

**MOST IMMEDIATE**

**OFFICE OF THE CHIEF ELECTORAL OFFICER,  
TELANGANA  
South 'H' Block, Secretariat, Hyderabad.**

Memo No. 7029/Elecs.B/A1/2019-1

Dated:30.07.2019

Sub:- Electoral Rolls – Special Summary Revision of Photo Electoral Rolls with reference to 01.01.2020 as the qualifying date – Programme -Communicated - Reg.

Ref:- From the E.C.I. Lr.No.23/2019-ERS (Vol.III), Dt:25.07.2019.

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The attention of all the Collectors & DEOs in the State is invited to the reference cited, wherein the ECI has stated that as per existing policy, revision of electoral rolls with reference to 1<sup>st</sup> 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 (25<sup>th</sup> 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, has directed to undertake Special Summary Revision of Photo Electoral Rolls of intensive nature w. r. t. 01.01.2020 as qualifying date in all the States/UTs (except Haryana, Jharkhand and Maharashtra) as per the schedule below:-

Sl. No	Activities	Schedule
<b>Pre-Revision activities</b>		
1	Improvement in the health of Electoral Roll in campaign mode:- (a) Removal of DSEs, logical errors, checking of photo quality of elector (b) Electors Verification Programme (EVP) in a campaign mode with the help of SVEEP. During the programme, the citizens may be encouraged to come forward and authenticate existing elector's details relating thereto, by giving copy of one of the following documents:- 1. Indian Passport 2. Driving License, or 3. Aadhar 4. Ration Card	01.08.2019(Thursday) to 31.08.2019 (Saturday)

	<p>5. Any other document as approved by the Commission</p> <p>(c) The citizens will verify their electors details through "Voter helpline" mobile app, NVSP portal, by visiting Common Service Centres (CSC) or submitting a hard copy of filled up forms through BLOs to EROs.</p> <p>(d) Information / details of un-enrolled citizens/dead /shifted electors etc; to be collected through crowd sourcing. The citizens will give the details through abovementioned sources.</p>	
2	<p>House to house verification by BLOs:-</p> <p>a) H2H verification through BLOs, where BLOs would verify the information /details collected from citizen through crowd sourcing as well as verification of the same.</p> <p>b) BLOs would also collect information /details of un-enrolled /dead /shifted electors.</p>	01.09.2019 (Sunday) to 30.09.2019 (Monday)
3	<ul style="list-style-type: none"> <li>• Recasting of Section / Parts,</li> <li>• Standardization of addresses</li> <li>• Capturing of GIS location of PS,</li> <li>• Exploration of Alternative Polling Station Locations and confirmation of AMF.</li> <li>• Collection of Data/information to be done by BLOs and verification is to be done by AEROs/EROs/DEOs and Roll Observers. Finalisation of proposed restructuring of section / part boundaries location of polling stations and getting approval of list of polling stations from the Commission thereafter</li> <li>• Updation of age-cohort wise projected population.</li> </ul>	16.09.2019 (Monday) to 15.10.2019 (Tuesday)
<b>Revision Activities.</b>		
4	Publication of Integrated draft electoral roll	15.10.2019 (Tuesday)
5	Period for filing claims & objections	15.10.2019 (Tuesday) to 30.11.2019
6	Special Campaign Dates	02.11.2019(Saturday) & 03.11.2019 (Sunday)
		09.11.2019 (Saturday) & 10.11.2019 (Sunday)

7	Disposal of claims and objections	By 15.12.2019(Sunday)
8	Checking of health parameters and obtaining Commission's permission for final Publication	By 25.12.2019 (Wednesday)
9	Updating database and printing of supplements	By 31.12.2019 ( Tuesday)
10	Final Publication of electors roll	01.01.2020 (Wednesday) to 15.01.2020 (Wednesday) as decided by the Commission.

2. The Commission has decided that the revision shall be a Special Summary Revision with reference to 01.01.2020 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. The CEO 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.

#### **4. Pre-revision activities:-**

4.1 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, the CEOs shall ensure the following:-

- a. No family is broken and all the registered family members are kept in the same section and at the same place,
- b. Proper formation and reorganization of sections and parts reflecting correct house numbers, whenever required, would be done through ERO-Net using GIS.
- c. Location of polling stations on ground floor would also be ensured by using ERO-Net.
- d. The electors of so merged/attached in polling stations are not required to travel for more than two kilometre distance and to cross any natural barriers.
- e. 100% removal of Multiple entries/Dead electors/Permanently Shifted electors through Form -7.

- f. 100% verification of polling stations and consultation with political parties.
- g. Entry of left out/prospective electors in the database.

**4.2.** Before the draft publication exercise of removal of all logical errors, DSEs and standardization of addresses and checking quality of photographs will be completed in the time bound manner. The list of DSE, logical errors and non-specified photographs will be provided by the ERO-NET team to the CEOs.

