

ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/2023-ERS (Vol.III)

Dated: 15th December, 2023

To,

The Chief Electoral Officers of
Chhattisgarh, Madhya Pradesh, Mizoram, Rajasthan and Telangana.

**Subject: -Special Summary Revision of Photo Electoral Rolls w.r.t.01.01.2024 as the qualifying date
-Clarification regarding pre-revision activities-reg.**

Sir/Madam,

I am directed to refer to the Commission's instruction of even number dated 5th December, 2023 regarding conducting of special summary revision of electoral roll w.r.t. 01.01.2024 as the qualifying date and to state that Commission, after taking in to consideration that rationalization of polling station has recently been extensively carried out before the 2nd Special Summary Revision,2023 as well as the limited time period available for carrying out pre-revision activities, has decided that the activity of "re-arrangement of polling station and formation of section" shall not be done during the current SSR-2024 in your State, so as to ensure timely completion of all other important activities of pre-revision before the draft publication.

2. All the concerned may be informed accordingly, for compliance of the Commission's above-mentioned directions.

Yours faithfully,



(RAJESH KUMAR SINGH)
UNDER SECRETARY

कार्यालय मुख्य निर्वाचन पदाधिकारी,
छत्तीसगढ़

शास्त्री चौक, पुराना मंत्रालय परिसर, रायपुर

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क्रमांक-01/03/निर्वा.नामा./पुन.-2024/ 8067

रायपुर, दिनांक 06/12/2023

प्रति,

कलेक्टर एवं जिला निर्वाचन अधिकारी,
समस्त (छ0ग0)

विषय:-फोटोयुक्त निर्वाचक नामावलियों का विशेष संक्षिप्त पुनरीक्षण अर्हता तिथि 01/01/2024 के संबंध में आयोग द्वारा जारी पुनरीक्षण कार्यक्रम बाबत।

विषयान्तर्गत भारत निर्वाचन आयोग, नई-दिल्ली के निर्देशानुसार अर्हता तिथि 01/01/2024 के संदर्भ में फोटोयुक्त निर्वाचक नामावलियों का विशेष संक्षिप्त पुनरीक्षण का कार्यक्रम आयोग के निर्देश पत्र क्रमांक-23/2023-ERS(Vol.II) दिनांक 05 दिसंबर, 2023 (छायाप्रति संलग्न) के माध्यम से जारी किया गया है। आयोग द्वारा जारी कार्यक्रम का विवरण निम्नानुसार है:-

S.No.	Activity	Period
Pre-revision activities		
1.	(i.) Re-arrangement of Polling Stations and Formation of Sections. (ii.) Removal of discrepancies in the Electoral roll/EPICs. (iii.) Improvement of image quality ensuring good quality photographs, by replacing blurred, poor quality and not to specification and non-human images in the roll, wherever necessary. (iv.) Recasting of Section/Parts and Finalization of proposed restructuring of section/part boundaries location of polling stations and getting approval of list of polling stations. (v.) Updation of Control table. (vi.) Preparation of Format 1 to 8. (vii) Preparation of Supplements and integrated draft roll with reference to 01.01.2024 as the qualifying date	20.12.2023 (Wednesday) to 05.01.2024 (Friday)

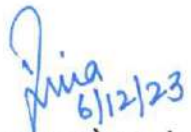

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Revision Activities		
2.	Publication of Integrated draft electoral roll.	06.01.2024 (Saturday)
3.	Period for filing claims & objections	06.01.2024 (Saturday) to 22.01.2024 (Monday)
4.	Special campaign dates	13.01.2024(Saturday), 14.01.2024 (Sunday)
5.	Disposal of claims and objections	By 02.02.2024 (Friday)
6.	(i.) Checking of health parameters and obtaining Commission's permission for final publication (ii.) Updating database and printing of supplements	By 06.02.2024(Tuesday)
7.	Final publication of electoral roll	On 08.02.2024 (Thursday)

