

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

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

Dated: 3rd December, 2018

To,

The Chief Electoral Officers of

1. Chhattisgarh, Raipur,
2. Madhya Pradesh, Bhopal,
3. Mizoram, Aizawl,
4. Rajasthan, Jaipur and
5. Telangana, Hyderabad.

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

Sir/Madam,

I am directed to state that the Commission, taking all aspects into consideration especially the impending general election to the Parliamentary elections in the next year and with a view to providing further opportunity to un-enrolled eligible persons to get their names registered in the electoral roll so that they are not deprived of voting in elections and to improve the health of the electoral roll at the same time, has directed to undertake Special Summary Revision of Photo Electoral Rolls w.r.t. 01.01.2019 as qualifying date in the States of Chhattisgarh, Madhya Pradesh, Mizoram, Rajasthan and Telangana as per the schedule below :-

Sl. No.	Activities	Period
1.	Publication of Integrated draft electoral roll	On 26 th December, 2018 (Wednesday)
2.	Period for filing claims & objections	26 th December, 2018 (Wednesday) to 25 th January, 2019 (Friday)
3.	Disposal of claims and objections	Before 11 th February, 2019 (Monday)
4.	Updating database and printing of supplement	Before 18 th February 2019 (Monday)
5.	Final publication of electoral roll	On 22 nd February, 2019 (Friday)

2. The Commission has decided that the revision shall be a Special Summary Revision with reference to 01.01.2019 as the qualifying date and shall be undertaken as per the above schedule, in accordance with provisions contained in Manual on Electoral Roll, 2016 along with subsequent relevant instructions.

3. Pre-revision Activities:

(i) Intensive 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. have already been carried out during the recently concluded 2nd Special Summary Revision of electoral rolls w.r.t. 01.01.2018 as the qualifying date in your State.

(ii) Further, during 2nd SSR, 2018, H2H field verification by BLOs to collect following information has also been carried out in your State:-

- 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

(iii) On completion of field verification, each BLO and each ERO have been directed to 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.

(iv) Now, as not much time is available during this current revision, for carrying out all the pre-revision activities once again, the Commission has directed that during the period before draft publication, the following immediate action may be taken:-

(a) BLOs shall be instructed to hold meeting with the Booth Level Agents (BLAs) of the recognized political parties of their respective parts and discuss with them regarding information collected during the last H2H verification made before 2nd SSR, 2018 in respect of un-enrolled eligible electors, prospective electors, Repeat/Multiple entries/Demographically Similar Entries,

dead electors/permanently shifted electors and discrepancies found in the roll of SSR, 2018 in their parts. If so, necessary forms will be collected from the concerned electors/citizens.

(b) EROs shall make comparative analysis of the information collected by the BLOs and the existing electoral roll so as to find out gaps, if any. In case any gap is noticed, then EROs shall take necessary steps to bridge such gap after reverification of such gap/discrepancy through the BLOs concerned.

(c) All the Forms received during continuous updating period (i.e. with reference to 01.01.2018 as the qualifying date) shall be disposed of and registered death cases be removed from the roll after following due procedure and that too before the draft publication of electoral rolls. The supplements, on account of disposal of the Forms (claims and objections) in respect of continuous updating, shall be prepared well before the draft publication of electoral rolls, 2019 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, as the draft electoral rolls, so prepared would not contain any supplements.

4. 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. All auxiliary polling stations created/set up during Assembly elections shall be rationalized and established as independent regular polling stations. 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 after 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) While rationalizing polling stations, all the family members and neighbors should be grouped in a section and uniformity of addresses in ER and EPICs be maintained.

(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, fulfillment of the following conditions should be ensured:

(a) No family is broken and all the registered 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.

5. Integration of Electoral Rolls:

(i) As per the Commission's existing instructions, the supplement(s) of the final roll of 2nd SSR, 2018 and supplements(s) of the continuous updating period before the impending draft publication are to be integrated in a single basic electoral roll and published as draft roll for SSR, 2019.