#### **4.3. Electors Verification Programme (EVP)-**

**(i)** The Commission has observed that during general election to Lok sabha, 2019 and before that many complaints regarding discrepancies and existence of dead/shifted electors in electoral roll were received from citizens/electors and there is a need for correcting and authenticating the demographic details and images for all electors in electoral roll in a campaign mode by further involving the electors to achieve improvement in the health of electoral roll. Accordingly, the Commission has directed to launch a special **Electors Verification Programme (EVP)** during the pre-revision period before the actual start of summary revision of 2020 in a campaign mode with the help of SVEEP. In this period, the citizens may be encouraged to come forward and authenticate existing elector's details relating thereto, by giving copy of one of the following documents:-

1. Indian Passport
2. Driving License, or
3. Aadhar
4. Ration card
5. Identity Card for Government/Semi-Government officials.
6. Bank Passbooks
7. Farmer's Identity Card

**(ii)** The citizens can verify their electoral details through "Voter helpline" mobile app, NVSP portal, by visiting Common Service Centres (CSCs) or submitting a hard copy of filled up forms through BLOs to EROS. Following procedure would be followed during authentication of details of an elector:-

- a. If any discrepancy is noticed in the elector's detail, automatic Form 8 will be generated for correction of entries and correct details will be submitted through Form-8.
- b. In case of Dead/shifted members, facility of automatic generation of Form-7 would be provided. Form-7 would be filled by a near relative/family member (the applicant along with Form- 7 will also submit a statement intimating that he/she is a near relative/family member of the deceased elector).
- c. For registration, un-enrolled eligible elector will be given facility of filling up of Form -6.

d. Details of prospective voters will be collected during the programme for keeping the same in database, therefore, would not be any provision for auto generation of Form-6 in such cases.

e. PWD electors will be given facility through Voter helpline No. 1950 to give their details.

(iii) As CSCs are to be used by the citizens for verification of their electoral details during **Electors Verification Programme (EVP)**, it shall be ensured that authentication facilities are available at CSCs. Wherever number of CSCs are not sufficient enough, necessary steps shall be taken to strengthen and improve the coverage of the CSCs by 31' July, 2019 and widely publicize the list in local area.

(iii) BLOs will simultaneously verify the details furnished by the electors during authentication and they will also collect the details from other electors who have not authenticated their details. Both the activities i.e. collection of information/details of electors through crowd sourcing and H2H verification by BLOs for authentication and collection of information/details would be run simultaneously.

#### **4.3. Rationalization of Polling Stations and Formation of sections:**

(i) The activity of Rationalization of Polling Stations has been intensively done during Summary Revision of intensive nature, 2019, however, the exercise may again be undertaken during current summary revision to achieve the following objectives:-

a) Regularization of auxiliary polling stations created during Lok Sabha Election, 2019.

b) Change in location of polling stations situated in damaged buildings. 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.

c) Removal of ghost polling stations (polling stations with 'nil' electors).

d) All the polling stations with electors beyond 1500 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.

(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 EPICs.

(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) **Standardization of addresses:-** To standardize the address of electors the following fields of addresses shall be maintained while preparing the roll:-

- a) House No./ Flat No./Door No. (Name of house, if available)\*
- b) Floor No. (in case of multi-story building)
- c) Building No./ Block No./ Tower No. ( name of building, if available)
- d) Apartment No.
- e) Wing
- f) Ward No.\*
- g) Street/ Road/Lane\*
- h) Sector
- i) Area/Locality\*
- j) Landmark, if any
- k) Village/Town/City\*
- l) Sub-district/Tehsil
- m) District\*
- n) State\*
- o) Pincode\*

The fields marked with (\*) should be mandatorily mentioned in the electors details, while the remaining fields may be taken as optional fields and be included wherever necessary (like in urban areas). The CEO/DEO may include the other fields in the mandatory category as prevalent in the State/District. Where no House no. as given by the Panchayat/Municipal Authorities is available, the notional number will be given in the roll. In such case, it will be invariably indicated that the House no. is notional. The mandatory address fields will be mentioned in the electoral roll and the same will be reflected as it is in the EPIC of the elector.

(v) The electors will be arranged in the roll in sequence, according to the House no. (and Floor no. of the building).

(vi) 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
- e) to travel for more than two Kilometer distance and to cross any
- f) natural barriers.

**5.6. Draft Publication:** Before draft publication of electoral roll, the CEO shall take prior written clearance of the Commission for draft publication of the electoral rolls and Draft publication will be done only after completion of all activities relating to removal of logical errors, 100% coverage of photographs and analysis of non-standard EPIC and EPIC series are to be completed. Status of health of electoral roll as existing at the time of final publication during Lok Sabha Elections and as on 30.06.2019 will be shared with CEOs for removal of these discrepancies. The CEO will furnish the electors' information in prescribed Formats 1-8 related to draft publication of the electoral roll, along with his studied comments and explanatory memoranda to the Commission well before draft publication.

## **6. Display of list of claims and objections-**

**6.1** 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 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. This should also be informed to the political parties by holding meetings with them and sending written communication to them.

**6.2** 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.

**7. 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 11A of RERs 1960)
  - c) Notice board of polling station (In Forms 9, 10, II and 11A 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.

## **8. Procedure of Deletion:**

**8.1 Repeat/Multiple Entries:** In 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. Name of the elector to be deleted in electoral roll only at the place where he is not found to be ordinarily residing, after receiving Form -7 from the elector himself.

## **8.2 Demographically Similar Entries (DSEs), Permanently Shifted and**

### **Deceased:**

(i) Confirmed cases of DSEs, Permanently Shifted and Deceased may be removed only after Form -7 is received from the elector (in case of DSEs, Permanently Shifted) and near relative/family member (in case of deceased). Notice must be served to the concerned person for removing the entries.