उपरोक्तानुसार आयोग से प्राप्त फोटोयुक्त निर्वाचक नामावलियों के विशेष संक्षिप्त पुनरीक्षण अर्हता तिथि 01.01.2024 हेतु तैयारी सुनिश्चित की जावे । इस संबंध में आयोग के विस्तृत निर्देशों का अक्षरशः पालन सुनिश्चित करें ।

संलग्न:-उपरोक्तानुसार


(रीना बाबासाहेब कंगाले)
मुख्य निर्वाचन पदाधिकारी
 छत्तीसगढ़, रायपुर

ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/2023-ERS (Vol.II)

Dated: 5th December, 2023

To,

The Chief Electoral Officers of
Chhattisgarh, Madhya Pradesh, Mizoram, Rajasthan and Telangana.

Subject: - Special Summary Revision of Photo Electoral Rolls w.r.t. 01.01.2024 as the qualifying date - regarding.

- Ref –**(i) Commission's letter No. 23/LET/ECI/FUNC/ERD/ER/2018-II, dated 25th September, 2018,
(ii) Commission's letter No. 23/LET/ECI/FUNC/ERD-ER/2019, dated 14th February, 2019,
(iii) Commission's letter No. 23/2019-ERS(Vol.III) dated 29th November, 2019,
(iv) Commission's letter No. 23/INST2020-ERS, dated 30th July, 2020,
(v) Commission's letter No. 485/ERONet-EPIC/IT(O&M)/2020 dated 16th October, 2020,
(vi) Commission's letter No. 3/ER/2021/SDR/Vol.II, dated 23rd June, 2022,
(vii) Commission's letter No. 22/02/2022-ERS, dated 27th June, 2022,
(viii) Commission's letter No. 23/Inst/2022-ERS, dated 12th July, 2022,
(ix) Commission's letter No. 23/INST/2023-ERS, dated 16th March, 2023,
(x) Commission's letter No. 23/INST/2023-ERS dated 28th June, 2023,
(xi) Commission's letter No. 23/INST/2023-ERS, dated 11th August, 2023, and
(xii) Commission's letter No. 23/INST/2023-ERS, dated 25th November, 2023.

Sir/Madam,

I am directed to refer to the Commission's instruction of even number dated 25th May, 2023 vide which 2nd Special Summary Revision-2023 of Photo Electoral Rolls with reference to 1st October, 2023 as the qualifying date was conducted to revise and update the electoral roll before the Assembly elections in the States of Chhattisgarh, Telangana, Madhya Pradesh, Rajasthan and Mizoram. Now, since SSR -2024 in all States/UTs (except these five states) w.r.t 01.01.2024 as the qualifying is under way and therefore, to bring about uniformity in the electoral to be used for General Elections to the Parliament due next year and with a view to provide further opportunity to un-enrolled eligible persons to get their names registered in the electoral roll with reference to all the qualifying dates(1st January, 1st April, 1st July & 1st October) as mandated under the provisions in Section 14 of the Representation the People Act, 1950, the Commission has decided to conduct Special Summary Revision of Electoral Rolls in the States of Chhattisgarh, Telangana, Madhya Pradesh, Rajasthan and Mizoram with reference to 1st January, 2024 as the qualifying date. **Besides the applicants becoming eligible for registration on or before 1st January, 2024 as qualifying date, the applicants becoming eligible w.r.t. remaining three subsequent qualifying dates of the year i.e., 1st April, 1st July and 1st October can also submit their claims in Form-6, in advance, beginning from the date of draft publication of electoral roll. The**

applications received related to qualifying date 1st January, 2024 will be processed as per the schedule given below and electoral roll will be updated with final publication. The advance forms/claims received w.r.t. subsequent three qualifying dates of the year, during the SSR period and continuous updation period thereafter received till 1st October, 2024 shall be processed by the EROs during period of continuous updation, preferably in the first month of the relevant quarter. The detailed instruction regarding preparation of electoral roll w.r.t. four qualifying dates have already been issued vide Commission's letter No. 23/Inst/2022-ERS dated 12th July 2022 and letter No. 23/INST/2023-ERS dated 16th March and 28th June, 2023 and shall be referred to for the purpose.