(ii) It is clarified that before integration of roll, the supplements of continuous updation shall be first printed and kept in record and then integrated for publication of the draft roll, as this would ensure the tracking of changes made during continuous updation since the last final publication of the roll.

6. 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 as prescribed by the Commission or their own methodology for estimation of projected 18+ populations (age cohort wise) on 01.01.2019 as prescribed by the Commission.

7. 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 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 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.

8. Decisions on Claims and Objections - Decision on claims and objections should be taken only after all of the following conditions are complied with :-

- (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.

9. Procedure of Deletion:

9.1 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.

9.2 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 neighborhood. If no 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.

9.3. 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.

9.4. 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.
- (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 checklists shall invariably be generated and given to BLOs concerned for field verification and notice for proposed deletion to 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.

9.5 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.

10. 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.

11. 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 they 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.

12. 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, deputes 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.

13. 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 dashboard shall be visited and verified regularly. Any lapse on part of the concerned officer shall expose him /her to disciplinary actions.

14. 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.

15. Meeting with Political Parties:

(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) 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.

(v) 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/AERO 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.

16. Hosting of draft/final electoral rolls on CEOs' website and sharing of electoral rolls with recognized political parties:

16.1. Hosting of electoral rolls on website- As provided in the instructions only **image pdf** of electoral rolls, with only details and without photograph of electors, shall be hosted on the CEOs' website. Therefore, as soon as disposal of claims and objections is over, immediate necessary action shall be taken to convert the copy of electoral roll in image pdf accordingly so that the same is ready well in time for hosting on website on the date of final publication.

16.2 Sharing of electoral rolls with recognized political parties-

(i) Two copies of the electoral roll – one printed copy and another soft copy in CD shall be supplied to the recognised political parties, free of cost, immediately at the time of draft publication as well as the final publication. While the hard (printed) copy shall have the electors' photographs, the soft copy of the roll shall be supplied without photograph of the electors.

(ii) Only 2 copies of the roll of a constituency irrespective of the language in which they are prepared are to be supplied. If electoral roll of a constituency is prepared in 2 languages, it would be sufficient to supply to each political party 2 copies of the roll, one in each language. If, however, a political party prefers to take both copies in the same language, it will be supplied with the copies accordingly. In cases where the roll of a constituency is printed in 3 languages, two copies in the language of their choice may be supplied free of cost to each recognized political party.

(iii) As mentioned above, wherever soft copy of the electoral rolls (draft/final) is supplied to anyone under the provisions of law and in pursuance of the Commission's instructions, such rolls should be in **image PDF Format** with only the details and without the photographs of electors.

(iv) After draft/final publication of electoral roll, a complete set of the full roll including last part of electoral roll for an assembly constituency, as available at the time of such publication, should be shared with recognized political parties. After final publication in an election year, the complete set of roll means reprinted mother roll plus all components of supplements, prepared during revision period and last part of electoral roll for an assembly constituency.

(Please refer to para 25.3 of Chapter 25 of Manual on Electoral Rolls, 2016 and detailed instructions of the Commission issued vide its letters dated 07.09.2018 and 25.09.2018.)

17. 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.

18. 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.

19. 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 **14th February, 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 5 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.

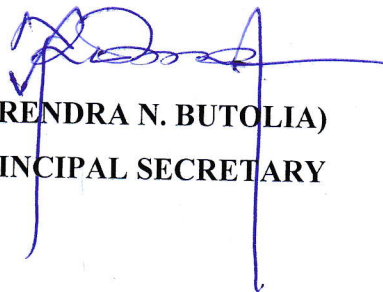
20. It may further be noted that all communications and clarification relating to the revision should be addressed to the Pr. Secretary/Secretary (in charge of the State/UT) in the Commission who will not only reply to the CEO concerned without any delay but also ensure that there is no slippage in the 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.

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

22. 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