(ii) The Commission has directed that in all cases of deletion, notice of proposed deletion of names of electors 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.

## **8.3. Safeguards against wrongful deletions: -**

Following safeguards will be used to prevent wrongful deletions of electors from electoral roll:-

- i. In case of registered death, deletion shall be made only after proper verification/production of death certificate etc.
- ii. **Provision in ERO-Net will be made available wherein all the orders of deletions passed by the AEROs/EROs shall be verified by the Dy. DEOs/ DEOs before making it available in public domain and to give effect in electoral rolls.**
- iii. To avoid wrongful deletions, deletions on the ground of death and shifting will be made only when Form- 7 is received.
- iv. While making field verification, BLOs shall give specific remarks in report on the status of shifting/death as the case may be.
- v. For deletion on the ground on shifting, either Form- 6 or Form- 7 from the concerned elector will be taken. Before addition at new place, the ERO will

confirm that the elector was actually enrolled at the previous address and he bears the same name as given in Form- 6.

- vi. BLO report will be necessary for deletion.
- vii. In all cases of proposed deletions through Form-7, notice except death cases must be issued to the elector concerned and must be duly served on him. In cases where the elector is not found living at the address in the electoral roll due service of notice must be done by affixation on the wall in the presence of at least two witnesses whose signatures should be obtained on a copy of notice and kept in the file by the Electoral Registration Officer so as to ensure that provisions of rule 21A of the Registration of Electors Rules, 1960 for giving reasonable opportunity of hearing to the person concerned are duly complied with. Only in the case of death, a death certificate or statement of relatives, friends or neighbours can be accepted in lieu of the proof of due service of notice.
- viii. All deletions except those done on the ground of death should be verified by an officer not below the rank of Tehsildar/Deputy Tehsildar before final order is passed on Form 7 and 10% of total deletion (randomly picked by system) should be verified by field visits.
- ix. All cases of deletions must be cross verified personally by Electoral Registration Officer if they fall in any of the following category:-
  - 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.
- x. Cases of deletions other than those made on the ground of death should be cross verified by Supervisors, AEROs and EROs before passing the orders.

## **9. Supervision and Checks by Supervisor/AEROs/EROs: -**

**9.1** 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, deposes 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.

**9.2** **There** is a mechanism for supervision and check for enforcing strict accountability 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.

**9.3** 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. Assistant Electoral Registration Officer should also 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.

**9.4** 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.

## **10. Super-checking by Dy. DEO/DEO/ Roll Observer/CEO:-**

**10.1** After passing the orders by AERO/ERO, super-checking of verified entries will be done by the Dy. DEO, DEO, Roll Observers and CEO for specific number of entries as randomly selected by ERO-Net. The number of entries to be verified by Dy. DEO, DEO, Roll Observers and CEO are as under:-

- i. *Verification of 100 entries (40 additions+ 40 deletions + 20 modifications) in the District by Dy. DEO. Out of these 100 entries, field verification must be done in a minimum 10 entries. The entries to be verified by the Dy. DEO by table top exercise as well as field verification will invariably include the entries already verified by Supervisors, AERO and ERO.*
- ii. *Verification of 50 entries (20 additions+ 20 deletions + 10 modifications) in the District by DEO. Out of these 50 entries, field verification must be done in a minimum 5 entries. The entries to be verified by the DEO by table top exercise as well as field verification will invariably include the entries already verified by AERO, ERO and Dy. DEO.*
- iii. *Verification of 50 entries each (20 additions+ 20 deletions + 10 modifications) in the assigned Districts by Roll Observer. Out of these 50 entries, field verification must be done in a minimum 5 entries. The entries to be verified by the Roll observer by table top exercise as well as field verification will invariably include the entries already verified by AERO, ERO, Dy. DEO and DEO.*
- iv. *Verification of 500 entries (200 additions+ 200 deletions + 100 modifications) in the state by the CEO. Out of these 500 entries, field verification must be done in a minimum 25 entries. The entries to be verified by the CEO by table top exercise as well as field verification will invariably include the entries already verified by Dy. DEO, DEO and Roll Observer.*

**10.2** In case of lapse on the part of any electoral officer responsibility shall be fixed within 7 days.

**10.3** For application for fresh registration from applicants above 21 year, declaration or EPIC number will be collected invariably.

**11. Flagging of marked electors viz. MP/MLA/JNLC, 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.

**12. 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. 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.

13. 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.

**14. Monitoring on ERO-Net** - EROs/ DEOs shall make weekly review of progress made during the pre-revision and the revision period 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. The concerned Secretary/Pr. Secretary and Dy. Election Commissioner of the concerned territorial division shall also monitor the process and report the progress to the Commission fortnightly basis. They shall make field visit in the States under their charge atleast once during each of the pre-revision and revision period.