2. As the pre-revision activities in the States have been done in the recently held 2nd SSR-2023, the Commission has decided to conduct Special Summary Revision of Photo Electoral Rolls w.r.t. 01.01.2024 as the qualifying date with brief pre-revision activity as per the following schedule: -

S.No.	Activity	Period
Pre-revision activities		
1.	(i) Re-arrangements of Polling Stations and formation of sections. (ii) Removal of discrepancies in Electoral Roll/EPICs. (iii) Improvement of image quality ensuring good quality photographs, by replacing blurred, poor quality and not to specification and non-human images in roll, wherever necessary. (iv) Recasting of Section/Parts and Finalization of proposed restructuring of section/part boundary location of polling stations and getting approval of list of polling stations. (v) Identification of Gaps and finalizing the strategy and timeline to bridge such gaps, and (vi) Updation of Control table (vii) Preparation of Format 1 to 8. (viii) Preparation of Supplements and integrated draft roll with reference to 01.01.2024 as the qualifying date	20.12.2023 (Wednesday) to 05.01.2024 (Friday)
Revision Activities		
2.	Publication of Integrated draft electoral roll.	06.01.2024 (Saturday)
3.	Period for filing claims & objections	06.01.2024 (Saturday) to 22.01.2024 (Monday)
4.	Special campaign dates	One Saturday and Sunday within claims and objection period to be decided/fixed by the CEO.
5.	Disposal of claims and objections	By 02.02.2024 (Friday)
6.	(i) Checking of health parameters and obtaining Commission's permission for final publication (ii) Updating database and printing of supplements	By 06.02.2024 (Tuesday)
7.	Final publication of electoral roll	On 08.02.2024 (Thursday)

3. Pre-revision activities: -

- (i) Intensive pre-revision activities, like Training and Orientation of ERO/AERO, 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, removal of discrepancies in the electoral roll/EPIC, Improvement of image quality of electors in electoral roll, 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, 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. 01.10.2023 as the qualifying date in your State.
- (ii) Further, H2H field verification by BLOs during 2nd SSR-2023 following information has also been collected in your State:
 - (a) Un-enrolled eligible citizens (eligible on 01.10.2023)
 - (b) Multiple entries/dead electors/Permanently Shifted Electors
 - (c) Correction in the ER entries

4. 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: -

- (i) 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, 2023 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-2023 in their parts. If so, necessary forms will be collected from the concerned electors/citizens.
- (ii) 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 re-verification of such gap/discrepancies through the BLOs concerned.
- (iii) All the forms received during continuous updating period (i.e. with reference to 01.10.2023 as 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 roll. The supplement, on account of disposal of Forms (Claims and objections) in respect of continuous updating, shall be prepared well before the draft publication of electoral roll, 2024 and

kept in record without its publication, so that outcome of disposal of such forms are taken into account in integrated draft roll at the time of its publication, as the draft electoral roll, so prepared would not contain any supplements.

5. Re-arrangement of Polling Stations and Formation of sections:

- (i) The Polling stations, having more than 1500 electors and all auxiliary polling stations created/set up during Assembly elections shall be re-organized and established as an independent regular polling station. A new Poling Station shall be created only after rationalizing the sections to the adjacent Polling Stations to the extent possible. 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 re-arrangement of 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) Where House no. given by the Panchayat/Municipal Authorities is not 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.

6. Removal of discrepancies in EPICs: - The Commission has directed to take all out efforts to ensure 100% removal of discrepancies in EPICs during the current round of pre-revision activities.

6.1 There are following **types of discrepancies in EPICs:** –

- (i) Repeat EPICs. There are two types of Repeat EPICs, which are as follows: -
 - a) Multiple EPIC Nos. issued to the same elector; and
 - b) Multiple electors with same EPIC number.
- (ii) EPICs containing more than 10-digit alpha-numeric number.
- (iii) Two or more States having same serial of alpha-numeric system for EPIC distributed in the Assembly constituencies of the State concerned.
- (iv) Electors who have not been issued EPICs.

