARY

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By e-mail/Speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/LET/ECI-FUNC/ERD-ER/2018

Dated: 7th May, 2018

To

The Chief Electoral Officers of
All States and Union Territories.
(Except Chhattisgarh, Karnataka, Madhya Pradesh, Mizoram and Rajasthan)

Subject: - Special Summary Revision of Photo Electoral Rolls of intensive nature w.r.t. 01.01.2019 as qualifying date - Programme - regarding.

Sir/Madam,

I am directed to state that as per existing policy, revision of electoral rolls with reference to 1st January of the coming year as the qualifying date is done in later part of each year in all States/UTs (normally in the last quarter of a year) so that final publication of the electoral rolls could be made in the first week of January of the succeeding year. The revision schedule is prepared in such a manner that the electoral rolls are finally published much before National Voters' Day (25th January of every year) so that EPICs generated for new electors especially young voters (18-19 years) can be distributed to them in ceremonial manner on the day of NVD . The Commission, taking all aspects into consideration especially the impending general election to the Lok Sabha, 2019, has directed to undertake Special Summary Revision of Photo Electoral Rolls of intensive nature w.r.t. 01.01.2019 as qualifying date in all the States/UTs (except Chhattisgarh, Karnataka, Madhya Pradesh, Mizoram and Rajasthan) as per the schedule below:-

Sl. No.	Activities	Period
1.	<u>Pre-revision Activities</u> Preparation of publicity/training material and training of Officers	Before 11 th May 2018 Cascaded (Friday)
2.	House to House Field verification by BLOs	15 th May 2018 (Tuesday) to 20 th

	June 2018 (Wednesday)
3. Rationalization of Polling Stations and Physical verification of PS Buildings	21 st June 2018 (Thursday) to 31 st July 2018 (Tuesday)
4. Updation of Control Tables, Preparation of supplements, integration and preparation of draft electoral roll	01 st August 2018 (Wednesday) to 31 st August 2018 (Friday)
5. Revision Activities Publication of Integrated draft electoral roll	1 st September 2018 (Saturday)
6. Period for filing claims & objections	1 st September 2018 (Saturday) to 31 st October 2018 (Wednesday)
7. Disposal of claims and objections	Before 30 th November 2018 (Friday)
8. Updating database and printing of supplement	Before 3 rd January 2019 (Thursday)
9. Final publication of electoral roll	4 th January 2019 (Friday)

2. The Commission has decided that the revision shall be a Special Summary Revision of intensive nature and be undertaken as per the above schedule, in accordance with provisions contained in Manual on Electoral Roll, 2016, along with subsequent relevant instructions.

3. In the constituencies where bye election has been announced on 26th April 2018, the above said revision shall not be taken for the time being, however, continuous updating will remain continue till the prescribed period i.e. till the last date of making nominations. Chief Electoral Officer, immediately after completion of bye-election, shall propose a separate schedule to the Commission for the above-said activities of Special Summary Revision of Electoral Rolls with reference to 01.01.2019 as the qualifying date in the said constituencies.

4. The CEOs shall go through the schedule and if any minor change in the above schedule is required, a request should be made with full justification to the Secretary/Pr. Secretary in charge of the concerned territorial division in the Commission, for the Commission's approval within seven days from the date of issue of this letter. No change in the schedule approved by the Commission will be permitted, thereafter.

5. **Pre-revision activities:-** (i) As the revision of electoral rolls actually starts with draft publication of electoral rolls, various pre-revision activities are required to be completed well before the actual commencement of Revision of Electoral Rolls, with the sole intention of achieving high fidelity electoral rolls. Accordingly, pre-revision activities, like Training and Orientation of EROs/AEROs, Appointment of Booth Level Officers (BLOs) and their Training and Orientation, Identification of critical gaps/deviations in electoral rolls and strategy to bridge/remove the same, deletion of identified repeat/multiple entries/Demographically Similar Entries/dead electors entries after service of due notice, Rationalization of Polling Stations (including standardization and mapping of polling stations), determination of parts/section boundaries, optimization of sections and preparation of improved digital maps of polling areas, along with 100% physical verification of Polling stations, Preparation of CEO's website for draft publication of integrated rolls and providing search facility, Standardization of search facility at website, updating of Control Tables (including polling stations updating) and database and integration of rolls and detailed SVEEP Campaign etc., shall be planned by the States/UTs and accomplished in time-bound manner as per the given schedule so as to ensure their successful completion before draft publication of electoral rolls. A detailed report on completion of pre-revision activities shall be sent by the Chief Electoral Officer to the Territorial Secretary/Pr. Secretary in charge.