**15. 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.

**16. 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.

**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. Integration of roll:-** Detailed instructions on integration, carrying out corrections and printing of electoral rolls at various stages in an election year, have been issued vide the Commission's letters dated 25<sup>th</sup> September, 2018 and 1<sup>st</sup> February, 2019 and the same shall be scrupulously followed during the current round of revision also. **The printing of electoral rolls henceforth shall be done only through ERO-Net.**

So far as the integration of electoral roll is concerned, it is clarified that:-

- i. At the time of draft publication to publish mother roll for SSR, 2020, the mother roll (draft roll) of SSR-2019, plus 3 supplements prepared during revision and continuous updation thereafter (i.e. 1<sup>st</sup> Supplement at the time of final publication 2019, 2<sup>nd</sup> Supplement prepared at the time of preparation of marked copy/working copy the roll for conduct of general election to Lok Sabha 2019 and 3<sup>rd</sup> Supplement of continuous updation period up to publication of mother (draft) electoral roll for SSR, 2020) will be integrated and amalgamated by bringing family members together. In the aforesaid mother roll (draft) of SSR, 2020, re-serialization of all the entries after removal of deleted entries and bundling the entries of family members would be done. The addition, deletion and modification supplements for SSR, 2020, however will be generated by the ERO through ERO-Net and be kept in record for future reference only.
- ii. At the time of final publication of SSR, 2020, the final roll will be a single integrated one, in which all the addition entries will come with SI. No. in continuation after the last entry of the mother roll and all the modifications and deletions during summary revision will be reflected in the mother roll itself, as per the Commission's existing instructions. No separate addition, deletion and modification lists will be printed and given to the political parties, though the EROs will generate these lists from ERO-Net and keep them for their future reference.

- iii. At the time of preparation of electoral roll on the last date of nominations (in case there is an election), to be given to political parties and for preparation of marked copy/working copy, the electoral roll will be an integrated one, however, there will be no bundling of the family members and re-serialization. All the additions made during continuous updation from last final publication date till the last date of making nominations (in case there is an election), will be put in chronological order giving continuous SI. No. starting with next SI. No. of last entry in final roll, with all deletions & modifications be marked in last final roll as per Commission's existing instructions. No separate addition, deletion and modification lists will be printed and given to the political parties, though the EROs will generate these lists from ERO-Net and keep them for their future reference.

## **20. The Commission's approval for Final Publication:-**

- (i) The CEO shall take prior written clearance of the Commission for final publication of the electoral rolls and for that purpose a certificate, to the effect that all the cases of dead/DSEs/Shifted/Registered death and un-enrolled electors have been taken into account and disposed of by the ERO concerned, all logical errors have been removed and 100% EPIC and 100% coverage of photographs in Photo Electoral Rolls have been achieved, shall be submitted by the CEO.
- (ii) Request for final publication shall be made to the Commission by the Chief Electoral Officer along with Formats 1-8 by **25<sup>th</sup> December, 2019** 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.
- (iii) It is clarified that Formats 1 to 8 will be generated through ERO-Net. For this, the data of age-cohort wise projected population, entered during the SSR, 2019 shall be updated by the DEOs immediately.

21. 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.

22. All the Collectors and DEOs in the State are further requested to extensively use the e-mail facility for prompt and accurate exchange of communication.

23. The dates and time prescribed for submission of various reports should be complied with scrupulously as a consolidated report has to be submitted to the ECI. Non-receipt or delayed receipt of these reports from even one district can delay the submission of consolidated report to the ECI.

24. The above instructions shall be communicated to all the Electoral Registration Officers / Assistant Electoral Registration Officers / Booth Level Officers / Supervisors and other revision related officials for strict compliance.

Dr. RAJAT KUMAR  
CHIEF ELECTORAL OFFICER  
E.O. PRINCIPAL SECRETARY TO GOVERNMENT

To  
All the District Election Officers in Telangana (w.e)

**Copy to:**

All Officers and Sections in G.A.(Elecs) Dept.

The Deputy Project Manager, O/o.CEO for taking necessary action for integration of rolls and rationalization of polling stations, to place the list of applications received AC-wise on the CEO's web site and for generation of information in Formats 1 to 8.

The Project Manager (IT), O/o.CEO for providing Population of 2011 and projected population of 2020 AC-wise to the districts / Dy. PM, SLA.

//FORWARDED :: BY ORDER//

*K. S. ... P. ...*  
SECTION OFFICER  
*OR*

# ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/2019-ERS (Vol.-III)

Dated: 25<sup>th</sup> July, 2019

To,

The Chief Electoral Officers of all States & UTs  
(except Haryana, Jharkhand and Maharashtra)

**Subject: - Special Summary Revision of Photo Electoral Rolls w.r.t. 01.01.2020 as the qualifying date - Programme - regarding.**

Sir/Madam,

I am directed to state that as per existing policy, revision of electoral rolls with reference to 1<sup>st</sup> 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 (25<sup>th</sup> 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, has directed to undertake Special Summary Revision of Photo Electoral Rolls of intensive nature w. r. t. 01.01.2020 as qualifying date in all the States/UTs (except Haryana, Jharkhand and Maharashtra) as per the schedule below:-

S.No.	Activity	Period
<b>Pre- Revision activities</b>		
1.	Improvement in the health of Electoral Roll in campaign mode:- (a.) Removal of DSEs, logical errors, checking of photo quality of elector (a.) <b>Electors Verification Programme (EVP)</b> in a campaign mode with the help of SVEEP. During the programme, the citizens may be encouraged to come forward and authenticate existing elector's details relating thereto, by giving copy of one of the following documents:- 1. Indian Passport	01.08.2019 (Thursday) to 31.08.2019 (Saturday)