Removal of repeat EPICs, the process prescribed by the Commission vide its letter dated 16th October, 2020 shall be followed.

6.2 Removal of discrepancies in EPICs: -

- (i) (a.) In case of the Multiple EPIC numbers issued to same elector, current EPIC number should be retained and multiple entries should be removed.
(b.) In cases of multiple electors with same EPIC number, the EPIC number issued to the first elector shall be retained and all other electors will be given fresh EPIC with new EPIC numbers. The old EPICs from such electors should be collected and destroyed by cutting the same into pieces after keeping a proper record.
- (ii) Commission has already issued proper standard Operating Procedure for changing Non-standard EPIC number to standard 10-digit Alphanumeric EPIC Number vide its letter dated 29.11.2019. The same may be followed in the matter.
- (iii) Same EPIC Numbers that are being used by two different States may be identified using IT tools and States concerned may be asked to follow the allotted code for generating standard EPIC numbers.
- (iv) There are a very small percentage of electors who have not been assigned any EPIC No. in electoral roll. Such electors can be easily identified using available IT tools and EPICs may be issued to them.

6.3 Improvement of image quality of electors in electoral roll:

The software-based reports shall be generated for the 'black and white images', 'not to specification images', 'non-human images' and 'no image' entries. For replacement of such images, field verification through BLOs should be done and necessary applications i.e. Form-8 along with photograph

as per specification shall invariably be collected from the electors and proper track record of such replacement be kept.

7. Identification of the Gaps and finalizing the strategy and timeline:

7.1 CEO/DEOs/EROs shall do statistical analysis of data of Format 1-8 in respect of the last finally published electoral rolls with reference to 01.10.2023 as the qualifying date along with its supplement in order to find out any major gaps in terms of E/P ratio, gender ratio, age-cohort imbalances, particularly of 18-19 age group, abnormal increase or decrease in number of electors in area, <100% PER/EPIC in ACs/PSs. No need to emphasize that the analysis should be done with due care and promptitude. For a better analysis, previous years' data should also be taken into consideration for better appreciation of the scenario by the comparing using charts etc. If analysis is done at micro level i.e. polling station level, the gaps may clearly manifest which hide at macro level i.e. State/District or AC level. Since Census data of 2011 including age wise population details is already available, population projection for 2024 should be done accordingly.

7.2. The above said analysis of data should be done by the EROs and AEROs who after discussions with BLOs and Supervisors should give analytical note to DEO concerned, who shall then discuss with EROs and AEROs of all ACs under their jurisdiction. After critical gaps are determined, then please check, if any cogent and logical reasons like migration due to socio economic or natural calamities etc. and/or cropping up of new colonies/habitats are there to answer the gaps. If so mention it in the note. The DEOs shall forward a composite analytical note to CEO along with strategies to address the issues. Finally, the CEO, having reviewed and analyzed district wise reports, shall prepare State analytical note and chalk out necessary strategies to address the gaps that need to be filled up. The gaps should be described in quantitative terms.

7.3. Action plan of the State with identified gaps, strategy and time line for bridging such critical gaps (to be completed within time frame prescribed by the Commission) shall be prepared and forwarded by the respective CEO to the Commission.

8. Preparation of Format 1 to 8 to analyze the health of electoral rolls before Draft Publication:

Before draft publication of electoral roll, the CEO shall ensure that all activities of pre-revision exercises as mentioned in the schedule have been completed. Format 1-8 for statistical analysis of the health of the electoral rolls must be prepared before the draft publication and also at the end of the summary revision before final publication. These formats should be prepared part wise by the EROs. The DEO must examine the part wise format 1 to 8 to understand the implication of the health of electoral rolls. The DEO shall compile Format 1 to 8 and send it to CEO who in turn makes the analysis AC wise. The CEO shall forward these formats in respect of final electoral roll with reference to 01.01.2024 as the

qualifying date to the concerned Zonal Pr. Secy/Secy of the Election Commission along with his/her comments and description about the targets achieved during the course of Summary Revision. The CEO should simultaneously start remedial action, if any required. The Zonal Pr. Secy/Secy. of the Commission will examine the formats sent by the CEOs and submit to the Commission for information or for any corrective action, if required.