(ii) It is further clarified that all the Forms received during continuous updating period shall be disposed of and registered death cases be removed from the roll after following due procedure. The supplements shall be prepared well before the draft publication of electoral rolls, 2019 and shared with political parties and kept in record without its publication, so that outcome of disposal of such Forms are taken into account in integrated draft electoral roll at the time of its publication.

6. **House to House Field Verification:** (i) For field verification, the BLOs will be given a pre-filled BLO register containing the details of existing electors in their respective part for H2H field visit and to get the said details verified from the head of the family. In addition to that, BLOs will collect the following information --

- a) Un-enrolled eligible citizens (eligible on 01.01.2018)
- b) Prospective voters (eligible on 01.01.2019)
- c) Multiple entries/dead electors/Permanently Shifted Electors
- d) Correction in the ER entries

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(ii) On completion of field verification, each BLO and each ERO shall furnish the certificate to the Chief Electoral Officer through DEO concerned, to the effect that details in respect of all the four items have been collected 100% without any left over.

7. Rationalization of Polling Stations and Formation of sections: (i) As the Commission has decided to use VVPAT in all the future elections, no relaxation /deviation will be allowed in the upper limit of 1200 and 1400 electors in rural and urban polling stations respectively. The Commission has, therefore, directed all the polling stations with electors beyond the said upper limit will invariably be rationalized/modified as per the given schedule and before the draft publication of electoral rolls in accordance with instructions contained in Manual on Polling Station, 2016. A new Polling Station shall be created only after rationalizing the sections to the adjacent Polling Stations to the possible extent. Proposal on change of location shall be sent to the Commission only after 100 % physical verification/inspection of the Polling Stations and along with its longitude and latitude. Latitude and Longitude of all Polling Stations, newly identified and proposed for creation/change of location of Polling Stations shall be captured and details of the same shall be updated in the ERO-Net Dashboard.

(ii) Other objectives of rationalization of polling stations are to group all the family members and neighbors in a section and maintain uniformity of addresses in ER and EPIC s.

(iii) For proper formation of Sections the following units may be formed :-

- a) Nuclear/Immediate family (Husband, Wife and eligible children)
- b) Joint Family/Household (Group of several nuclear families related to each other and living at the same place)
- c) Door /Flat No.
- d) Building/Block/Tower consisting of a no. of doors/flats.
- e) Street

(iv) Each of the above units may be given notional number and also their permanent number, if given by Civic Bodies, be captured by the BLOs, during House to House verification.

(v) While creating a new polling station or re-organizing the existing polling stations by creating/merging/ attaching sections to the adjacent polling stations, the fulfillment of following conditions should be ensured:

(a) No family is broken and all the family members are kept in the same section and at the same place.

- (b) Electors residing in a building are enrolled in the same part.
- (c) As far as possible electors residing in a Street are enrolled in the same part, and
- (d) The electors of so merged/attached polling station are not required to travel for more than two Kilometer distance and to cross any natural barriers.

(vi) For rationalization and re-organization of the existing polling stations, an application is being developed by CDAC and in due course desktop version and Mobile App version will be made available on ERO Net for guidance of EROs/DEOs, which they can use, if required, or else CEOs may decide for manual rationalization.

8. **Preparation of Formats 1-8:** The electors' information in prescribed Formats 1-8 related to draft publication of the electoral roll shall be furnished by the CEO along with his studied comments and explanatory memoranda to the Commission well before draft publication. Every DEO/ERO will do the similar study for his/her District/Assembly Constituency and forward the same to the CEO and also keep this ready for reference by Roll Observer/CEO. CEOs shall adopt the same methodology for estimation of projected 18+ populations (age cohort wise) on 01.01.2019 as prescribed by the Commission. The State/UT, who is at variance with the methodology, as suggested by the Commission, may use their own methodology; if they feel that it is more scientific and realistic in context of the concerned State and in such case CEO has to mention about the rationale behind keeping existing methodology in the Format 1-8.