	<p>2. Driving License, or 3. Aadhar 4. Ration card 5. Any other document as approved by the Commission.</p> <p>(c.) The citizens will verify their electoral details through “Voter helpline” mobile app, NVSP portal, by visiting Common Service Centres (CSCs) or submitting a hard copy of filled up forms through BLOs to EROs.</p> <p>(d.) Information/details of un-enrolled citizens/dead/shifted electors etc; to be collected through crowd sourcing. The citizens will give the details through abovementioned sources.</p>	
2.	<p>House to house verification by BLOs:-</p> <p>a. H2H verification through BLOs, where BLOs would verify the information/details collected from citizen through crowd sourcing as well as verification of the same.</p> <p>b. BLOs would also collect information/details of un-enrolled/dead/shifted electors.</p>	01.09.2019( Sunday) to 30.09.2019 (Monday)
3.	<ul style="list-style-type: none"> <li>• Recasting of Section/Parts,</li> <li>• Standardization of addresses</li> <li>• capturing of GIS location of PS,</li> <li>• Exploration of Alternate Polling Station Locations and confirmation of AMF.</li> <li>• Collection of Data/information to be done by BLOs and verification is to be done by AEROs/EROs/DEOs and Roll Observers. Finalisation of proposed restructuring of section/part boundaries location of polling stations and getting approval of list of polling stations from the Commission thereafter</li> <li>• Updation of age-cohort wise projected population.</li> </ul>	16.09.2019(Monday) to 15.10.2019(Tuesday)
<b>Revision Activities</b>		
4.	Publication of Integrated draft electoral roll	15.10.2019(Tuesday)
5.	Period for filing claims & objections	15.10.2019 (Tuesday) to

		30.11.2019 (Saturday)
6.	Special campaign dates	02.11.2019 (Saturday) & 03.11.2019 (Sunday)
		09.11.2019 (Saturday) & 10.11.2019 (Sunday)
7.	Disposal of claims and objections	By 15.12.2019 (Sunday)
8.	Checking of health parameters and obtaining Commission's permission for final publication	By 25.12.2019(Wednesday)
9.	Updating database and printing of supplements	By 31.12.2019(Tuesday)
10.	Final publication of electoral roll	01.01.2020 (Wednesday) to 15.01.2020 (Wednesday) as decided by the Commission.

2. The Commission has decided that the revision shall be a Special Summary Revision with reference to 01.01.2020 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. The CEO 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.

**4. Pre-revision activities:-**

4.1 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, the CEOs shall ensure the following:-

- a. No family is broken and all the registered family members are kept in the same section and at the same place,
- b. Proper formation and reorganization of sections and parts reflecting correct house numbers, whenever required, would be done through ERO-Net using GIS.
- c. Location of polling stations on ground floor would also be ensured by using ERO-Net.

- d. The electors of so merged/attached in polling stations are not required to travel for more than two kilometre distance and to cross any natural barriers.
- e. 100% removal of Multiple entries/Dead electors/Permanently Shifted electors through Form -7.
- f. 100% verification of polling stations and consultation with political parties.
- g. Entry of left out/prospective electors in the database.

**4.2.** Before the draft publication exercise of removal of all logical errors, DSEs and standardization of addresses and checking quality of photographs will be completed in the time bound manner. The list of DSE, logical errors and non-specified photographs will be provided by the ERO-NET team to the CEOs.

**4.3. Electors Verification Programme (EVP)-**

(i) The Commission has observed that during general election to Lok sabha, 2019 and before that many complaints regarding discrepancies and existence of dead/shifted electors in electoral roll were received from citizens/electors and there is a need for correcting and authenticating the demographic details and images for all electors in electoral roll in a campaign mode by further involving the electors to achieve improvement in the health of electoral roll. Accordingly, the Commission has directed to launch a special **Electors Verification Programme (EVP)** during the pre-revision period before the actual start of summary revision of 2020 in a campaign mode with the help of SVEEP. In this period, the citizens may be encouraged to come forward and authenticate existing elector's details relating thereto, by giving copy of one of the following documents:-

1. Indian Passport
2. Driving License, or
3. Aadhar
4. Ration card
5. Identity Card for Government/Semi-Government officials.
6. Bank Passbooks
7. Farmer's Identity Card

(ii) The citizens can verify their electoral details through "Voter helpline" mobile app, NVSP portal, by visiting Common Service Centres (CSCs) or submitting a hard copy of filled up forms through BLOs to EROs. Following procedure would be followed during authentication of details of an elector:-

- (a.) If any discrepancy is noticed in the elector's detail, automatic Form 8 will be generated for correction of entries and correct details will be submitted through Form-8.
- (b.) In case of Dead/shifted members, facility of automatic generation of Form-7 would be provided. Form-7 would be filled by a near relative/family member (the applicant along with Form- 7 will also submit a statement intimating that he/she is a near relative/family member of the deceased elector).
- (c.) For registration, un-enrolled eligible elector will be given facility of filling up of Form -6.
- (d.) Details of prospective voters will be collected during the programme for keeping the same in database, therefore, would not be any provision for auto generation of Form-6 in such cases.
- (e.) PWD electors will be given facility through Voter helpline No. 1950 to give their details.

(iii) As CSCs are to be used by the citizens for verification of their electoral details during **Electors Verification Programme (EVP)**, it shall be ensured that authentication facilities are available at CSCs. Wherever number of CSCs are not sufficient enough, necessary steps shall be taken to strengthen and improve the coverage of the CSCs by 31<sup>st</sup> July, 2019 and widely publicize the list in local area.