9. Forms for Claims and Objections: -

- (a) Every claim for inclusion of name in the roll as new elector shall be in Form-6 and signed by the applicant.
- (b) Every objection to the proposed inclusion of name or application for deletion of name in existing roll shall be in Form-7 and preferred by a person whose name is in such roll.
- (c) Application for shifting of residence within the constituency or outside the constituency, correction or updation of entries, replacement of EPIC and Marking of PwD, shall be in Form-8 and shall be preferred by the person to whom that entry relates.

10. Furnishing of Aadhaar Number: -

The applicant can voluntarily furnish Aadhaar Number in Form-6 and Form-8, if he/she is having Aadhaar number, however, no application for inclusion of name in electoral roll shall be denied and no entries in electoral roll shall be deleted for inability of an individual to furnish or intimate Aadhaar Number.

11. Claims and Objections: -

As per the schedule, the EROs will issue notice in **Form-5** and formally invite claims and objections with reference to all the four qualifying dates of the year 2024.

12. Disposal of claims received w.r.t subsequent three qualifying dates: -

- (a) On the basis of date of birth given by the applicants, forms will be segregated with reference to the relevant qualifying dates.
- (b) During the current round of revision only the claims and objections received with reference to qualifying date 01.01.2024, shall only be taken into consideration for its disposal by Electoral Registration Officer and displayed on the notice board, designated locations and websites as per the Commission's existing instructions.
- (c) The Claims (Form-6) received with reference to subsequent qualifying dates, after digitizing it if received in offline mode, shall be segregated quarter wise and kept in separate respective buckets in ERO-Net under the captions 'Advance claims in respect of prospective electors with reference to qualifying date-----', however, disposal of such advance forms/claims received w.r.t to three subsequent qualifying dates namely 1st April, 1st July & 1st October shall be disposed of in the

first month of concerned quarter only, as per the ECI's guidelines issued vide letter No. 23/Inst/2022-ERS dated 12th July 2022, 23/Inst/2023-ERS dated 16th March & 28th June, 2023.

13. Display of list of claims and objections: -

13.1 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 11B 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 adequate publicity should be given by CEO to the fact that list of claims and objections is available on CEO's 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.

13.2 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.

14. 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, 11A and 11B of RERs 1960)
 - (c.) Notice board of polling station (In Forms 9, 10, 11, 11A and 11B 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.

15. Procedure of Deletion: -

15.1 Repeat/Multiple Entries: In repeated / multiple entries reported by individual citizens, BLAs of political parties and RWA representatives, field verification must be done in each and every case.

15.2 Demographically Similar Entries (DSEs), Permanently Shifted and Deceased: -Confirmed cases of DSEs/PSEs, Permanently Shifted and Deceased may be removed only after following the due procedure as laid down vide Commission's letter no. 23/INST/2023-ERS dated 11th August, 2023 and 23/INST/2023-ERS, dated 25th November, 2023.

15.3. 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) To avoid wrongful deletions, deletions on the ground of death (other than registered death case) and shifting will be made only when Form -7 is received.
- (iii) While making field verification, BLOs shall give specific remarks in report on the status of shifting/death as the case may be.
- (iv) For deletion on the ground on shifting, Form- 8 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 -8.
- (v) BLO report will be necessary for deletion.
- (vi) **For all cases of proposed deletions, instruction laid down vide Commission's letter no. 23/INST/2023-ERS dated 11th August, 2023 and 23/INST/2023-ERS, dated 25th November, 2023 shall be followed scrupulously.**
- (vii) 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.
- (viii) 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.
- (viii) 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.

16 Supervision and Checks by Supervisor/AEROs/EROs: -

16.1 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, deputed Booth Level Officer concerned to make field verification in connection with the claim or objection. The Booth Level Officer after on-spot verification submits his report to the Electoral Registration Officer.

16.2 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.

16.3 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.

16.4 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.