9. **Display of list of claims and objections-** As per rule 16 of the Registration of Electors Rules, 1960, ERO shall prepare lists of claims and objections in form 9,10,11 and 11A and exhibit one copy of such lists on a notice board in the his office. Besides, list of all claims and objections received should be put up on the website of CEO so that citizens are able to see the list and lodge objections with the concerned ERO. In addition to this -

- (i) Adequate publicity should be given by CEO to the fact that list of claims and objections is available on his/her website and objections can be raised before the EROs based on this list.
- (ii) CEO, all DEOs and all EROs should hold meetings with political parties and inform them about the publication of list of claims and objections on CEO's website and the latest instructions of the Commission about disposal of claims and objections.
- (iii) Political parties should be informed in writing by the CEO/DEO/ERO about publication of list of claims and objections on CEO's website.
- (iv) List of claims and objections should be made available by ERO to all political parties on weekly basis. For this purpose, the ERO should call a meeting of all political parties on

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regular interval and personally handover list of claims and objections to them and obtain acknowledgment. It is to be added that the list should be incremental instead of cumulative.

10. **Decisions on Claims and Objections** - Decision on claims and objections should be taken only after all of the following conditions are complied –

- (i) At least seven clear days' period has passed after list of claims and objections has been published on all of the following –
 - a) Website of CEO, as clickable lists for each polling station
 - b) Notice board of ERO (In Forms 9, 10, 11 and 11 A of RERs 1960)
 - c) Notice board of polling station (In Forms 9, 10, 11 and 11 A of RERs 1960)
 - d) 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 period of seven clear days has passed after furnishing the list of claims and objections to political parties.

11. **Procedure of Deletion:**

11.1 **Removal of Repeat/Multiple Entries/Demographically Similar Entries (DSEs):-**

(i) **Repeat/Multiple Entries:** In cases of repeated / multiple entries reported by individual citizens, BLAs of political parties and RWA representatives, the field verification must be done in each and every case. Checklist shall be generated and printed and given to concerned BLOs for field verification. Name of the elector should be retained in electoral roll only at the place where he is found to be ordinarily residing.

(ii) **Demographically Similar Entries (DSEs):** (a) DSEs are thrown by software, on the basis of electors' demographic details such as name, relation type, relation name, gender, DOB, age (exact/plus/minus 1 year).

(b) The ERO shall login and do table top verification on his computer monitor through image comparison of each of the probable DSEs. He shall sort out such entries and put them into 3 buckets -- 'match/positive', 'not match/negative' and 'doubtful'.

(c) In respect of probable DSEs where more than one ERO are involved, all the concerned EROs will be able to see the entries relating to their AC as well as the entries repeating in other ACs and the

EROs in consultation with each other have to decide as to in which bucket the said DSE should be kept.

(d) The 'not match/negative' entries shall be flagged in the database/UNPER and in future, they will no longer be treated as DSE. For the 'match/positive' and 'doubtful' cases field verification shall be done through BLO checklist and, necessary action will be taken by ERO.

(iii) In the cases of 'verified positive DSEs and Multiple Entries, found after BLO field verification through checklists, name of the elector shall be deleted from where he is not residing after obtaining Form 7 from him. The reference number of such Form-7 shall be entered into ERO-Net. If the concerned elector refuses to submit Form 7, ERO will take necessary action for deletion of his name after following due procedure of serving notice for proposed deletion.

(iv) Deletion process of DSEs/Multiple Entries involving more than one ERO

- a) If the probable DSEs/Multiple Entries relate to 'within part' or 'within AC', necessary action shall be taken by the concerned ERO.
- b) In case of probable DSEs/Multiple Entries relate to across AC in a district, DEO concerned shall coordinate with all EROs of the constituency involved.
- c) Concerned DEOs shall supervise the exercise of de-duplication if the probable DSEs/Multiple Entries relate to AC across districts.
- d) Similarly, in case of probable DSEs/Multiple Entries relating to ACs across states CEOs of concerned states shall have to coordinate.
- e) In event of difference of opinion between/among the EROs, field verification should invariably be done by each ERO and further action for deletion taken accordingly.
- f) There may be a chance when the BLOs of different ACs may report about finding the said person ordinary residing at the given address in his part. In such case personal hearing must be fixed by the EROs to ascertain his actual place of ordinary residence.