(iv) BLOs will simultaneously verify the details furnished by the electors during authentication and they will also collect the details from other electors who have not authenticated their details. Both the activities i.e. collection of information/details of electors through crowd sourcing and H2H verification by BLOs for authentication and collection of information/details would be run simultaneously.

#### **4.3. Rationalization of Polling Stations and Formation of sections:**

(i) The activity of Rationalization of Polling Stations has been intensively done during Summary Revision of intensive nature, 2019, however, the exercise may again be undertaken during current summary revision to achieve the following objectives:-

- a) Regularization of auxiliary polling stations created during Lok Sabha Election, 2019.
- b) Change in location of polling stations situated in damaged buildings. 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.

- c) Removal of ghost polling stations (polling stations with 'nil' electors).
  - d) All the polling stations with electors beyond 1500 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.
- (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 EPICs.
- (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) **Standardization of addresses:-** To standardize the address of electors the following fields of addresses shall be maintained while preparing the roll:-
- (a.) House No./ Flat No./Door No. (Name of house, if available) \*
  - (b.) Floor No. (in case of multi-story building)
  - (c.) Building No./ Block No./ Tower No. ( name of building, if available)
  - (d.) Apartment No.
  - (e.) Wing
  - (f.) Ward No. \*
  - (g.) Street/ Road/Lane \*
  - (h.) Sector
  - (i.) Area/Locality \*
  - (j.) Landmark, if any
  - (k.) Village/Town/City \*
  - (l.) Sub-district/Tehsil
  - (m.) District \*
  - (n.) State \*

(o.) Pincode\*

The fields marked with (\*) should be mandatorily mentioned in the electors details, while the remaining fields may be taken as optional fields and be included wherever necessary (like in urban areas). The CEO/DEO may include the other fields in the mandatory category as prevalent in the State/District. Where no House no. as given by the Panchayat/Municipal Authorities is available, the notional number will be given in the roll. In such case, it will be invariably indicated that the House no. is notional. The mandatory address fields will be mentioned in the electoral roll and the same will be reflected as it is in the EPIC of the elector.

(v) The electors will be arranged in the roll in sequence, according to the House no. (and Floor no. of the building).

(vi) 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.

**5. Draft Publication:** Before draft publication of electoral roll, the CEO shall take prior written clearance of the Commission for draft publication of the electoral rolls and Draft publication will be done only after completion of all activities relating to removal of logical errors, 100% coverage of photographs and analysis of non-standard EPIC and EPIC series are to be completed. Status of health of electoral roll as existing at the time of final publication during Lok Sabha Elections and as on 30.06.2019 will be shared with CEOs for removal of these discrepancies. The CEO will furnish the electors' information in prescribed Formats 1-8 related to draft publication of the electoral roll, along with his studied comments and explanatory memoranda to the Commission well before draft publication.

**6. Display of list of claims and objections-**

**6.1** 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 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. This should also be informed to the political parties by holding meetings with them and sending written communication to them.

**6.2** 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.

**7. 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 11A of RERs 1960)
  - (c.) Notice board of polling station (In Forms 9, 10, 11 and 11A 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.

**8. Procedure of Deletion:**

**8.1 Repeat/Multiple Entries:** In 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. Name of the elector to be deleted in electoral roll only at the place where he is not found to be ordinarily residing, after receiving Form -7 from the elector himself.

**8.2 Demographically Similar Entries (DSEs), Permanently Shifted and Deceased:**

- (i) Confirmed cases of DSEs, Permanently Shifted and Deceased may be removed only after Form -7 is received from the elector (in case of DSEs, Permanently Shifted) and near relative/family member (in case of deceased). Notice must be served to the concerned person for removing the entries.

(ii) The Commission has directed that in all cases of deletion, notice of proposed deletion of names of electors 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.

### 8.3. Safeguards against wrongful deletions: -

Following safeguards will be used to prevent wrongful deletions of electors from electoral roll:-

- i. In case of registered death, deletion shall be made only after proper verification/production of death certificate etc.
- ii. **Provision in ERO-Net will be made available wherein all the orders of deletions passed by the AEROs/EROs shall be verified by the Dy. DEOs/ DEOs before making it available in public domain and to give effect in electoral rolls.**
- iii. To avoid wrongful deletions, deletions on the ground of death and shifting will be made only when Form- 7 is received.
- iv. While making field verification, BLOs shall give specific remarks in report on the status of shifting/death as the case may be.
- v. For deletion on the ground on shifting, either Form- 6 or Form- 7 from the concerned elector will be taken. Before addition at new place, the ERO will confirm that the elector was actually enrolled at the previous address and he bears the same name as given in Form- 6.
- vi. BLO report will be necessary for deletion.
- vii. In all cases of proposed deletions through Form-7, notice except death cases must be issued to the elector concerned and must be duly served on him. In cases where the elector is not found living at the address in the electoral roll due service of notice must be done by affixation on the wall in the presence of at least two witnesses whose signatures should be obtained on a copy of notice and kept in the file by the Electoral Registration Officer so as to ensure that provisions of rule 21A of the Registration of Electors Rules, 1960 for giving reasonable opportunity of hearing to the person concerned are duly complied with. Only in the case of death, a death certificate or statement of relatives, friends or neighbours can be accepted in lieu of the proof of due service of notice.
- viii. All deletions except those done on the ground of death should be verified by an officer not below the rank of Tehsildar/Deputy Tehsildar before final order is passed on Form 7 and 10% of total deletion (randomly picked by system) should be verified by field visits.
- ix. All cases of deletions must be cross verified personally by Electoral Registration Officer if they fall in any of the following category:-
  - 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.