17. Super-checking by DEO/ Roll Observer/CEO: -

After passing the orders by AERO/ERO, super-checking of verified entries will be done by the DEO, Roll Observers and CEO for specific number of entries as randomly selected. The number of entries to be verified by DEO, Roll Observers and CEO within and up-to 7 days after last date of disposal by EROs are as under: -

- (i) **At the level of DEO:** Verification of 50 Forms (20 additions+20 deletions+10 modifications) in the district covering all ACs under his jurisdiction (or) at least 10 Forms (4 additions+4 deletions+2 modifications) in each of the ACs of the district, by table top exercise. Out of these verified Forms, field verification must be done in a minimum 10 Forms.
- (ii) **At the level of Roll Observers:** Verification of 250 Forms (100 additions+100 deletions+50 modifications) in the assigned districts or at least 10 Forms (4 additions+4 deletions+2 modifications) in each of the assigned districts, by table top exercise. Out of these verified Forms, field verification must be done in a minimum 20 Forms.
- (iii) **At the level of CEO:** Verification of 250 Forms (100 additions+100 deletions+ 50 modifications) in the state covering all districts or at least 10 Forms (4 additions+ 4 deletions+ 2 modifications) in each district, by table top exercise. Out of these verified Forms, field verification must be done in a minimum 20 Forms.
- (iv) Critical influx of Forms-6, 7, 8 in an assembly constituency shall be flagged up by the District Election Officer concerned to CEO, who in turn shall review the position on weekly basis for course correction, if required.

18. 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.

19. Flagging of Persons with Disabilities (PwDs) in Electoral Database: - As Form-6 for enrolment in electoral roll as well as Form -8 for existing electors 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 or Form - 8 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. In this regard, a provision for mentioning the percentage of disability has also been made in the revised forms. 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 in Form - 8, 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.

20. Field visits by ECI's Officers: - The Chief Electoral Officer may 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.

21. 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.

22. 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. For all such meetings with political parties by CEO/DEOs, records like minutes of meetings attendance of participants with their signature should be maintained.
- (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 24.3 of Chapter 24 of Manual on Electoral Rolls, 2023 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 to be carried out, 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 party 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.

23. 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 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.

24. 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.

25. 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 25th September, 2018 and 14th February, 2019 and 30th July, 2020 the same shall be scrupulously followed during the current round of revision also. **The printing of electoral rolls 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, 2024 w.r.t. 01.01.2024 as the qualifying date, the final roll of 2nd SSR-2023 with reference to 01.10.2023 as the qualifying date, plus supplement, if any (prepared up to publication of mother (draft) electoral roll for SSR, 2024 w.r.t 01.01.2024) will be integrated and amalgamated by bringing family members together. In the aforesaid mother roll (draft) of SSR, 2024, re-serialization of all the entries after removal of deleted entries and bundling the entries of family members would be done.
- (ii) At the time of final publication of SSR, 2024 w.r.t 01.01.2024 as the qualifying date, 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, 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.

- (iv) All the modified entries, correction and deletion made during the period of revision/continuous updation, will be reflected in the integrated roll itself with the signages per Commission's letter No. 23/INST/2023-ERS dated 16.03.2023) to indicate that the entry has been modified. Modification carried out shall be reflected in integrated roll and the list of Modifications (to be kept with ERO for future reference) shall contain old entries, on which modifications have been carried out, for tracking the changes whenever required.

26. The Commission's approval for Final Publication: -

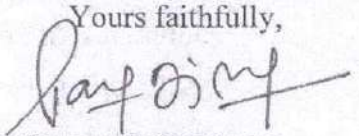
- (i) The CEO shall take prior written clearance of the Commission for final publication of the electoral rolls and for that purpose a certificate, to the effect that all the cases of dead/DSEs/PSEs/Shifted/Registered death and un-enrolled electors have been taken into account and disposed of by the 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 6th February, 2024 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.
- (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 last SSR, 2023 shall be updated by the DEOs immediately.

27. 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.

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

29. 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,

(PAWAN DIWAN)
SECRETARY