11.2 Removal of permanently shifted Electors: -

- (i) In the cases where the elector has shifted and the Booth Level Officer has been able to trace the shifted voter, a notice should be served upon the elector. Form 7 may be obtained from the elector for deletion of his name from the previous place.
- (ii) If the Booth Level Officer is not able to trace the shifted elector, the notice should be pasted at the address of the elector available in the electoral database in presence of two adult witnesses, one from the family of the shifted elector and one from the immediate neighbourhood. If no

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family member of the elector is available, then, witness of two persons residing in the immediate neighborhood be taken. Deletion may be done after expiry of the notice period.

- (iii) The Commission has directed that in case of mass permanent shifting, notice of proposed deletion of names of electors, who are no longer ordinary residents in that locality due to their mass shifting to another unknown places, shall be given in a local daily newspaper. Action for deletion of such names should be taken only after expiry of 7 days from the date of publication of notice in the said local daily and on the basis of response on notice, if any, received from persons concerned.

11.3. Removal of Deceased Electors:

In cases of deceased electors, Electoral Registration Officer can make deletion on the basis of death certificate from a competent authority (Registrar of Births & Deaths, Local Bodies, Sarpanch, Ward Member etc.) or Form 7 from immediate relatives/immediate neighbours/friends of the elector concerned after a field verification through BLO, or a report duly prepared by the Booth Level Officer with statements of at least two persons residing in the locality. In cases of dead electors, reported by BLAs, Political Parties/RWAs or other Indian citizens, field verification must be done and due procedure must be followed of issuing notice for removal of such entry.

11.4. Safeguards against wrongful deletion of names from Electoral Rolls:

- (i) Electoral Registration Officer must take special care for deletion of names of EPIC holders. If an elector has multiple EPICs, all EPICs relating to the entries which have been deleted should be taken back from him and proper record of the same should be maintained.
- (ii) Intimation about the deletion should be sent to the elector concerned through post or SMS / e-mail, in case mobile number/e-mail ID is available in the electoral database.
- (iii) In addition to the above, the Electoral Registration Officer shall prepare part wise list of names proposed to be deleted from the electoral roll in any of the above grounds and display the same in his office for a period of at least 7 days from the date of pasting of the list. The said list shall be put on Chief Electoral Officer's website for public information and calling objections, if any. The said list also should be shared with recognized political parties.
- (iv) After making deletions, the final deletion list should also be furnished to recognized political parties.

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- (v) The ERO shall maintain a daily monitoring register of all deletions made by him or his AEROs in the constituency during the period of continuous updation.
- (vi) The District Election Officers shall monitor the process of deletions made by the Electoral Registration Officers in the assembly constituencies comprised within the districts under their jurisdiction. The Electoral Registration Officers shall do periodic reporting of progress of revision on ERO-Net dashboard. The District Election Officers shall verify the report made by all Electoral Registration Officers in his district. The Chief Electoral Officer shall keep a close watch on the deletions made by the Electoral Registration Officers in the state by visiting and verifying ERO-Net regularly.
- (vii) In all the deletion cases where field verification is must, checklists shall invariably be generated and given to BLOs concerned for field verification and notice for proposed deletion be served in all cases except for registered death cases. For registered death cases, there is no need to issue any notice and outcome of field verification of checklist by BLO together with death certificate will suffice to delete the names of such deceased person from the electoral roll.

11.5 Mandatory verification before deletion of names from electoral rolls:

All deletions except those done on the ground of death should be verified by an officer not below the rank of Tehsildar before final order is passed on Form 7.

- ii. All cases of deletions must be cross verified personally by Electoral Registration Officer if they fall in any of the following categories: -
 - a) Deletions in polling stations where the number of deletions exceed 2% of the total electors in the voters' list of the polling stations
 - b) Deletions where the same person is the objector in more than 5 cases.
- iii. Cases of deletions other than those made on the ground of death should be cross verified by supervisory officers in the following manner:-
 - (1) 2 % verification by Deputy DEO or equivalent officer.
 - (2) 1 % verification by DEO.
 - (3) 0.5 % verification by Roll Observer.