- x. Cases of deletions other than those made on the ground of death should be cross verified by Supervisors, AEROs and EROs before passing the orders.

**9. Supervision and Checks by Supervisor/AEROs/EROs: -**

**9.1** 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, deposes 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.

**9.2** 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.

**9.3** 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. Assistant Electoral Registration Officer should also 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.

**9.4** 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.

**10. Super-checking by Dy. DEO/DEO/ Roll Observer/CEO:-**

**10.1** After passing the orders by AERO/ERO, super-checking of verified entries will be done by the Dy. DEO, DEO, Roll Observes and CEO for specific number of entries as randomly selected by ERO-Net. The number of entries to be verified by Dy. DEO, DEO, Roll Observes and CEO are as under:-

- i. *Verification of 100 entries (40 additions+ 40 deletions + 20 modifications) in the District by Dy. DEO. Out of these 100 entries, field verification must be done in a minimum 10 entries. The entries to be verified by the Dy. DEO by table top exercise as well as field verification will invariably include the entries already verified by Supervisors, AERO and ERO.*
- ii. *Verification of 50 entries (20 additions+ 20 deletions + 10 modifications) in the District by DEO. Out of these 50 entries, field verification must be done in a minimum 5 entries. The entries to be verified by the DEO by table top exercise as well as field verification will invariably include the entries already verified by AERO, ERO and Dy. DEO.*
- iii. *Verification of 50 entries each (20 additions+ 20 deletions + 10 modifications) in the assigned Districts by Roll Observer. Out of these 50 entries, field verification must be done in a minimum 5 entries. The entries to be verified by the Roll observer by table top exercise as well as field verification will invariably include the entries already verified by AERO, ERO, Dy. DEO and DEO.*
- iv. *Verification of 500 entries (200 additions+ 200 deletions + 100 modifications) in the state by the CEO. Out of these 500 entries, field verification must be done in a minimum 25 entries. The entries to be verified by the CEO by table top exercise as well as field verification will invariably include the entries already verified by Dy. DEO, DEO and Roll Observer.*

**10.2** In case of lapse on the part of any electoral officer responsibility shall be fixed within 7 days.

**10.3** For application for fresh registration from applicants above 21 year, declaration or EPIC number will be collected invariably.

**11. 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.

**12. 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. 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.

**13.** 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.

**14. Monitoring on ERO-Net -** EROs/ DEOs shall make weekly review of progress made during the pre-revision and the revision period 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. The concerned Secretary/Pr. Secretary and Dy. Election Commissioner of the concerned territorial division shall also monitor the process and report the progress to the Commission fortnightly basis. They shall make field visit in the States under their charge atleast once during each of the pre-revision and revision period.

**15. 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.

**16. 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/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.

**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. Integration of roll:-** Detailed instructions on integration, carrying out corrections and printing of electoral rolls at various stages in an election year, have been issued vide the Commission's letters dated 25<sup>th</sup> September, 2018 and 14<sup>th</sup> February, 2019 and the same shall be scrupulously followed during the current round of revision also. **The printing of electoral rolls henceforth shall be done only through ERO-Net.**

So far as the integration of electoral roll is concerned, it is clarified that:-

- i. At the time of draft publication to publish mother roll for SSR, 2020, the mother roll (draft roll) of SSR-2019, plus 3 supplements prepared during revision and continuous updation thereafter (i.e. 1<sup>st</sup> Supplement at the time of final publication 2019, 2<sup>nd</sup> Supplement prepared at the time of preparation of marked copy/working copy the roll for conduct of general election to Lok Sabha 2019 and 3<sup>rd</sup> Supplement of continuous updation period up to publication of mother (draft) electoral roll for SSR, 2020) will be integrated and amalgamated by bringing family members together. In the aforesaid mother roll (draft) of SSR, 2020, re-serialization of all the entries after removal of deleted entries and bundling the entries of family members would be done. The addition, deletion and modification supplements for SSR, 2020, however will be

generated by the ERO through ERO-Net and be kept in record for future reference only.

- ii. At the time of final publication of SSR, 2020, the final roll will be a single integrated one, in which all the addition entries will come with Sl. No. in continuation after the last entry of the mother roll and all the modifications and deletions during summary revision will be reflected in the mother roll itself, as per the Commission's existing instructions. No separate addition, deletion and modification lists will be printed and given to the political parties, though the EROs will generate these lists from ERO-Net and keep them for their future reference.
- iii. At the time of preparation of electoral roll on the last date of nominations (in case there is an election), to be given to political parties and for preparation of marked copy/working copy, the electoral roll will be an integrated one, however, there will be no bundling of the family members and re-serialization. All the additions made during continuous updation from last final publication date till the last date of making nominations (in case there is an election), will be put in chronological order giving continuous Sl. No. starting with next Sl. No. of last entry in final roll, with all deletions & modifications be marked in last final roll as per Commission's existing instructions. No separate addition, deletion and modification lists will be printed and given to the political parties, though the EROs will generate these lists from ERO-Net and keep them for their future reference.