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12. Flagging of marked electors viz. MP/MLA/MLC, holders of declared offices and personalities from fields of arts, culture, journalism, sports, members of judiciary and public services etc.:

Electoral Registration Officers shall ensure that the names of all Members of Parliament and the State Legislatures, holders of declared offices, personalities from fields of arts, culture, journalism, sports, members of judiciary and public services are there in the proposed draft electoral roll. To avoid wrongful deletions of the names of such electors in future appropriate flagging should be done in the electoral database.

13. Flagging of Persons with Disabilities (PwDs) in Electoral Database: As Form-6 for enrolment in electoral roll has an optional field for giving information about disabilities, the Commission has directed that all the cases of PwDs electors who have given such information in Form 6 should be flagged in the electoral database along with category of disability so that such electors can be provided necessary facilities at the polling station at the time of poll. It is made amply clear that such information of disability should not be reflected in electoral roll in any way. As the theme of this year is "Accessible Election", Chief Electoral Officer concerned should rope in the concerned department in the State dealing with persons with disabilities to get their assistance in mapping Persons with Disabilities. Chief Electoral Officer, if he feels it necessary, can utilize services of BLOs during H2H visits for collection of such data of PwDs from electors, who are willing to disclose their disabilities. Weekly progress report in this regard may be sent to Secretary/Principal Secretary in charge of the State to review the weekly progress.

14. Supervision and Checks: - (i) As already mentioned above, for the purpose of improving health of electoral roll, the Election Commission has emphasized the need of field verification by the Booth Level Officers. As per the normal practice being followed, the Electoral Registration Officer, after digitization of claims & objections received by him, deputed Booth Level Officer concerned to make field verification in connection with the claim or objection. The Booth Level Officer after on spot verification submits his report to the Electoral Registration Officer.

(ii) There is a mechanism for supervision and check for enforcing strict accountability of the work performed by the Booth Level Officers. The Supervisor who normally has 10 Booth Level Officers under his charge shall verify 5% of each of the Booth Level Officer's verification work under him.

(iii) Above the Supervisors, each Assistant Electoral Registration Officer should verify 1% of the BLO's verification work, randomly selected from different parts under him. Assistant Electoral

Registration Officer shall field check households with more than 10 electors: abnormal gender ratio, and the first 20 polling stations with highest number of additions or deletions, under his charge.

(iv) Electoral Registration Officer shall test check the quality of disposal of claims & objections by his Assistant Electoral Registration Officers. He shall check 10% of the Forms disposed by Assistant Electoral Registration Officers. Field verification should be carried out where felt necessary. Electoral Registration Officer shall hold regular monitoring meetings with Assistant Electoral Registration Officers, Supervisors and Booth Level Officers and ensure that the work is not being done in perfunctory manner. Delinquent officials should be taken to task and corrective measures taken swiftly because ultimately the accountability stops with Electoral Registration Officer and the Electoral Registration Officer is responsible for delivering an error free roll.

(iv) Every District Election Officer is also required to be actively involved in the revision exercise. District Election Officer should hold at least a meeting every fortnight and undertake 2% checking of each of the Electoral Registration Officer's disposal of claims & objections.

(vi) The Chief Electoral Officer may also designate his own team or request the Election Commission to depute team for further state level checks as felt necessary. Ultimately it is for Chief Electoral Officer to seek the Election Commission's approval to publishing of rolls and for this the Chief Electoral Officer shall give a detailed report on state wide health check of the rolls in the prescribed formats (Format 1-8), deviations noticed, remedial action taken etc. The Chief Electoral Officer shall also furnish an account of the checks maintained and supervision undertaken during the roll revision process and give a certificate on his/her satisfaction on the quality of roll.

(vii) Assistant Electoral Registration Officer should separately field check 1% of the additions and deletions, giving focus on such part of electoral rolls where proposed addition of electors is 4% over previous electoral roll. Both, accepted as well as rejected cases, should also be checked in those cases.

15. Monitoring: EROs/ DEOs shall do periodic reporting of progress made during the revision process on ERO-Net Dashboard. The CEO shall monitor and verify the reporting made by EROs/DEOs. It is reiterated for absolute compliance by all the concerned that ERO-Net dash board shall be visited and verified regularly. Any lapse on part of the concerned officer shall expose him /her to disciplinary actions

16.Observation:- In addition to Divisional Commissioners, who shall act as Electoral Roll Observers for districts comprised within their Divisions, the Commission may depute its observers:ECI officers:roll auditors to randomly check, audit and supervise the revision process. Hence, it is

absolutely essential that all roll related records including reports of progress as well as lists of the locations where field operations are in progress, should be kept up to date and made available to the observers.