**20. The Commission's approval for Final Publication:-**

- (i) The CEO shall take prior written clearance of the Commission for final publication of the electoral rolls and for that purpose a certificate, to the effect that all the cases of dead/DSEs/Shifted/Registered death and un-enrolled electors have been taken into account and disposed of by the ERO concerned, all logical errors have been removed and 100% EPIC and 100% coverage of photographs in Photo Electoral Rolls have been achieved, shall be submitted by the CEO.
- (ii) Request for final publication shall be made to the Commission by the Chief Electoral Officer along with Formats 1-8 by **25<sup>th</sup> December, 2019** 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.

(iii) It is clarified that Formats 1 to 8 will be generated through ERO-Net. For this, the data of age-cohort wise projected population, entered during the SSR, 2019 shall be updated by the DEOs immediately.

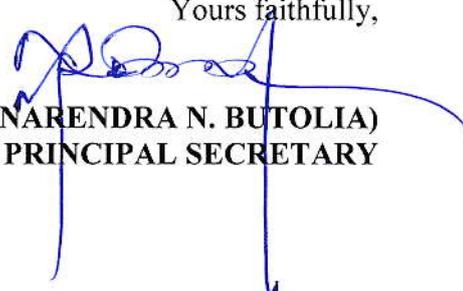
21. It may further be noted that all communications and clarification relating to the revision should be addressed to the Pr. Secretary/Secretary (in charge of the State/UT) in the Commission who will not only reply to the CEO concerned without any delay but also ensure that there is no slippage in the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

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

23. 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

**Special Summary Revision of Photo Electoral Rolls w.r.t. 01.01.2020 as the qualifying date - Programme - regarding.****From :** RITESH SINGH <ritesh@eci.gov.in>

Thu, Jul 25, 2019 03:03 PM

**Sender :** ritesh@eci.gov.in 1 attachment**Subject :** Special Summary Revision of Photo Electoral Rolls w.r.t. 01.01.2020 as the qualifying date - Programme - regarding.**To :** Shri K Vijayanand IAS <ceo\_andhrpradesh@eci.gov.in>, CEO ARUNACHAL PRADESH <ceo\_arunachalpradesh@eci.gov.in>, CEO Assam <ceo\_assam@eci.gov.in>, H R Srinivasa <ceo\_bihar@eci.gov.in>, CEO Goa <ceo\_goa@eci.gov.in>, Dr. S. Murali Krishna <ceo\_gujarat@eci.gov.in>, CEO Himachal Pradesh <ceo\_himachalpradesh@eci.gov.in>, ceo\_jammukashmir <ceo\_jammukashmir@eci.gov.in>, CEO Karnataka <ceo\_karnataka@eci.gov.in>, CEO Kerala <ceo\_kerala@eci.gov.in>, CEO Manipur <ceo\_manipur@eci.gov.in>, CEO Nagaland <ceo\_nagaland@eci.gov.in>, CEO Odisha <ceo\_orissa@eci.gov.in>, CEO Punjab <ceo\_punjab@eci.gov.in>, Chief Electoral Officer Sikkim <ceo\_sikkim@eci.gov.in>, CEO TAMILNADU <ceo\_tamilnadu@eci.gov.in>, CEO Tripura <ceo\_tripura@eci.gov.in>, ceo uttarpradesh CEO Uttar Pradesh <ceo\_uttarpradesh@eci.gov.in>, CEO UTTARAKHAND <ceo\_uttaranchal@eci.gov.in>, CEO West Bengal <ceo\_westbengal@eci.gov.in>, ceo andaman CEO Andaman <ceo\_andaman@eci.gov.in>, CEO Chandigarh <ceo\_chandigarh@eci.gov.in>, Chief Electoral Officer UT of Dadra Nagar Haveli <ceo\_dadra@eci.gov.in>, CEO Daman & Diu <ceo\_daman@eci.gov.in>, Dr. Ranbir Singh (Chief Electoral Officer, Delhi) <ceo\_delhi@eci.gov.in>, CEO Lakshadweep <ceo\_lakshadweep@eci.gov.in>, ceo pondicherry <ceo\_pondicherry@eci.gov.in>, CEO Telangana <ceo-telangana@eci.gov.in>, CEO Mizoram <ceo\_mizoram@eci.gov.in>, ceo chhattisgarh raipur <ceo\_chhattisgarh@eci.gov.in>, ceo meghalaya CEO Meghalaya <ceo\_meghalaya@eci.gov.in>, CEO Madhya Pradesh <ceo\_madhyapradesh@eci.gov.in>, CEO Rajasthan <ceo\_rajasthan@eci.gov.in>**Cc :** narendra n butolia <narendranb@eci.gov.in>, Ajoy Kumar Secretary <ajoykumar@eci.gov.in>, Sandeep Saxena <decss@eci.gov.in>, electoral rolls eci <electoral.rolls.eci@gmail.com>, narendranb44@gmail.com, decss eci <decss.eci@gmail.com>

Sir/Madam,

Please find the attached Commission's letter dated 25.07.2019 on the subject cited above for necessary action.

Regards,

Ritesh Singh,  
Under Secretary,  
Election Commission of India **25.07.2019\_SSR, 2020\_All States except 3.pdf**  
4 MB