17. Meeting with Political Parties and sharing of electoral rolls: (i) All DEOs and CEO shall separately call meetings of political parties and explain the schedule and seek cooperation expected of them before the date of draft publication. The draft publication should be done on the approved date with due fanfare publicity and the copies of draft rolls should be handed over to recognized political parties in public meeting in the presence of press and media. In any case, proper acknowledgement receipts from the representatives of political parties must be obtained and kept in record.

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

(iii) List of claims and objections should also be made available by ERO to all political parties on weekly basis.

(iv) Two copies of complete set of draft Electoral Rolls and Final Electoral Rolls immediately after draft and final publication respectively shall be supplied free of cost to recognized political parties in accordance with the provisions of rule 11(c) and 22 (c) of Registration of Electors Rules, 1960. (Please refer to para 25.3 of Chapter 25 of Manual on Electoral Rolls, 2016 for detailed guidelines in the matter.

(v) CEO will request to the recognized political parties to identify and appoint Booth Level Agent (BLA) for each polling station who would be associated with BLO during revision period. The BLOs will go through the draft electoral roll with BLAs of recognized political parties of State concerned and identify the corrections, etc. It is pertinent to mention that BLAs once appointed from a recognized political party will continue as BLA, unless their appointment is rescinded /revoked by the political party concerned.

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

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18. **Transparency Measures:** In order to facilitate the stakeholders and bringing more transparency in the process of electoral registration, the practice of computerization and posting of all application forms received in Forms 6, 6A, 7, 8 and 8A on the website of the CEO on a day to day basis, shall continue, in addition to putting draft electoral roll, final electoral roll, list of claims and objections on CEOs' website and sharing of the same with recognized political parties. The CEO shall extract a report on status of disposal of claims and objections received during the revision from ERO-Net and put the same on his website on weekly basis for information of general public/citizens.
19. **Publicity:** - Adequate publicity and awareness drive shall be ensured by DEOs and CEO regarding the summary revision programme. All the DEOs and CEO shall get the revision schedule properly disseminated to media, political parties and social organizations/RWAs and reach out to electors/eligible population extensively well before the date of draft publication of electoral rolls. For making the purpose of publication of draft rolls effective, series of SVEEP events, multiple and periodic meetings with political parties at Taluk, district and state levels and regular press meets may be organized.
20. **The Commission's approval for Final Publication:-** The CEO shall take prior written clearance of the Commission for final publication of the electoral rolls. A request to that effect shall be made to the Commission by the Chief Electoral Officer along with Formats 1-8 by 20th December, 2018 and with Formats 1-8 and memoranda/note mandatorily, explaining as to how the roll revision process has achieved the targets fixed and suggesting the strategy to address shortfalls, if any, during next continuous updation. This should, in any case, be done at least 7 days before the date of final publication, so that clearance of the Commission may be conveyed at least 3 days before the date of final publication.
21. **Preparation of EPIC for newly registered young electors:** Preparation of Elector Photo Identity Card (EPIC) for the first time young electors may be done latest by 20th January 2019 and handed over to BLO/ERO/DEO etc. by 22nd January 2019 for ceremonial distribution on 25th January 2019, the National Voters' Day.
22. It may further be noted that all communications and clarification relating to the revision should be addressed to the Pr. Secretary/Secretary (in charge of the State/UT) in the Commission who will not only reply to the CEO concerned without any delay but also ensure that there is no slippage in the roll revision programme of the States under their charge. They will closely monitor the pre-revision activities and roll revision programme of their respective States/UTs therefore, the CEOs must forward requisite report on progress of revision process at regular interval.

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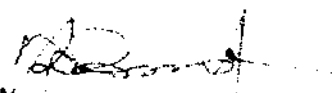
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23. The CEOs and all officers are further requested to extensively use the e-mail facility for prompt and accurate exchange of communication.

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

Please acknowledge receipt.

Yours faithfully.


(NARENDRA N. BUTOLIA)
PRINCIPAL SECRETARY